

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS
FOR THE PERIOD January 1, 2020 – DECEMBER 31, 2020**

RFQ/P #6357 DUE: AUGUST 22, 2019 @ 2pm

GENERAL INSTRUCTIONS

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 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 August 13, 2019 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, Email, 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/P 6357 DUE: AUGUST 22, 2019 2:00 PM
Purchasing Agent
Kevin Bova
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 Director of Parks and Recreation **Mr. Dmitri Paris** dparis@trumbull-ct.gov at (203-452-5075) and shall be answered up to the close of business on **AUGUST 15, 2019** after which time no additional questions will be accepted. All others questions may be directed to Kevin Bova, Purchasing Agent kbova@trumbull-ct.gov (203.452.5042). To ensure consistent interpretation of inquiries, 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.trumbull-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. Qualifications- price and vendor reputation and support-That decision rest solely with the Town.
- b) The Town Purchasing Agent will issue notification of award in writing along with a Town Standard contract and then 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
Commercial General Liability	Each Occurrence	Aggregate
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non-owned & rented vehicles	\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees that Thirty (30) 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. Once awarded this 1st year contract will be January 1, 2020 through December 31, 2020.

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:

Parks and Recreation 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. The Town may request an optional of total 2 additional years in one year increments extension if the prices are held by the bidders or mutually agreed upon. The Town will decide at that time whether or not to extend services under RFP/Q BID 6357 if both parties mutually agree and services were meet.

18. CONFLICT OF INTEREST

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

19. 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.

20. STATEMENT OF QUALIFICATIONS AND REFERENCES

Bidders shall complete and submit the "Statement of Qualifications" section of this request along with the References form. The Town and Engineering Department may make such investigations as necessary and it deems appropriate to determine the qualifications of the proposer to perform the work required. If the Town is not satisfied that the proposer is properly qualified, the Town along with the Superintendent of Parks and Recreation reserves the right to reject the proposal of said proposer.

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 QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS
FOR THE PERIOD January 1, 2020 – DECEMBER 31, 2020**

RFQ/P #6357 DUE: AUGUST 22, 2019 @ 2pm

SPECIFICATIONS, REQUIREMENTS AND SCOPE OF WORK

**TOWN OF TRUMBULL REQUEST FOR QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS FOR THE PERIOD
SPECIFICATIONS, REQUIREMENTS AND SCOPE OF WORK**

The Base bid should include the full scope of work as outlined below for all facilities listed. Additionally, the contractor should provide unit pricing for specific services listed which may be utilized by the Town of Trumbull (Town) for maintenance of other athletic facilities as the need arises.

1. Qualifications:

- a) A minimum of five (5) years practical experience in the care and maintenance of a High School, College or University 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 time specific manner adequate personnel, all materials and sufficient equipment to accomplish all outlined maintenance objectives.

2. Supervision Received:

- a) The contractor will take specific instructions from the Athletic Director and/or Superintendent of Parks and Recreation or their designee in the prioritization of both the maintenance schedule and/or specific cultural Practices of the fields.
- b) The contractor shall have a supervisor on site for twelve (12) months per year and will perform duties during Winter months such as stripping, painting and repairing all goals as specified by the Superintendent of Parks And Recreation.

3. Facilities Available to the Contractor:

- a) The Town will provide the contractor use of the maintenance facility on the grounds of Trumbull High School Campus for the duration of the agreement.
- b) All materials and equipment will be stored in a neat and orderly fashion
- c) The Town has no responsibility for loss due to theft or vandalism to the premises. Insurance provided by the contractor must include the use of the building.

4. Contractor's Personnel and Equipment:

- a) Under this agreement the Contractor MUST have necessary manpower and proper Field Grooming Equipment to prepare and groom multiple fields simultaneously in order to have uninterrupted play on all Properties listed (see Weekday, Weekend and Holiday Timetables).
- b) Contractor shall have adequate equipment for completion of the work required. Contractor shall submit with this RFQ a list of all equipment owned relative to this work. Contractor may include an additional list of

equipment to be leased or rented for occasional work related to performance of this agreement. Equipment list should include description, age and condition of equipment.

- c) All employees of the Contractor, working on Town of Trumbull School and Park property, must have passed Criminal background check. Results of said background check shall be provided to the Town upon request.

5. Weekday, Weekend and Holiday Timetable:

- a) Weekdays- Fields must be prepared for play by 2:00pm. High School and Recreational League Games are expected to take the field by 2:15pm.
- b) Weekends and Holidays- There may be up to 18 fields Town-wide that must be prepared for play no later than 8:00am when teams are taking the field.
- c) Contractor MUST have necessary manpower and proper Field Grooming Equipment to prepare and groom up to seven (7) Baseball/Softball fields simultaneously by times stated above in order to have uninterrupted play.

6. Layout and Painting:

- a) All layouts will conform to C.I.A.C. and N.F.H.S. regulations unless directed by the Superintendent of Parks and Recreation.
- b) Colors vary and will be determined by the Director of Athletics or the Superintendent of Parks and Recreation.
- c) All synthetic fields required for field hockey, boys and girls lacrosse & soccer must use authorized paint for synthetic turf fields, which the contractor will supply.
- d) All natural fields will be lined with approved natural turf paint, which the contractor will supply.
- e) Natural fields will be repainted weekly or as needed during the season (March 15th-November 15th) to maintain clearly visible and distinguishable lines.
- f) Additional painting will be required to line Track and Field events, shot put, discus, and javelin weekly.

7. Clay Infield Mix, Maintenance, and Grooming:

- a) Baseball and Softball field areas will be maintained utilizing only the same material currently existing on a specific field (i.e. Partac Peat Premium Infield Mix and Pitcher's Mound Clay is the only acceptable material for the Varsity Baseball Field).
- b) The Superintendent of Parks and Recreation will issue specifics for the material of each field.
- c) All infield clay is to be scarified/raked to provide smooth surface. Mechanical raking (Field Pro) is permitted.
- d) All clay/grass perimeters abutting turf must be raked back or blown back to avoid build up from grooming and drag matting.
- e) All clay areas will be scarified, as per the detailed List of Maintenance Services (Section 19), to prevent weed establishment.
- f) Lining will include chalk lines for the batter's box and infield foul lines. Outfield foul lines will be maintained with paint, applied no less than weekly.
- g) Water removal methods must not result in the formation of lips or the creation of grade irregularities that may affect proper drainage. 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. Current approved products are PRO RED CHOICE for varsity fields and Turface Game Saver on JV Fields.
- h) 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 said field, during the next grooming cycle.
- i) The raking of displaced clay material into depressions must precede the addition of any additional clay.
- j) Application of irrigation and hand watering of infields as necessary to maintain proper clay consistency.

8. Synthetic Turf Maintenance:

- a) The synthetic fields will be groomed at least twice monthly to maintain proper g-force rating for safe play and loft of the in-fill material. Approved mechanical grooming equipment must be used.

9. Natural Turf Maintenance and Cutting Grass for Athletic Fields at Trumbull High, Hillcrest Middle and Madison Middle Schools:

- a) Cut grass two (2) times per week according to C.I.A.C. and N.F.H.S recommendations.
- b) Trim all fence lines and baseball/softball back stops weekly.
- c) Trim around bleachers, buildings, dugouts, batting cages, scoreboards, etc. weekly.
- d) All mower blades are sharpened every 16 hours of use.
- e) Cut all field hockey fields at 1 inch in height by gradually lowering the height of cut and vacuuming all dead grass up.

10. Fertilization:

- a) Contractor will take and test soil samples once in early spring and again in early fall. Test results will be provided to the Superintendent of Parks and Recreation to determine appropriate nutrient requirements and product selection.
- b) Apply fertilizer at one (1) pound of nitrogen per thousand square feet rate at the recommend intervals.
- c) Fertilizers must be fully organic protein based formulations i.e. Roots, Plant Health Care, Planttech or Sustane poultry based product.
- d) Sludge based compositions maybe accepted with prior approval of the Superintendent of Parks and Recreation.
- e) Prior to the application of any fertilizer materials, an appointment must be made, at least one week in advance of preformed work, with the Superintendent of Parks and Recreation or their designee.

11. Pesticides:

- a) Turf maintenance of all facilities will conform to the HB-5234 Act/Public Act 07-168 banning pesticides on school grounds.
- b) Insect population inspections will take place each spring and fall for monitoring and reporting purposes. Reports to be provided to the Superintendent of Parks and Recreation upon request.
- c) Broadleaf controls will be performed by a variety of pre-approved methods i.e. hand weeding, permitted pesticides and the total removal of larger affected turf areas and then re-sodded. Methods must be approved by the Superintendent of Parks and Recreation.

12. Aeration:

- a) All aeration work must be approved by the Superintendent of Parks and Recreation or their designee at least one week prior to the work being performed.
- b) Contractor will aerate all fields twice annually, once in May and a second in late summer.
- c) All cores will be dragged until no longer a presence on surface.
- d) Vary the type of aeration (Hollow Tine, Solid Tine, Shatter Tine, Linear Decompaction or Slicing) on all turf fields.
- e) Aerate high stress areas (goalmouths, mid field, in front of mound, around home plate, etc.) more frequently as deemed necessary by the Superintendent of Parks and Recreation.

13. Over Seeding and Sodding and Turf Blankets:

- 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 only. Final seed selection approval will be made by the Superintendent of Parks and Recreation.

- b) Broadcast rates for RTF grass will be at 10-15lbs 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 and Seedavators).
- d) Power seeded application rates for RTF Turf Type Fescue will be at 6-8 lbs. per 1000 sq. ft. and will be subsequent to the end of scheduled play.
- e) Any 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 goalmouths, lips and front of pitchers mounds and home plate areas will be performed at the end of scheduled play annually. These areas must be documented and approved by the Superintendent of Parks and Recreation and/or Athletic Director.
- g) Sod installation must be seamed to the surrounding turf with no discernable tactile or visual grade changes.
- h) Sod Blanket Seeding over winter for wear areas will be considered an acceptable alternative practice to Traditional Sod.

14. Trash Removal at Trumbull High, Hillcrest Middle and Madison Middle Schools:

- a) Empty all trash barrels and place new liners in barrels daily.
- b) Pick up all trash on fields and courts daily.
- c) Pick up all trash along fence lines around Trumbull High School, outside buildings, backstops, dugouts, batting cages, and bleachers daily.
- d) Pick up all trash along the fence lines around Madison Middle School fields and backstops daily.

15. Spring and Fall Cleanup at Trumbull High, Hillcrest Middle and Madison Middle Schools:

- 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) Repair areas along access roads that were damaged from snowplows.

16. Irrigation:

- a) Where automated irrigation systems are in place, the Town will maintain the system including annual commissioning and decommissioning of the system.
- b) The contractor will be responsible for operation of the system, management of time clocks and scheduling of water application to assure best possible quality of turf.

17. Reports:

- a) 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 and Recreation for review and planning at the end of each month.

18. Field Closure Website:

- a) The contractor will update the field status (i.e. open, closed, repair, pending) upon the field status' change.
- b) Each field status must be updated a minimum of once daily.
- c) On weekdays field status must be updated no later than 2:00pm.
- d) On weekends and holiday the field status must be updated no later than 7:00am.

19. List of Athletic Facility and Primary Maintenance Services to be Provided

- a) Field #1 McDougal Stadium Artificial Field / Crumb Rubber Infill
 - Litter and trash removal daily
 - Initial Cleaning of Bleachers
 - Turf Grooming using approved equipment 2x per month
 - Mow all grass 2x weekly within outer fence includes end zones and track areas
 - Paint all sport lines as needed using approved Turf Paint per schedule
 - Set up and relocate goals as needed
- b) Field #2 Varsity Baseball
 - Spring Prep, Turn Clay, Set Bases and Mound in early March
 - Litter and trash removal daily
 - Mow and Trim all Grass areas 2x weekly
 - Groom Only Infield 2x weekly (~60 per year)
 - Groom Infield & Paint Foul Lines using approved Paint Only (~100 per year) on Game Days
 - Groom Bullpens on Game Days
 - Hang Windscreen and Banners Spring and Autumn
 - Monitor and Adjust Irrigation (see “Irrigation”)
 - Aerate and Seed 2x Annually
 - Fertilizer Applications 5x Annually
 - Maintain Warning Track, will supply stone dust as needed
- c) Field #3 JV Baseball
 - Spring Prep, Turn Clay, Set Bases and Mound in early March
 - Litter and trash removal daily
 - Mow and Trim all Grass areas 2x weekly
 - Groom only Infield 2x weekly (~60 per year)
 - Groom Infield and paint Foul Line using Paint Only (~100 per year)
 - Monitor and Adjust Irrigation (see “Irrigation”)
 - Aerate and Seed 2x Annually
 - Fertilizer Applications 5x Annually
- d) Field #4 Varsity Softball
 - Spring Prep, Turn Clay and Set Bases in early March
 - Litter and trash removal daily
 - Mow and Trim all Grass areas 2x weekly
 - Groom only infield 2x weekly (~60 per year)
 - Groom infield & Paint Foul Lines using Paint Only (~75 per year)
 - Monitor and Adjust Irrigation (see “Irrigation”)
 - Aerate and Seed 2x Annually
 - Fertilizer Applications 5x Annually

e) Field #5 JV Softball

- Spring Prep, Turn Clay and Set Bases in early March
- Litter and trash removal daily
- Mow and Trim all Grass areas 2x weekly
- Groom only infield 2x weekly (~60 per year)
- Groom Infield & Paint Foul Lines using Paint Only (~75 per year)
- Aerate and Seed 2x Annually
- Fertilizer Applications 5x Annually

f) Field #6 Artificial Turf / Cork Infill

- Litter and trash removal daily
- Turf Grooming using approved equipment 2x per month
- Mow all Grass areas 2x weekly within outer fence and includes slope on driveway side
- Paint all Sport Lines as needed using Turf Paint as needed
- Set up and relocate goals as needed

g) Field #7 JV Soccer/LAX Grass

- Litter and trash removal daily
- Mow all Grass 2x weekly
- Paint Soccer/LAX Lines weekly
 - o March 15th-July 15th (LAX)
 - o August 15th-November 15th (Soccer)
- Monitor and Adjust Irrigation (see “Irrigation”)
- Aerate and Seed 3x Annually
- Fertilizer Applications 5x Annually
- Set up and relocate goals as needed

h) Field #8 The Pitt

- Litter and trash removal daily
- Mow all Grass 2x weekly
- Paint Soccer/LAX Lines weekly
 - o March 15th-July 15th (LAX)
 - o August 15th-November 15th (Soccer)
- Monitor and Adjust Irrigation (see “Irrigation”)
- Aerate and Seed 3x Annually
- Fertilizer Applications 5x Annually
- Set up and relocate goals as needed

i) Field #9 Freshman Soccer/LAX

- Litter and trash removal daily
- Mow all Grass 2x weekly
- Paint Soccer/LAX Lines weekly
 - o March 15th-July 15th (LAX)
 - o August 15th-November 15th (Soccer)
- Aerate and Seed 2x Annually

- Fertilizer Applications 3x Annually
- Set up and relocate goals as needed

j) Field #10 Field Hockey

- Litter and trash removal daily
- Mow all Grass 2x weekly @ 1" Height and Bag
- Paint Field Hockey Lines August 15th- November 15th weekly
- Aerate and Seed 2x Annually
- Fertilizer Applications 3x Annually
- Set up and relocate goals as needed

k) Field #11 Hillcrest Front

- Litter and trash removal daily
- Mow all Grass 2x weekly
- Paint Soccer/LAX Lines weekly
 - o March 15th-July 15th (LAX)
 - o August 15th-November 15th (Soccer)
- Aerate and Seed 2x Annually
- Fertilizer Applications 3x Annually
- Set up and relocate goals as needed

l) Field #14 Utility Field Full Size

- Litter and trash removal daily
- Mow all Grass 2x weekly
- Paint Soccer/LAX Lines weekly
- March 15th-July 15th (LAX)
- August 15th-November 15th (Soccer and/or Football)
- Aerate and Seed 2x Annually
- Fertilizer Applications 3x Annually
- Set up and relocate goals as needed

m) Field #15 Utility Field Full Size

- Litter and trash removal daily
- Mow all Grass 2x weekly
- Paint Soccer/LAX Lines weekly
 - o March 15th-July 15th (LAX)
 - o August 15th-November 15th (Soccer)
- Aerate and Seed 2x Annually
- Fertilizer Applications 3x Annually
- Set up and relocate goals as needed

n) Field "B" Javelin/Shot Put

- Litter and trash removal daily
- Mow all grass 2x weekly
- Paint lines javelin, shot put, discus weekly (March 15th-July 15th)
- Aerate and Seed 2x Annually

- Fertilizer Applications 3x Annually

o) Madison Football

- Mow and trim all Grass 2x weekly
- Paint Football lines complete with #s and hash marks on 3 separate field areas weekly from July 15th-December 1st (~19 per year, per area)
- Monitor Irrigation
- Aerate and Seed 2x Annually
- Fertilizer Applications 3x Annually

p) Madison Baseball

- Spring Prep, Turn Clay and set all bases and mound in early March
- Mow and Trim all Grass areas 2x weekly
- Groom Only Infield 2x weekly (~60 per year)
- Groom Infield & Paint Foul Lines using Paint Only (~100 per year) on Game Days
- Aerate and Seed 1x Annually
- Fertilizer Applications 3x Annually

q) Unity #1 Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

r) Unity #2 Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

s) Unity #3 Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

t) Unity #4 Little League

- Spring Prep, Turn Clay, Edge, Set Bases: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

u) Unity #5 Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

v) Unity Babe Ruth

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

w) Long Hill Adult Softball/Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

x) Indian Ledge Adult Softball/Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

y) North Madison Adult Softball/Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

z) North Madison Cricket Pitch

- Spring Prep, Turn Clay, Edge: March 15th
- Groom, Roll and Line for all Matches- April-November (~60 per year)

aa) Nothnagle Adult Softball/Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~125 per year)
- Groom Only 2x Weekly (~60 per year)

bb) Island Brook #1 Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~100 per year)
- Groom Only 2x Weekly (~60 per year)

cc) Island Brook #2 Adult Softball #2

- Spring Prep, Turn Clay, Edge, & Set Bases: March 15th
- Groom and Line for all Games April-November (~100 per year)
- Groom Only 2x Weekly (~60 per year)

dd) Island Brook #3, Little League

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~100 per year)
- Groom Only 2x Weekly (~60 per year)

ee) Island Brook #4 Little League Field

- Spring Prep, Turn Clay, Edge, Set Bases & Mound: March 15th
- Groom and Line for all Games April-November (~100 per year)
- Groom Only 2x Weekly (~60 per year)

ff) Indian Ledge #2 Artificial Turf / Cork Infill

- Periodic supplementary lining as requested

gg) Indian Ledge Soccer Fields #1A, #1B, #3, and #4.

- Paint each field weekly for Soccer/LAX April-November (~30 per year)
- Fields may be line for one large field or multiple smaller fields

hh) Kaechele Farm Park Soccer Fields

- Paint Weekly for Soccer/LAX April-November (~30 per year)
- Quad #1= 2 Medium Fields
- Quad #2= 4 Medium Fields
- Quad #3= 10 Small Fields
- Quad #4= 1 Full Size Field

19. Cross Country Trail and Marching Band

- a) Clean and inspect cross country trail twice per week.
- b) Woodchips must be placed on the Cross Country Trail twice annually to ensure level trail and runoff protection. Weekly painting should be coordinated with weekly cutting schedules.
- c) Chips will be supplied by Athletic Director
- d) All fields for Marching Band must be painted weekly throughout the season.

20. Tennis Courts at High School Campus

- a) Tennis nets and windscreens will be installed in spring and removed in the fall at the direction of the Director of Athletics.
- b) Nets and Center Straps should be adjusted as necessary to provide proper playing height (nets will be provided by the Director of Athletics).
- c) Courts will be policed daily for trash and blown clear of any organic debris weekly.

21. Miscellaneous Services

- a) Placement or relocation of goals, portable bleachers, netting and other field accessories at the High School/Hillcrest campus will be the responsibility of the Contractor and will be on an as needed basis.
- b) All goals and accessories provided by the Town.
- c) Contractor will provide assembly and installation of new equipment

22. Additional Services

The Town of Trumbull or its recognized user groups may require additional services on an as need basis.

The following prices shall include all equipment, material and labor for each service:

- a) Initial Spring Field Prep Little League Size
- b) Initial Spring Field Prep Softball Size
- c) Initial Spring Field Prep Full Baseball Size
- d) Per Little League Size baseball grooming and Lining
- e) Per Softball Size Grooming and Lining
- f) Per Full Size Baseball Grooming and Lining
- g) Per Pop Warner Football Initial Layout: Lining complete with hash and #'s
- h) Pop Warner Subsequent Painting
- i) Per Youth Soccer Initial Layout
- j) Per Youth Soccer Field Lining
- k) Full Soccer Field Initial Layout
- l) Full Soccer Field Lining
- m) Per Youth Lacrosse Initial Layout
- n) Per Youth Lacrosse Field Lining
- o) Per Cricket Pitch Grooming, Rolling and Lining
- p) Per square foot Slice Seeding
- q) Per square foot Broadcast Seeding
- r) Per square foot Sod Replacement
- s) Per square foot Turf Establishment with Winter Turf Blanket
- t) Per square foot Core Aeration
- u) Per square foot Linear Decompaction
- v) Per square foot Granular Fertilization Application “material not included”
- w) Per square foot Liquid Fertilization Application “material not included”
- x) Utility Tractor/Loader Hourly Rate
- y) Laser Grade per 10,000 sq. ft.
- z) Laborer Hourly Rate
- aa) Laborer Overtime Hourly Rate

NOTE: There will be a Mandatory walk through for all firms that intend to submit a proposal on August 13 2019 at 10:00 AM. Meet at the Trumbull High School Tennis Courts, 72 Strobel Rd., Trumbull, CT.

ADDITIONAL PROVISIONS

CONTRACTOR'S PERSONNEL

Contractor at all times shall employ a sufficient number of qualified staff to perform the work required under this agreement. All employees of the Contractor working on Town of Trumbull School and Park property must have been subject to a criminal background check. Results of such background check shall be provided to the Town upon request.

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS
FOR THE PERIOD January 1, 2020 – DECEMBER 31, 2020**

RFQ/P #6357 DUE: AUGUST 22, 2019 @ 2pm

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 QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS
FOR THE PERIOD January 1, 2020 – DECEMBER 31, 2020**

RFQ/P #6357 DUE: AUGUST 22, 2019 @ 2pm

Proposal

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.

ADDENDA

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # _____, _____, _____, _____, _____

PERIOD INTINAL YEAR 1: January 1, 2020 – December 31, 2020

THE TOTAL PROPOSED PRICE IS : _____ Dollars
(Written amount)

\$ _____ /Period One

PERIOD YEAR 2 January 1, 2021 – December 31, 2021

OPTION PRICING

(TOWN'S OPTION TO RENEW):

THE TOTAL PROPOSED PRICE IS : _____ Dollars
(Written amount)

\$ _____ /Year Two

PERIOD YEAR 3 January 1, 2022 – December 31, 2022

OPTION PRICING

(TOWN'S OPTION TO RENEW):

THE TOTAL PROPOSED PRICE IS : _____ Dollars
(Written amount)

\$ _____ /Year Three

Proposal continued

Additional Services 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	Initial Spring Field Prep Little League Size	\$ _____	ea.
b	Initial Spring Field Prep Softball Size	\$ _____	ea.
c	Initial Spring Field Prep Full Baseball Size	\$ _____	ea.
d	Per Little League Size baseball grooming and Lining	\$ _____	ea.
e	Per Softball Size Grooming and Lining	\$ _____	ea.
f	Per Full Size Baseball Grooming and Lining	\$ _____	ea.
g	Per Pop Warner Football Initial Layout: Lining complete with hash and #'s	\$ _____	ea.
h	Pop Warner Subsequent Painting	\$ _____	ea.
i	Per Youth Soccer Initial Layout	\$ _____	ea.
j	Per Youth Soccer Field Lining	\$ _____	ea.
k	Full Soccer Field Initial Layout	\$ _____	ea.
l	Full Soccer Field Lining	\$ _____	ea.
m	Per Youth Lacrosse Initial Layout	\$ _____	ea.
n	Per Youth Lacrosse Field Lining	\$ _____	ea.
o	Per Cricket Pitch Grooming, Rolling and Lining	\$ _____	ea.
p	Per square foot Slice Seeding	\$ _____	ea.
q	Per square foot Broadcast Seeding	\$ _____	ea.
r	Per square foot Sod Replacement	\$ _____	ea.
s	Per square foot Turf Establishment with Winter Turf Blanket	\$ _____	ea.
t	Per square foot Core Aeration	\$ _____	ea.
u	Per square foot Linear Decompaction	\$ _____	ea.
v	Per square foot Granular Fertilization Application "material not included"	\$ _____	ea.
w	Per square foot Liquid Fertilization Application "material not included"	\$ _____	ea.
x	Utility Tractor/Loader Hourly Rate	\$ _____	ea.
y	Laser Grade per 10,000 sq. ft.	\$ _____	ea.
z	Laborer Hourly Rate	\$ _____	ea.
aa	Laborer Overtime Hourly Rate	\$ _____	ea.

Proposal continued

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

City /Town – State – ZIP

Title

Date

Telephone/Fax

Email

Mobile Phone/24 HR Emergency

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS
FOR THE PERIOD January 1, 2020 – DECEMBER 31, 2020**

RFQ/P #6357 DUE: AUGUST 22, 2019 @ 2pm

STATEMENT OF QUALIFICATIONS (To be submitted with proposal)

Submitted by:

Name of Organization _____

Name of Individual _____

Title _____

Address _____

Telephone _____

Fax: _____

Cell: _____

General Business Information

Check If: ☐ Corporation ☐ Partnership ☐ Joint Venture ☐ Sole Proprietorship

If Corporation:

a. Date and State of Incorporation

b. List of Officers

Name Title

If Partnership

a. Date and State of Organization

b. Names of Current General Partners

c. Type of Partnership

General Publicly Traded

Limited other (describe): _____

If Joint Venture:

a. Date and State of Organization

b. Name, Address and Form of Organization of Joint Venture Partners: (Indicate managing partner by an asterisk*)

If Sole Proprietorship:

a. Date and State of Organization

b. Name and Address of Owner or Owners

1. On Schedule A, attached, list major engineered construction projects completed by this organization in the past five (5) years. (If a joint venture list each participant's projects separately).

2. On Schedule B, attached, list current projects under construction by this organization. (If joint venture, list each participant's projects separately).

3. Name of Surety Company and name, address, and phone number of agent.

4. Is your organization a member of a controlled group of corporations as defined in I.R.C. Sec. 1563?

Yes____ No ____

If yes, show names and addresses of affiliated companies.

5. Furnish on Schedule C, attached, details of the **Key Personnel** experience of the principal individuals of your organization directly involved in construction operations.

6. Has your organization ever failed to complete any construction contract awarded to it?

Yes____ No ____

If yes, describe circumstances on attachment.

7. Has any Corporate officer, partner, joint venture participant or proprietor ever failed to complete a construction contract awarded to him or her in their own name or when acting as a principal of another organization?

Yes____ No ____

If yes, describe circumstances on attachment.

8. In the last five years, has your organization ever failed to substantially complete a project in a timely manner?

Yes____ No ____

If yes, describe circumstances on attachment.

I hereby certify that the information submitted herewith, including any attachment is true to the best of my knowledge and belief.

Name of Organization: _____

By: _____

Title: _____

Dated: _____

[illegible]

Schedule B: Current Experience (Add Additional Pages as Needed)

[illegible]

Schedule C: Key Personnel (Add Additional Pages as Needed)

[illegible]

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS
FOR THE PERIOD January 1, 2020 – DECEMBER 31, 2020**

RFQ/P #6357 DUE: AUGUST 22, 2019 @ 2pm

THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS (to be submitted with proposal)

PROPOSED SUBCONTRACTORS

If none, write "None"_____.

*Description of Work_____

Proposed Subcontractor Name _____

Address_____

*Description of Work_____

Proposed Subcontractor Name _____

Address_____

*Description of Work_____

Proposed Subcontractor Name _____

Address_____

*Description of Work_____

Proposed Subcontractor Name _____

Address_____

*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors has any conflict of interest as respects this contract.

Proposer_____
(Fill in Name)

By _____
(Signature and Title)

**TOWN OF TRUMBULL
REQUEST FOR QUALIFICATIONS AND PROPOSAL
MAINTENANCE OF ATHLETIC FIELDS
FOR THE PERIOD January 1, 2020 – DECEMBER 31, 2020**

RFQ/P #6357 DUE: AUGUST 22, 2019 @ 2pm

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)
County of _____) SS:

_____, being first duly sworn,

1. He is _____ of
The bidder that has submitted the attached bid.
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid.
3. Such price is genuine and is not a collusive or sham bid.
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firms or person to submit a collusive or sham Bid in connection with the Contract for which the Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communications or conference with any other Bidder, firm or person to fix the proceeds or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage, against the Town of Trumbull, (Owner) or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest including this affiant.

Signed

Subscribed and sworn to before me this _____ day of _____, 20
Title

My Commission Expires _____

End of BID