



## PROPOSAL: ATHLETIC FIELDS MAINTENANCE

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**Bids Must be received by 3:00 PM on Tuesday, April 12, 2022  
Business Office, 17400 Route 22, Cherry Plain, NY 12040**

The contract for service will be effective April 27, 2022 through June 30, 2023

1. Services shall be provided at the Berlin Middle/High School, 17400 Route 22, Cherry Plain, NY 12040.
2. Vendor shall provide services according to the specifications.
3. Vendor shall submit Certificate of Insurance as per the enclosed specifications.
4. Vendor shall keep all billing current on a 30-day basis.
5. Agreement coverage is from April 27, 2022 through June 30, 2023, with the option of annual renewal for up to two years on all or a portion of the annual maintenance items.

### VENDOR INFORMATION

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ EXT. \_\_\_\_\_ FAX: (    ) \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINT OR TYPE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ FEIN: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

# **PROPOSAL AMOUNT:**

**QUALIFIED TURF LABORATORY:** Proof of qualifications submitted YES  NO

NAME AND ADDRESS: \_\_\_\_\_

OF LABORATORY  
\_\_\_\_\_

## **ATHLETIC FIELDS MAINTENANCE PROPOSAL SPECIFICATIONS April 27, 2022 - June 30, 2023**

**The following items are considered annual maintenance items:**

### **A. Varsity Soccer Field & Track and Field Area**

1. Retrieve random core soil samples from each field following standard soil sampling techniques. Send to Certified Soil testing lab to determine soil chemistry prior to fertilization in the spring.
2. Seasonal fertilization, four times per year. Early Spring (April 15 – May 15), Late Spring (June 1 - June 30), Late Summer (August 15 – September 15), Late Fall (October 1 - November 1). A controlled release type fertilizer should be used. Each application should apply 1lb. of Nitrogen per 1,000 square feet.
  - a. Example: Lesco Poly Plus 25-0-6 fertilizer, the spreader calibrated to apply 8 lbs. of the 25-0-6/1,000 sq. ft. This will guarantee that 2 lbs. of actual (N) nitrogen is being applied.
  - b. Or Polyon 30-0-10 90% PCU, at a rate of 5 lbs. / 1,000 sq. ft. or 5 lbs. / 1,000 sq. ft. -- Irrigate after fertilizer is applied.
3. Deep tine aeration end of the sports season (Fall) all athletic surfaces with 1/2" solid tines, at a depth of four to six inches, based on conditions.
4. Top dress field with approximately 35-40 tons of sand/acre; sweep sand into aeration holes All sands used should be between (0.25 – 1 mm) particle size distribution
5. Spike/slit seed the field twice/year in at least 2 different directions in the spring (April - May), Fall (August - October) with a Seed Blended mix that should contain the following:
  - a. 70% Perennial Ryegrass—at least 3 different varieties.
  - b. 30% Fine-Leaf Fescue—at least 2-3 different varieties.
  - c. Applied at the seeding rate of 5-6 lbs./1,000 sq.ft.

## **B. Baseball Field**

1. Retrieve soil samples (see section A-1)
2. Seasonal fertilization, four times per year (see section A-2)
3. Deep tine aeration of the infield and foul territory (see section A-3)
4. Top dress (see section A-4)
5. Spike/slit seed the aerated portion of the field (see section A-5)

## **ATHLETIC FIELDS MAINTENANCE PROPOSAL SPECIFICATIONS**

### **EQUIPMENT**

The vendor shall own or can lease the necessary equipment in order to provide an adequate maintenance program for the Varsity Soccer Field / Track & Field Area and Baseball Field at the Berlin Middle/High School.

## **CONTRACTOR QUALIFICATIONS**

The successful contractor will have the following minimum qualification:

1. The Contractor must provide copies of current Certified Applicator License and Pesticide Business Applicator Registration on public school grounds
2. Contractor must have at least five years relevant work experience maintaining multi-season, multi-use athletic fields for public school systems or municipalities. References supporting this item must be submitted with the proposal.
3. The Contractor must be a member of the New York State Turfgrass Association and/or the Sports Turf Managers Association.
4. Contractor must provide a Certificate of Insurance in accordance with the attached Insurance Agreement Requirements.
5. All employees of the Contractor are to be paid at the current prevailing wage rates, with verifiable certified payroll records submitted at the request of the district's representative. Nothing within the scope of this contract is to be subcontracted to others.
6. Contractor must ensure continuity of service and be able to provide any and all contracted services in the specifications in a time efficient manner.

# ATHLETIC FIELDS MAINTENANCE PROPOSAL

## Checklist

## ANSWER

1. I have read ALL of the instructions and specifications. Yes  No
2. I have filled in ALL of the blank spaces. Yes  No
3. I have furnished all required information. Yes  No
- a. Copies of current Certified Applicator License and Pesticide Business Applicator Registration. Yes  No
- b. References verifying five years relevant work experience maintaining athletic fields. Yes  No
- c. Proof of membership in the NYS Turfgrass Association or The Sports Turf Managers Association. Yes  No
4. I am an officer of the company. Yes  No
5. I have the authority to obligate my company under the laws of the State of New York. Yes  No
6. I have made copies for my records. Yes  No
7. Exceptions/substitutions: (attach sheets as necessary)

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8. If successful, the "Insurance Requirements Certificate", from an insurance company licensed to do business in New York State, will be provided within ten (10) working days after notification of the award (if applicable).

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BERLIN CENTRAL SCHOOL DISTRICT**  
**17400 Route 22**  
**Cherry Plain, NY 12040**

INSURANCE AGREEMENT – CONTRACTORS – ATHLETIC FIELD MAINTENANCE

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the contractor's insurance policies, with the exception of workers' compensation.
2. The policy naming the District as an Additional Insured shall:
  - Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer.
  - Provide for 30 days' notice of cancellation.
  - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
  - The district shall be listed as an Additional Insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the Certificate of Insurance.
3. The contractor agrees to indemnify the District for any applicable deductibles.
4. Required insurance:
  - **Commercial General Liability Insurance**
    - \$1,000,000 per occurrence/\$2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis.
  - **Automobile Liability**
    - \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.
  - **Workers' Compensation**
    - Statutory Workers' Compensation and Employers' Liability Insurance for all employees.
  - **Owners Contractors Protective Insurance**
    - (Required for construction projects in excess of \$200,000.)
    - \$1,000,000 per occurrence/\$2,000,000 aggregate, with the District as the Named Insured.
5. The insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
6. Contractor acknowledges the failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The contractor is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

# ATHLETIC FIELDS MAINTENANCE PROPOSAL

## Evaluation of Proposals

The District reserves the right to:

- Reject any and all proposals/received in response to this RFP
- Select a proposal other than the proposal offering the lowest fee
- Waive or modify irregularities in proposals received, after prior notification to the applicant
- Negotiate with any applicant whose proposal is within the competitive range.

A committee of the Superintendent, Director of Facilities and School Business Manager will evaluate each proposal submitted according to the following criteria:

1. Responsiveness of the proposal
  - a. Understanding of applicable regulations
  
2. Relevant experience of the contractor
  - a. Maintenance work of the type under consideration
  - b. Maintenance work done for similar entities
  - c. Qualifications of the contractor
  
3. Cost of proposal compared to other contractors

During the evaluation process, the committee has the discretion to request that one or more proposers make oral presentations. Such presentations are intended to provide more information and an opportunity for the proposer to answer any questions on its proposal. Not all contractors may be asked to make such oral presentations. The committee will recommend an accounting firm for the independent audit to the Audit Committee who may or may not make a recommendation to the Board of Education to award a contract. It is anticipated that a contractor will be selected by April 19, 2022.

## NON-COLLUSIVE BIDDING CERTIFICATION

- a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for the project, to any other bidder, competitor, or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he/she has fully informed himself/herself regarding the accuracy of the statements contained in this certification and, under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in his/her behalf.

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Signature

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Please Print Name

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Title

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Telephone Number

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Mailing Address