



December 2, 2019

Sealed Bids for BALL FIELD MAINTENANCE

Sealed bids for ball field maintenance for the City of Columbiana will be received in the office of the City Clerk, City Hall, 107 Mildred Street, Columbiana, Alabama 35051, until **2:00 pm December 16, 2019** at which time bids will be publicly opened and read. The City of Columbiana reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning this bid, please contact Charlene Tucker at ctucker@cityofcolumbiana.com.

GENERAL INFORMATION

All bidders must use our form for submitting their bids. All bids must be sealed and marked in the lower left corner "**BID – BALL FIELD MAINTENANCE**" with opening date and time. Late bids will not be opened.

Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the file and Council Minutes.

Prices must be valid for a period of one (1) year from date of bid award. This contract may be renewed for up to three (3) years from the initial award date upon the agreement of both parties.

All purchases will be exempt from sales tax.

Shipping charges will be paid after documentation of charges are provided to the City.

Awarded bidders will obtain a City of Columbiana business license before any work begins.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

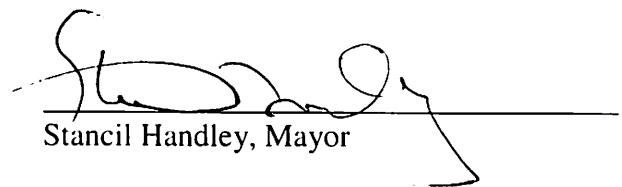
- A. Failure to mark envelope as required

- B. Failure to sign or notarize the bid document
- C. The addition of any conditions included by the vendor (example: minimum order requirements, etc.)

METHOD OF AWARD

The award will be made to the lowest responsive bidder meeting specifications. It is not the policy of The City of Columbiana to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery and past service and experience are among the factors that may be considered in determining the responsive bidder.

The City of Columbiana reserves the right to award separate contracts for each item, each product or any combination of products if in the best interest of the City of Columbiana.



Stancil Handley, Mayor

The undersigned offers these prices, terms and delivery as per stated specifications.

Name of Company: _____

Signature: _____

Printed Name: _____

Address: _____

Phone (Include area code): _____

E-Mail Address: _____

Sworn to and subscribed before me this
The ____ day of _____, 2019.

Notary Public

My Commission Expires: _____

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 Maintenance/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 Department 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 Street and Maintenance Department Head and/or designated Council Liaison. League presidents will be notified as well.

Pricing:

Total monthly cost: _____