



***PORTSMOUTH SCHOOL DEPARTMENT***

**ORGANIC ATHLETIC FIELD APPLICATION(s) AND  
SYNTHETIC TURF MAINTENANCE**

***REQUEST FOR PROPOSAL***

## **INVITATION FOR PROPOSAL**

Sealed proposals plainly marked "**PROPOSAL – ORGANIC ATHLETIC FIELD APPLICATION(s) and SYNTHETIC TURF MAINTENANCE**" addressed to the Business Administrator, Portsmouth School Department, 50 Clough Drive, Portsmouth, NH 03801 will be accepted until 2:00 PM on Wednesday March 21, 2012 for:

***Organic Athletic Field Application(s) and Synthetic Turf Maintenance as listed in the specifications.***

Proposal specifications and proposal forms may be obtained from the School Department's Business Administrator. (See attached).

The School Department reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the School Department. It also reserves the right to consider other factors considered necessary along with the proposal price in accepting the proposal.

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## **PROPOSAL SPECIFICATIONS**

1. The Portsmouth School Department is accepting proposals for the performance of Organic Athletic Field Application(s) and Synthetic Turf Maintenance for the Athletic Complex fields adjacent to the Portsmouth High School.
2. (a) The proposal is desired to be a single contract "not to exceed" price for all aspects of field applications (**Attachment A**). The proposal should be all inclusive of labor, equipment and materials necessary to satisfy the requirements in the attached specifications for field applications.  
  
(b) The proposal is desired to be single contract "not to exceed" price indicated above for the three-year growing seasons of (1) April 15, 2012 - November 30, 2012, (2) April 15, 2013 - November 30, 2013, and (3) April 15, 2014 - November 30, 2014.
3. The Athletic Complex shall be defined as the 10 athletic fields and associated adjoining lands comprising 15 acres adjacent to the Portsmouth High School.
4. The desired contract period shall be from April 15, 2012 to November 30, 2014.
5. (a) The method of payment shall be monthly billings upon completion of work performed on a monthly basis. This method may be replaced by less frequent "progress" billings. In no case will the total paid by the Portsmouth School Department exceed the proposal price unless specifically agreed to by both parties (see below 5b).  
  
(b) The Portsmouth School Department is seeking a contract "not to exceed" price. The Portsmouth School Department will pay only for work performed and completed, and billed at the contractors pricing on a time, materials, and equipment basis. The proposal specifications make certain assumptions regarding weather, applications frequency, and application quantities, which can be addressed, should conditions warrant at the time, in the estimation of the Facilities Director. It is possible the total dollar amounts for services required for labor and completed work will differ from the proposal per unit amounts. On the other hand, under usual and normal conditions, the Portsmouth School Department believes it has accurately reflected its needs for field applications and will desire full compliance during the growing season. Should additional services for labor, materials, and equipment be desired by the Portsmouth School Department over and above the specifications included additional dollar amounts above the contract can be billed to the Portsmouth School Department in accordance with the proper arrangements and approvals of the Facilities Director. These amounts will be billed at the "per unit" pricing in effect under the

**PROPOSAL SPECIFICATIONS (continued)**

contract for the service(s) (labor, material, or equipment) deemed desirable by the Portsmouth School Department.

6. The contractor selected by this proposal process shall coordinate all work activities with the Facilities Director of the Portsmouth School Department. This coordination shall include the ordering, scheduling, and timing of work performed. In addition, it shall include the submission and approval of all monthly billings. The contractor will supply a copy of the State Pesticide Licenses “B” and “G2” to the Portsmouth School Department to keep on file.
7. A performance bond of \$15,000 must be posted or an amount equal to 10% of the total contract price, whichever is greater. This requirement may be waived if in the opinion of the Portsmouth School Department adequate financial representation and assurances have been presented at the time of proposal award.
8. **Contractor Insurance:** The Contractor selected by this proposal process must comply with the insurance requirements in **Attachment B**. Evidence of compliance must be filed with the Business Office prior to performing any work or April 15<sup>th</sup> of each contract year whichever is earlier.
9. **Proposal Submittal:** Interested Contractors shall submit two (2) copies of a proposal package consisting of the following:
  - Transmittal Letter with contact information
  - Completed Proposal Response Schedule (included)
  - Completed Proposal Response Authorization (included)
  - Completed Statement of Qualifications (included)
  - Three References
  - Insurance Certificates (included -Attachment B)
  - Completed Release of All Claims for Purpose of Reference Check (included)
10. **Proposal Evaluation:** The Portsmouth School Department reserves the right to select or reject any proposal and to negotiate such terms and conditions as may be in the best interest of the Portsmouth School Department, to accomplish the services specified herein. Factors integral to the evaluation process, include:
  - a. The Contractor's ability, capacity, and skill to perform within the specified time limits. The Contractor shall have experience and capabilities of providing Organic Athletic Field Application(s) and Synthetic Turf Maintenance services as specified herein. The Contractor's experience, reputation, efficiency, judgment and integrity.

- b. The quality and availability of equipment, supplies and materials that the Contractor has available to accomplish the services specified herein.
  - c. The Company's prior performance
  - d. Sufficiency of Contractor's financial resources to fulfill the Contract.
  - e. Other applicable factors as the City determines necessary or appropriate.
  - f. Contractor's Proposal has been prepared in accordance with the instructions of the RFP.
  - g. Price
  - h. References
11. **Reservation of Rights:** The Portsmouth School Department reserves the right to reject any and all proposals, to waive technical or legal deficiencies and to accept any proposal it deems in the best interest of the Portsmouth School Department. It also reserves the right to consider other factors considered necessary along with the proposal price in accepting the proposal award.
12. **Indemnification:** Contractor, by submitting a Proposal, agrees to indemnify the City against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys' fees) arising in any way out of the Contractor's alleged negligence or breach of its obligation under the work determined herein, should such Contractor perform work for the City pursuant to this RFP. Contractor will defend at its own expense all such actions with counsel satisfactory to City and will satisfy any judgment rendered against City in such action.

**PROPOSAL RESPONSE SCHEDULE**

	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>YEAR 3</u>	<u>TOTAL (3 YEARS)</u>
<u>PROPOSAL PRICE</u>	4/15/12- 11/30/12	4/15/13- 11/20/13	4/15/14- 11/30/14	4/15/12- 11/30/14
Organic Field Application (s)				

**CONDITIONS/EXCEPTIONS:**

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**PROPOSAL RESPONSE AUTHORIZATION**

This signed authorization must accompany the Proposal Response.

**NAME OF COMPANY** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_

**NAME OF COMPANY AUTHORIZED AGENT** \_\_\_\_\_

1. The undersigned has read and understands all aspects of the proposal and the work to be performed.
2. The undersigned agrees that in submitting this proposal all conditions, requirements, and contractor qualifications including insurances are met and are substantiated upon request of the Portsmouth School Department. Any failure to meet such conditions, requirements, or qualifications will result in bond forfeitures and proposal award cancellation.
3. The undersigned proposes to furnish all labor, materials and equipment to satisfy the proposal requests in **ORGANIC FIELD APPLICATION(s) and TURF FIELD MAINTENANCE** in accordance with specifications prepared by the Portsmouth School Department for the contract price specified below (from above schedule).
4. The proposed contract price (from attached schedule) is:

\_\_\_\_\_ **(DOLLARS)**

5. This contract price is guaranteed for the duration of the proposal/contract period **(Specify 1, 2, or 3)**.

- |                |              |       |
|----------------|--------------|-------|
| 1. One year    | (4/12-11/12) | _____ |
| 2. Two years   | (4/13-11/13) | _____ |
| 3. Three years | (4/14-11/14) | _____ |

6. **SIGNED:** \_\_\_\_\_ **(SIGNATURE)**  
\_\_\_\_\_ **(PRINT NAME & TITLE)**  
\_\_\_\_\_ **DATE**  
\_\_\_\_\_



## STATEMENT OF BIDDER'S QUALIFICATIONS

**Note: This is a required submittal, fill out completely.**

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Add separate sheets if necessary

1. Name of Bidder
2. Permanent Main Office Address
3. Form of Entity
4. When Organized
5. Where Organized
6. How many years have you been engaged in the contracting business under your present name; also state names and dates of previous firm names, if any.
7. Contracts on hand; (schedule these, showing gross amount of each contract and the approximate anticipated dates of completion).
8. General character of work performed by your company.
9. Have you ever failed to complete any work awarded to you?  
\_\_\_\_\_(no)\_\_\_\_\_(yes). If so, where and why?
10. Have you ever defaulted on a contract?  
\_\_\_\_\_(no)\_\_\_\_\_(yes). If so, where and why?
11. Have you ever failed to complete a project in the time allotment according to the Contract Documents?  
\_\_\_\_\_(no)\_\_\_\_\_(yes). If so, where and why?
12. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
13. List your major equipment available for this contract.
14. List your key personnel such as project superintendent and foremen available for this contract.

**STATEMENT OF BIDDERS QUALIFICATIONS** (continued)

17. List any subcontractors whom you will use for the service  
(unless this work is to be done by your own organization, if so please state).

\_\_\_\_\_  
\_\_\_\_\_

(The City reserves the right to approve subcontractors for this project)

18. With what banks do you do business?

a. Do you grant the Owner permission to contact this/these institutions?  
\_\_\_\_(yes) \_\_\_\_ (no).

b. Latest Financial Statements, certified audited if available, prepared by an independent certified public accountant, may be requested by Owner. If requested, such statements must be provided within five (5) business days or the bid proposal will be rejected. Certified Audited Statement are preferred. Internal statements may be attached only if independent statements were not prepared.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Bidder

BY \_\_\_\_\_

TITLE \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and

says that the bidder is \_\_\_\_\_ of \_\_\_\_\_  
(Name of Organization)

and answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary of Public

My Commission expires \_\_\_\_\_

**RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK**

TO: \_\_\_\_\_  
Name of Reference ("Reference")

\_\_\_\_\_  
Name of Employer/Organization ("Entity")

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

*On behalf of the undersigned Vendor, I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Vendor's qualifications.*

Dated: \_\_\_\_\_ Contractor: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **ATTACHMENT A**

### **ORGANIC FIELD APPLICATION AND SYNTHETIC TURF MAINTENANCE SPECIFICATIONS**

#### **PORTSMOUTH HIGH SCHOOL**

Application(s) procedure for athletic fields and surrounding areas (timing and number of applications may vary as necessary).

#### **APRIL**

1. Edge, trim and clean baseball fields (if not done previous fall).
2. Aerate athletic fields; aerate goal areas, sidelines and areas in between hash marks from goal to goal a second time.
3. Fertilize athletic fields (10 + acres);
  - 15-0-0 (15lbs/acre)
  - 9-0-2 (15lbs/acre)
  - Crabgrass treatment (10gal/acre)
  - Weed Killer (over spray) (1.79gal/acre).
4. (a) Slice-seed all fields one direction with 75/25, A-34 blue ryegrass. \*70 lbs. per acre including seeding (acreage approximately 15 acres)  
  
(b) Slice-seed practice football, field hockey, soccer, and band practice fields in a second direction in between hash marks and penalty areas (1 lb. per 1,000 sq. ft.)

#### **JUNE 15 - JULY 1**

1. (a) Fertilize athletic fields (10 + acres)
  - 15-0-0 (10lbs/acre)
  - 9-0-2 (10lbs/acre)
  - 12-0-1(10lbs/acre)
  - Compost Tea Powder (5lbs/acre)
  - Crabgrass control (Spot Spray)
  - Broad leaf Weed control (Spot Spray)  
(b) Fertilize grounds surrounding the athletic fields including the high school grounds (5+ acres) same formulation as above.

## **ATTACHMENT A - FIELD APPLICATION SPECIFICATIONS (continued)**

2. Fungi control applied 1st spell of temperatures over 85 degrees, fungi should prevent and/or cure dollar spot, brown patch and in extreme cases Pythium.
3. Weed and vegetation control to infields, underneath bleachers, walkways and pathways.

### ***JULY 1 – JULY 15***

1. Fertilize all Athletic Field;
  - 15-0-0 (15lbs/acre)
  - 9-0-2 (15lbs/acre)
  - Compost Tea Powder (5lbs/acre)
2. Synthetic Grub worm treatment to all athletic fields and surrounding grounds excluding the high school. (32oz.acre)
3. Slice and seed practice football, soccer, baseball, and field hockey fields and any other worn areas as directed by the Facilities Director.
4. Weed and vegetation control to infields, underneath bleachers, walkways and pathways.

### **Synthetic turf maintenance steps for football field:**

1. **Cleaning:** Tennant sweeper used to clean field from debris, hair, lint, dander, etc.
2. **Groom:** groom field in proper direction (with seams) using greens groomer brush and steel tine spring rake to help level off rubber and increase playability of field
3. **Disinfect:** using titan turf guard to help prevent the spread of infection.
4. **Repairs** (if needed): are to be noted and directed to the Facilities Director. Northeast Turf will conduct all repairs under warranty agreement.

## **ATTACHMENT A - FIELD APPLICATION SPECIFICATIONS (continued)**

### **SEPTEMBER 1**

1. Aerate fields as prescribed in April application.
2. Fertilize Application to Athletic Fields;
  - 15-0-0 (15lbs/acre)
  - 9-0-2 (15lbs/acre)
  - Compost Tea Powder (5lbs/acre)
3. Slice and seed to all goal areas, football practice field, Band practice field (1 lb. per 1,000 square feet) and/or worn areas as directed by Facilities Director.
4. Weed and vegetation control to infields, underneath bleachers, walkways and pathways.

### **NOVEMBER 1-20**

1. Edge, clean, and trim one 90' baseball infield and one skinned softball field
  - Add the necessary yardage and/or minimum of 10 yards of infield mix (30% clay – 40% sand – 30% silt) to each infield.
2. Fertilize Application to Athletic Fields;
  - 15-0-0 (10lbs/acre)
  - 9-0-2 (15lbs/acre)
  - 0-5-35 (20lbs/acre)
3. Test soils before applying grounded Limestone to athletic fields.
4. Contractor supplies minimum of 10 yards of screened loam and will repair worn areas to athletic fields.

***SPECIFICATIONS FOR MACHINERY:***

1. Tractor-minimum 35 HP with PTO and turf tires.
2. Slice-seeder-Jacobsen 548 (or like) verti-cutting width no less than 5 feet.
3. Aerator - 6 foot length 3 point hitch and no less than 144, 3/4" tines.
4. Fertilizer spreader - Vicon 402 or like.
5. Spray unit - must be tractor or utility vehicle mounted (no automobile mounted spray rigs).
6. Verti-drain deep-tine aerator.

**INSURANCE REQUIREMENTS**  
**ATTACHMENT B**

**CITY OF PORTSMOUTH, CONTRACTOR INSURANCE REQUIREMENTS**

The Contractor shall purchase and maintain, until acceptance of the work, insurance of the limits and types specified below from an insurance company approved to do business in the state of New Hampshire. Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

**AMOUNT OF INSURANCE**

- A. Comprehensive General Liability:  
Bodily injury or Property Damage - \$2,000,000  
Combined Single Limit, per occurrence
- B. Automobile and Truck Liability:  
Bodily Injury or Property Damage - \$2,000,000  
Combined Single, Limit, per occurrence

Coverage amounts may be met with umbrella/excess policies.

**ADDITIONAL INSURED**

All liability policies shall include the Portsmouth School Department, Portsmouth, NH as a named Additional Insured.

1. The contractor's insurance shall be primary in the event of a loss.
2. The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the contractor, including the Portsmouth School Department's general supervision of the contractor.

**EVIDENCE OF INSURANCE**

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified below are in force for the specified period. The Contractor shall submit evidence of insurance to the Owner at the time of execution of the Agreement. Written notice shall be given to the Portsmouth School Department at least (15) days prior to cancellation or non-renewal of such insurance coverage.



**ATTACHMENT B (continued)**

**TYPES OF INSURANCE – STANDARD CITY REQUIREMENTS**

Purchase and maintain the following types of insurance (*where applicable*):

- A. Workers Comprehensive Insurance coverage for all people employed by the contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State.
- B. Bodily injury and Property Damage Insurance covering the operation of all motor vehicles and equipment, whether or not owned by the contractor, being operated in connection with the prosecution of the work under this contract.
- C. Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- D. Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.