Town of Hartford, Vermont  
Request for Proposal  
Athletic Field Fertilization, Aeration, Soil Testing,  
Ballfield Maintenance & Game Prep  

Contact: Dylan Kreis  
Superintendent of Parks & Facilities  
Town of Hartford  
171 Bridge Street  
White River Junction, Vermont 05001  
Phone: 802-295-5036  
E-mail: dkreis@hartford-vt.org  

RFP Issuance: March 2, 2020  
RFP Response Deadline: 2:00pm March 27, 2020  

INTRODUCTION  
The Town of Hartford, Vermont (VT) Parks and Recreation Department requests proposals for the 2020 season to provide athletic field care and maintenance within our park system, as well as to provide professional infield maintenance and conditioning for several skinned infield playing surfaces. In addition, soil analysis and deep tine aeration of high use areas at sites listed in section 6.

1. SCOPE OF SERVICES  
Prices must be itemized and individually identified for each of the sites (1-6) listed below. The Town reserves the right to select (ala-cart) specific parks/fields to be treated if so determined. Dates of expected service must be included in proposals. Pricing must include shipping and all transportation costs. A copy of all applicable State of Vermont Licenses and a Certificate of Insurance must be included. A list of products to be used must be included as well. Quotes must be sealed and received no later than 2:00pm on March 27, 2020.

Ballfield Maintenance: weekly rehab of home plates, pitcher’s mounds, infields and bullpens, as well as regular grooming and raking of infields, base paths, pitcher’s mounds and home plate areas. Edging and weeding of infields and warning tracks to impede growth of unwanted vegetation. Periodic additions of field amendments (i.e. infield mix, clay, warning track material, etc.) in order to maintain ball field playing surfaces, on infields, base paths, pitcher’s mound, home plates, bullpens and warning tracks. Supplies will be provided by the Town.

Game Prep: Painting foul lines, chalking base paths and batter’s boxes prior to games, as well as grooming and raking when necessary.
2. SCHEDULE OF BIDDING
03/02/20    Request for Proposals Distributed
03/09/20    Site Tour at 9 AM – Meet at Hartford Town Hall (171 Bridge Street WRJ, VT 05001)
03/13/20    Questions to Request for Proposals deadline
03/17/20    Town reply to questions (Addendum to be issued to Contractor)
03/27/20    Bid Due date (2:00pm)
04/03/20    Contractor Selected and Bid Award

3. GENERAL INFORMATION
All products and applications must meet and follow Vermont State Regulations for applying fertilizer.

Proposals shall be submitted in a sealed envelope with the contractor’s name, address and phone number. Proposals received after the stated deadline shall not be accepted. Proposal packages are to be delivered to:

Town of Hartford
Attn: Brannon Godfrey – Town Manager
Town of Hartford
171 Bridge Street
White River Junction, VT 05001

Clearly marked and sealed envelope “Athletic Field Fertilization & Ballfield Maintenance”

________________________________________  ________________________________
(Signature of Contractor & Date)            (Title)

________________________________________  ________________________________
(Print Full Name)                            (Street/P.O. Box)

________________________________________  ________________________________
(Town, State, Zip)                          (Phone # / fax#)

AVAILABLE START DATE: ____________________________

NOTE:
The site tour will begin at the Hartford Town Hall on March 9, 2020 at 9 AM. Estimated duration of the site tour is 2 hours. Hartford Parks & Recreation can provide transportation to a limited number of attendees on a first come first served basis. If you would like or need transportation, please notify the Superintendent of Parks & Facilities, Dylan Kreis, by 2 PM on March 6, 2020. All proposals must be received no later than 2 pm on March 27, 2020. Proposals and/or modifications received after this time will not be accepted or reviewed. Facsimile-machine produced proposals will NOT be accepted.

Questions about the project should be directed to Dylan Kreis, Superintendent of Parks & Facilities at:
Telephone:    (802) 295-5036 ex. 230
E-mail:      dkreis@hartford-vt.org
All proposals become the property of the Town of Hartford upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of Town of Hartford. This solicitation in no way obligates the Town to award a contract.

By submission of the proposal, vendor certifies that the proposal has been arrived at independently, without consultation, commitment or agreement as to any matter relating to proposal with any other BIDDER or with any competition.

The Scope of Work by the Contractor for each item shall include furnishing all supervision, technical personnel, layout, labor, materials, tools, appurtenances, equipment, traffic control, erosion control, staging, disposal sites and services, mobilization/demobilization, sweeping, insurances, and services required to perform the work as described in this Request for Bids.

4. INSURANCE REQUIREMENTS

WORKERS COMPENSATION:
The CONTRACTOR is required to carry full and complete Workers’ Compensation insurance for all employees engaged in work on this project. The same requirements for Workers’ Compensation insurance shall apply to any subcontractor engaged on this project. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town’s additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must show evidence of Workers Compensation and Employers Liability Insurance Coverage.

GENERAL LIABILITY:
The Chosen Contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than $1,000,000. The Chosen Contractor shall cause the Town to be made an additional insured on the Chosen Contractor’s liability insurance, on a primary and non-contributing basis. The Chosen Contractor shall, prior to a Purchase Order being issued, produce a certificate of insurance demonstrating same to the Town. The Chosen Contractor shall keep said insurance, and the Town’s additional insured status, in full force throughout the course of the project. This Certificate of Insurance does not have to be provided at the time bids are submitted.

The Contractor must list the Named Member as Additional Insured’s on their Commercial General Liability Policy

5. CONTRACTOR SELECTION & EVALUATION CRITERIA

The Town reserves the right:
1. to accept or reject any or all Bids in whole or in part and to accept other than the lowest price proposal;
2. to amend, modify, or withdraw this Request for Bids;
3. to require supplemental statements or information from bidders;
4. to extend the deadline for responses to this Request for Bids;
5. to waive or correct any irregularities in Bids received;
6. to negotiate separately with one or more competing bidders, and
7. to award the bid deemed in the best interest of the Town.

All bids upon submission become the property of the Town.
The following criteria, as a minimum, will be used to evaluate qualifications:

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Maximum Fee</td>
<td>25%</td>
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<tr>
<td>2</td>
<td>Licenses and certifications to perform the work</td>
<td>15%</td>
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<tr>
<td>3</td>
<td>Description of qualifying experience to perform turf treatment</td>
<td>15%</td>
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<tr>
<td>4</td>
<td>List and contact information for a minimum of 3 references</td>
<td>10%</td>
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<tr>
<td>5</td>
<td>Availability and proposed timeline to complete the work</td>
<td>10%</td>
</tr>
<tr>
<td>6</td>
<td>Product and work performance guarantee</td>
<td>25%</td>
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6. DESCRIPTION OF PAY ITEMS

<table>
<thead>
<tr>
<th>Item#</th>
<th>Description of Deliverables</th>
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<tbody>
<tr>
<td>1</td>
<td>Kilowatt South Field, Wilder VT: 90,000 sq ft of open, flat athletic field adjacent to the Connecticut River. Field area requires spring and fall fertilization and aeration.</td>
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<tr>
<td>2</td>
<td>Watson Park, Rte 14 Hartford Village: 70,000 sq ft of open, flat athletic field adjacent to the White River. Field area requires spring and fall fertilization.</td>
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<tr>
<td>3</td>
<td>Ratcliffe Park, White River Jct. 135,000 sq ft open, athletic field adjacent to the Connecticut River. Field area requires spring and fall fertilization and aeration.</td>
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<td>4</td>
<td>Municipal Building Lawns (front and back): 47,000 total sq ft flat. Site has many trees, flower beds and a play structure. Entire site requires spring and fall fertilization.</td>
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<tr>
<td>5</td>
<td>Veterans Memorial Park (next to VT State Court House) 20,000 total sq ft. Site is adjacent to the White River, and has many trees and flower beds. Entire site requires spring and fall fertilization.</td>
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<tr>
<td>6</td>
<td>Maxfield Sports and Recreation Complex: 700,000 sq. ft. of athletic fields. All athletic fields require spring and fall fertilization.</td>
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<tr>
<td>7</td>
<td>Soil analysis testing of Maxfield, Ratcliff, Kilowatt South and Watson Parks.</td>
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<td>8</td>
<td>Deep tine aeration and over seeding of goalie mouth areas at the following locations: Maxfield – 10 soccer goal mouth areas. Kilowatt South Field – 2 soccer goal mouth areas. Deep tine aeration of Maxfield baseball, softball and little league outfields, as well as soccer fields.</td>
</tr>
<tr>
<td>9</td>
<td>Hourly rate for specialized infield maintenance and game prep for one(1) baseball, one(1) softball and four(4) little league fields. The Town of Hartford will provide materials and support labor when necessary. Vendor to supply specialized equipment and labor to complete weekly maintenance and game prep.</td>
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