

TOWN OF TRUMBULL
REQUEST FOR QUOTATION (RFQ)
MAINTENANCE OF BOE ATHLETIC FIELDS
FOR THE PERIOD JULY 1, 2014 – JUNE 30, 2015

GENERAL INSTRUCTIONS

RFQ #5020 DUE: NOVEMBER 13, 2013 3:00 PM

The Town of Trumbull, Connecticut (hereafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the **Maintenance of BOE Athletic Fields in the Town of Trumbull** from qualified bidders (hereafter referred to as "contractors" or "Bidders") in accordance with the specifications, requirements, and scope of work contained in this request.

NOTE: There will be a Mandatory walk through for all firms that intend to submit a proposal on MONDAY, NOVEMBER 4, 2014 at 10:00 AM. Meet at the Trumbull High School Tennis Courts, 72 Strobel Rd., Trumbull, CT.

1. PREPARATION OF BIDS

- a) Bids shall be submitted by using the enclosed BID RESPONSE FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit responses in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b) Bidders may also submit, under separate cover with their response, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded
- c) No oral, telephonic, or faxed Bids will be considered. Corrections, deletions, or additions to Bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of Bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.
- d) ALL forms contained in this request are required for submittal **MUST** be completed in their entirety; failure to do so may result in rejection of a firm's proposal.

2. BID SUBMISSION

Bids are to be submitted in a sealed envelope addressed as follows:

RFQ #5020 DUE: NOVEMBER 13, 2013 3:00 PM
Purchasing Agent
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that the person(s) signing the formal bid form must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

3. BID TIME

Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all Bids will be publicly opened and read aloud. A Bidder may withdraw a Bid at any time prior to the above scheduled date and time. Any Bid received after the above scheduled date and time shall not be accepted or opened.

4. TOWN OPTIONS

- a) The TOWN reserves the right to reject any and all Bids and does not bind itself to accept the lowest Bid or any Bid for this work or any part thereof, and shall have the right to ask for new Bids for the whole or parts, should it desire to do so.
- b) If your Bid does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a Bid is in accordance with the required specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in Bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

- a) All inquiries regarding this request may be directed to the Town Superintendent of Parks **Mr. Dmitri Paris (203-452-5075)**, and shall be answered up to the close of business on **November 8, 2013** after which time no additional questions will be

accepted. To ensure consistent interpretation of inquires, answers to questions the Town deems to be in the interest of all Bidders will be made available in writing or by Fax as appropriate to all Bidders.

- b) The Town reserves the right to communicate with any or all of the Bidders to clarify the provisions of this request. The Town further reserves the right to request additional information from any Bidder at any time after Bids are opened.
- c) **It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website www.rtumbull-ct.gov (Purchasing Department – Bid Invitations). Failure to submit a response that does not address any changes or addendums may result in a disqualification of a proposal submission.**

7. AWARD AND AUTHORITY

- a) The requested services shall be awarded to the bidder whose proposal is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in this request, responsiveness of bid, and the criteria for evaluating proposals. That decision rest solely with the Town.
- b) The Town Purchasing Agent will issue notification of award in writing or by way of a Purchase Order

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

9. HOLD HARMLESS CLAUSE

The Contractor agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

10. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

11. INSURANCE

The selected contractor shall provide the Town with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$ 500,000	\$ 500,000
Personal Injury Liability	\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

12. PRICING

The requirements and specifications of this request call for a specific service being purchased and do not permit any substitutions. All prices quoted are to be firm for a period of one (1) year following Bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

13. TERM OF AGREEMENT

The Town requires firmed fixed prices for a period of one (1) year following Bid opening and nothing elsewhere in this Bid shall abrogate this firm period.

14. PERFORMANCE, TERMINATION AND CANCELLATION

- a) The type of service requested is time sensitive and essential for the day-to-day operation of Town facilities.
- b) The Contractor shall perform this service consistent with good professional practice and in accordance with the standards and specifications set forth herein. In the event of unacceptable performance the Town shall be under no obligation to make payment and may terminate any contract award.
- c) The Town reserves the right to cancel any purchase, at any time, with thirty (30) days prior written notice to the contractor should any of the following conditions exist:
 - Funds are not appropriated by the Town for continuance of this agreement.
 - The Town, through changes in its requirements, method of operation, or program operation no longer has a need for the service.

15. PERMITS

Contractor shall obtain all necessary and required permits, if any, to comply with federal, state and local regulations, at their own expense.

16. INVOICES

The Contractor shall forward an ORIGINAL and one (1) copy of the invoice for payment to:
Public Works – Parks Department
366 Church Hill Road, Trumbull, CT 06611

17. OPTION TO RENEW

The Town may renew the term of a purchase order/contract awarded for this requirement for one (1) additional year, at the price stated in the Bid Response Form by giving the contractor at least thirty (30) days written notice. A 3rd year is at the sole option of the Town at the same price.

18. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

20. MISCELLANEOUS

- a) Bidders desiring to make substitutions to standards specified shall submit that item as a separate attachment to the Bid form. Substitutions proposed shall not be part of base Quotation, and Bidders must state amount, additional or deductible, if substitute material is accepted. Substitute Bids shall not affect determination of lowest Bids.
- b) Bidders shall provide a minimum of five (5) references (name of organization and contact person) for similar work completed in the past within the Zones set forth in this RFQ. The Town reserves the right to initiate telephone contact with any references listed in a Quotation.

21. AMBIGUITY IN THIS REQUEST FOR PROPOSAL

Prior to submitting a response to this request, it is the responsibility of the bidder to bring to the attention of the Town any ambiguity in this request. Not to do so shall result in the bidder forfeiting any claim for adjustment based on such ambiguity as should have been noted by a prudent bidder.

**TOWN OF TRUMBULL
REQUEST FOR QUOTATION (RFQ#)
MAINTENANCE OF VARIOUS TOWN/BOE ATHLETIC FIELDS
FOR THE PERIOD JULY 1, 2014 – JUNE 30, 2015**

RFQ #5020 DUE: NOVEMBER 13, 2013 3:00 PM

SPECIFICATIONS, REQUIREMENTS AND SCOPE OF WORK

1. QUALIFICATIONS

- a) A minimum of Five (5) years practical experience in the care and maintenance of a Middle and High School based multi-location athletic field complex, located within U.S.D.A. designated hardiness zones five (5) through seven (7). References are mandatory
- b) Appropriate references required indicating both superior expertise in the completion of all regular duties and related tasks as well as the specific methods utilized in the ongoing maintenance and repair of safe and aesthetic playing grounds and fields.
- c) Must have the ability to access in a timely manner adequate personnel, all materials and sufficient equipment to accomplish all outlined maintenance objectives.

2. SUPERVISION EXERCISED

- a) A full time, forty hour per week Union "Field Maintenance Assistant" position will be provided as per agreement for 4 months of the year. (May through August)
- b) This individual will take direction from the sub-contractor in the implementation of the regular maintenance duties required under this bid specification.

3. SUPERVISION RECEIVED

The contractor will take specific instructions from the Athletic Director and or Superintendent of Parks in the prioritization of both the maintenance schedule and or specific cultural practices of the fields. The contractor shall have a supervisor on site for 12 months and will perform duties as specified by the Athletic Director during winter months such as stripping, painting and repairing all goals.

THE ATHLETIC FIELD MAINTENANCE PROGRAM SHALL CONSIST OF:

4. SPRING SEASON

All Baseball Fields, All Football Fields, All Softball Fields, All Track and Field areas, All Lacrosse Fields, All Soccer Fields, All Field Hockey Fields, All Tennis Courts and Madison Middle School Football Fields and Baseball Fields as well as all Common Areas within. All fields for Marching Band must be painted weekly throughout the season.

5. SUMMER SEASON

All Baseball Fields, All Football Fields, All Softball Fields, All Track and Field areas, All Lacrosse Fields, All Soccer Fields, All Field Hockey Fields, All Tennis Courts and Madison Middle School Football Fields and Baseball Fields as well as all Common Areas within. All fields for Marching Band must be painted weekly throughout the season

6. FALL SEASON

All Baseball Fields, All Football Fields, All Softball Fields, All Track and Field areas, All Lacrosse Fields, All Soccer Fields, All Field Hockey Fields, All Tennis Courts and Madison Middle School Football Fields and Baseball Fields as well as all Common Areas within. All fields for Marching Band must be painted weekly throughout the season. Woodchips must be placed on the Cross Country Trail in late August to ensure level trail and runoff protection.

7. NON SCHOOL ACTIVITIES IN THE ATHLETIC FIELDS

There are a number of organizations that will require the set up, maintenance and painting on daily basis to facilitate their programs throughout the year on all school grounds. These organizations are year round Preparations on:

- a. Baseball Leagues games and practices
- b. Softball Leagues and practices
- c. Soccer Leagues and practices

- d. Youth Football games and practices
- e. Youth Lacrosse games and practices
- f. Youth Field Hockey

Field preparations will be determined by current pre-existing activity and schedules of Pop Warner Football, Babe Ruth and Senior Babe Ruth Baseball, American Legion Baseball, Senior City Baseball, Trumbull Youth Lacrosse, AYSO Soccer, Trumbull Youth Field Hockey and others

9. TOWN OF TRUMBULL CAMPS

- a. There are several camps that are approved by the Town of Trumbull for usage and all fields shall be lined and maintained for these activities. These sports do vary
- b. All goals for these activities will be brought out and put back at the conclusion of each camp

8 GRASS CUTTING

- a. Cut grass twice (2) per week according to C.I.A.C. and N.F.H.S. rules and regulations.
- b. Trim all fence lines and baseball/softball back stops weekly.
- c. Trim around bleachers, buildings, dugouts, batting cages, scoreboards, etc.
- d. All mower blades are sharpened every 16 hours of use.
- e. Cut all field hockey fields at $\frac{3}{4}$ of an inch in height by gradually lowering the height of cut and vacuuming all dead grass up.
- f. The entire area at the Turf Football field shall be cut weekly outside of the track but within the fence line

9. FERTILIZATION

- a. Take soil samples once in early spring, again in early fall to determine nutrient requirements.
- b. Apply fertilizer at a 1 pound of nitrogen per thousand square feet rate four times a year
- c. Fertilizers must be fully organic protein based formulations
- d. i.e. Roots, Plant Health Care, Planttech or Sustane poultry based product
- e. Sludge based compositions will not be accepted.
- f. Prior to the application of any fertilizer materials, one week notification and appointment must be made with the

10. PESTICIDES

- a. Turf maintenance of all facilities will conform to the HB-5234 act banning pesticides on school grounds. Public Act 07-168 except at Trumbull High School varsity fields where they are fenced in and separate from Hillcrest M.S.
- b. The use of Corn Gluten Hydrolase will be permitted in early each spring for the control of grassy weeds.
- c. Insect population inspections will take place each spring and fall for monitoring and reporting purposes.
- d. Broadleaf controls will be performed by a variety of pre-approved methods including hand weeding, permitted organic pesticides such as acetic acid up to and including the total removal of larger affected turf areas and then re-sodded.

11. AERATION

- a. Hollow Core Aerate all fields twice in late summer. After Broadcast Seeding, (see below) all cores will be dragged until no longer a presence on surface. Must inform Town prior to work performed.
- b. Vary the type of aeration (hollow tine, solid tine, shatter tine, or slicing) on all premium turf fields on a monthly basis. Must inform Town prior to work performed
- c. Aerate high stress areas (goal mouths, mid field, in front of mound, around home plate, etc.) more frequently if necessary. Must inform Town prior to work performed

12. OVERSEEDING AND SODDING

- a. All open turf areas will be broadcast seeded with a Rhizomatous Tall Fescue (RTF™) Turf Type Fescue grass blend immediately following aeration procedure in late summer. Final seed selection approval will be made by the Superintendent of Parks
- b. Broadcast rates for RTF grass will be at 10-15 lbs per 1000 sq. ft.
- c. All field areas will be seeded utilizing mechanical turf seeders that can guarantee intimate seed contact with the soil, i.e. spikers, slit seeders seedavers.
- d. Power seeded application rates for RTF Turf Type Fescue will be at 6-10 lbs per 1000 sq. ft. and will be subsequent to the end of scheduled play until scheduled.
- e. All seed must be rated at seven (7) or higher on the NTEP trials for all major evaluation criteria.
- f. Sodding of all severe wear areas such as but not limited to goal mouths, lips and front of pitchers mounds, home plate areas will be performed at the end of scheduled play annually. These areas must be documented with the Athletic Directors approval

- g. Sod installation must be seamed to the surrounding turf with no discernable tactile or visual grade changes.

13. TOP DRESSING

- a. Top dress all fields at least once per year.
- b. Top dress premium fields more frequently.
- c. Type of sand should meet U.S.G.A. specifications.
- d. All top dressing should be followed by dragging (brooms, mats, etc.).
- e. Add a mixture of sand, seed, and organic fertilizer to all worn areas in front of soccer goals and lacrosse goals.

14. CLAY MAINTENANCE AND GROOMING

- a. Varsity Baseball and Softball field areas will be maintained utilizing only Partac Peat Premium Infield Mix and Pitcher's Mound Clay
- b. Infields will be groomed for all scheduled games and practices.
- c. Water removal methods must not result in the formation of lips or the creation of grade irregularities that may affect proper drainage.
- d. The uses of approved drying agents are permitted to aid in gaining maximum playability on the fields, however all minor amounts of the material must be nail dragged/ tilled and fully incorporated into the main body of the infield.
- e. When extreme measures are needed to prepare a field for play, any concentrated amounts of drying agent remaining must be removed and replaced with the appropriate clay product for the specific field and area within.
- f. The raking of displaced clay material into depressions must precede the addition of any additional clay.
- g. All clay/grass perimeters must be raked back or blown back weekly to avoid buildup from grooming and drag matting
- h. All clay areas will be scarified daily even during rest and shutdown periods to prevent weed establishment.
- i. The synthetic field will be groomed at least twice monthly to maintain proper g-force rating for safe play and loft of the crumb rubber.

15. LAYOUT AND PAINTING

- a. All fields will be lined with paint which the contractor will supply on a weekly basis.
- b. Layout will conform to C.I.A.C. and N.F.H.S. regulations.
- c. Baseball and Softball infields will groomed and lined on a daily basis from 3/15 until 11/30 each year
- d. All additional painting (such as all the artificial turf fields and fields used for all Trumbull youth sports game & practice) will be done weekly from 3/15 -11/30
- e. Mark out and line lacrosse fields for varsity, junior varsity, freshman and practice fields for both girls and boys teams.
- f. Mark out and line track and field events; shot put, discus, and javelin weekly.
- g. Line baseball and softball fields daily at THS and Madison Middle School.
- h. Layout and paint soccer fields including varsity, junior varsity, freshman and practice fields.
- i. Layout and paint field hockey fields including varsity, freshman practice, and goal area practice fields.
- j. Paint the stadium field for field hockey, boys and girls lacrosse & soccer using appropriate paint for synthetic turf fields. Colors do vary.

16. TRASH REMOVAL

- a. Empty all trash barrels daily.
- b. Pick up all trash on fields on a daily basis and place new liners in barrels.
- c. Pick up all trash along fence lines around Trumbull High School, outside buildings, dugouts, batting cages, and bleachers on a daily basis.
- d. Clean tennis courts on a daily basis.
- e. Clean and inspect cross country trail twice per week.

17. SPRING AND FALL CLEAN-UP

- a. All grass areas will be cleaned of sticks, branches, leaves, etc.
- b. All fields will be spring tine-raked each spring to remove dead grass and stimulate new growth.
- c. Begin fixing areas along the access road that were damaged from snow plows.

18. REPORTING

A written report of the current overall condition of each field area as well as regular maintenance practices, repair or remediation performed will be submitted to the Superintendent of Parks for review and planning at the end of each month.

19. ADDITIONAL UNIT PRICING

If the Town of Trumbull or its recognized organizations require additional services please quote the following
The following prices shall include all equipment, material and labor for each

- a. Per Little League baseball grooming and lining \$_____ ea.
- b. Per Pop Warner Football lining complete with hash and #'s \$_____ ea.
- c. Per Babe Ruth grooming and lining \$_____ ea.
- d. Per Youth Soccer field lining \$_____ ea.
- e. Per Youth Lacrosse field lining \$_____ ea.
- f. Per softball field grooming and lining \$_____ ea.
- g. Per square foot slice seeding \$_____psf
- h. Per square foot sod replacement \$ _____psf

TOWN OF TRUMBULL

REQUEST FOR QUOTATION (RFQ)
MAINTENANCE OF VARIOUS TOWN/BOE ATHLETIC FIELDS
FOR THE PERIOD JULY 1, 2014 – JUNE 30, 2015

RFQ #5020 DUE: NOVEMBER 13, 2013 3:00 PM

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List at least FIVE (5) clients WITH FIVE (5) years of similar services within the designated Zones 5 through 7

NOTE: IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description: _____

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description: _____

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description: _____

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description: _____

Organization Name: _____

Contact Name: _____

Phone: _____

Service Dates: _____

Description: _____

TOWN OF TRUMBULL
REQUEST FOR QUOTATION (RFQ)
MAINTENANCE OF VARIOUS
TOWN/BOE ATHLETIC FIELDS
FOR THE PERIOD JULY 1, 2014 – JUNE 30, 2015

BID RESPONSE FORM

RFQ #5020 DUE: NOVEMBER 13, 2013 3:00 PM

THE UNDERSIGNED AFFIRMS AND DECLARES that this Bid is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this Bid for the request noted above and certifies that this Bid meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate Bids are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all Bids or waive any formalities in this request.

YEAR 1:
THE TOTAL PROPOSED PRICE IS: _____ Dollars
(Written amount) \$ _____ /Year One

YEAR 2
OPTION PRICING
(TOWN'S OPTION TO RENEW):
THE TOTAL PROPOSED PRICE IS: _____ Dollars
(Written amount) \$ _____ /Year Two

YEAR 2
OPTION PRICING
(TOWN'S OPTION TO RENEW):
THE TOTAL PROPOSED PRICE IS: _____ Dollars
(Written amount) \$ _____ /Year Three

Note any exceptions or clarifications (use additional pages as necessary)

The Contractor agrees, if awarded the contract, to commence work within ten (10) days after date of notice to proceed; and shall begin on or about: _____.

I certify that this fee proposal reflects all labor, burden, fringe, overhead, and profit for our personnel to satisfactorily perform all of the services in the best interests of the Town of Trumbull under the scope and staffing plan as set forth herein

Company Name

By (Signature)

Address

Print Name

Title

Title

Date

Telephone/Fax

Email

Mobile Phone/24 HR Emergency