

City of Columbiana Ball Field Maintenance Contract for bid 11-09-2016.

1. **Mowing, Trimming & Debris Removal –**

- a) All ball fields (7) should be mowed consistently on a weekly basis during the growing season(s), as needed during non-growing season.
  - i. **Note:** All Fields should be mowed using a professional grade mower. Contractor will provide all equipment to maintain areas of responsibilities.
- b) Grass outside the ball field fences should be mowed no less than once a week and/or as needed.
- c) Fence lines and dugout areas should be trimmed consistently. Fence lines may be treated with Round Up or an equivalent.
- d) Walking tracks, concrete and common areas shall be clean of weeds, blown off following mowing and clear of debris.
- e) Aide leagues with trash pick-up and park cleanliness and as needed during offseason.

2. **Infield Maintenance -**

- a) Grass around infields should be blown/swept free of infield dirt once a week during baseball/softball season and as needed after seasons are completed.
- b) Edge all infields no less than once a month or as needed.
- c) Prep/drag infield(s) for local league and tournament play that coincides with season schedules
  - i. **Note:** Contractor would furnish machine for duties
- d) All infield dirt areas shall be free of weed/grass during seasonal play and offseason

3. **Annual & Offset Tasks –**

- a) Top dress fields with at least one tri axle load of sand annually and to not interfere with league play.
- b) Fertilizer, Rye grass application and aeration of each ball field annually.
- c) Add, at least, one load of infield dirt/field conditioner mix and Turface once a year, or as needed/requested, to each field or as requested by the City to all baseball and softball fields. Dirt should be spread and leveled.
  - i. Dirt application should be completed between October and February of the applicable calendar year.
  - ii. **Note:** Sand, Dirt, and Field Conditioner will be provided by the City, if approved, in accordance with the schedule set forth by contractor. Contract covers labor.
- d) Maintenance of sprinkler system and any needed repair (City to provide materials)
- e) Monitor and clean bathrooms at the at the Complex weekly during season(s) and non-seasonal play

4. **Scheduling & Budgeting (Non-Labor) –**

- a) No field maintenance, etc shall delay league play that is in season.
- b) Contractor will provide a list of budgeted items for the year ahead. Budgeted funds will be allocated, if approved, to the Streets and Maint./Park & Recreation Budget earmarked for *Ball Field Maintenance*.
  - i. **Annual budgeted (as needed) items will include:** Infield dirt & conditioner (Turface), sand, etc.
- c) Provide on-site or on call presence, as needed, for non-life threatening emergencies.

5. **Miscellaneous, Non-labor Contractor Duties & Additional Assistance -**

- a) Monitor ball field lights and bulbs to provide recommendation on replacement bulbs and outages to the Streets and Maintenance Dept. Head.
- b) Contractor will consult with league presidents and City to discuss any areas of concerns that arise during the year.
- c) Contractor will be notified of all scheduling for league and tournament play from the local leagues.

6. **Responsibility & Reporting Structure –**

- a) Contractor will ultimately be held responsible for its duties by the City Council and be directly tied to the Street and Maintenance Department Head.
- b) Contractor will provide all necessary equipment to perform the duties of the agreement.
- c) Contractor will work with the Street and Maintenance Department Head and/or designated Council Liaison to correct any areas of concerns that arise during the year. League presidents will be notified as well.
- d) Any delays or non-fulfillment in items 1-3, should be communicated to the the Street and Maintenance Department Head and/or designated Council Liaison. League presidents will be notified as well.