

Schuyler Park

A Joint Recreational Facility
for the Towns of Saratoga and Northumberland

REQUEST FOR PROPOSALS

2018 Schuyler Park Mowing and Turf Management Bid

Park Address: Schuyler Park
893 Rt. 29
Saratoga Springs, NY 12866

Bid Mailing and Delivery Address: Schuyler Park Committee
C/o Town of Saratoga
12 Spring Street
Schuylerville, NY 12871

Informational Contact: Laurie Griffen
Co-Chairman
Schuyler Park Committee
Phone: (518) 664-5038/518-265-0160 cell
E-mail: laurie@saratogasod.com

The Schuyler Park Committee requests proposals for providing turfgrass and field management services, including mowing, trimming, fertilization, broadleaf weed control, core aeration, overseeding, and baseball and softball infield maintenance for Schuyler Park for the 2018 growing season. Bidders shall submit sealed proposals no later than 3:00 pm on Monday, April 9, 2018 to the Town of Saratoga offices, as noted above. Proposal documents may be obtained from the Town of Saratoga Town Clerk's office during regular business hours, or by emailing Committee Co-Chair Laurie Griffen at laurie@saratogasod.com.

The Schuyler Park Committee and the Towns of Northumberland and Saratoga reserve the right to reject any and all proposals, to waive technicalities or informalities and to accept any proposal deemed to be in the best interest of Schuyler Park.

The Schuyler Park Committee will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

SUBMISSION OF PROPOSALS:

Please submit proposals to the Town of Saratoga Town Office by the established due date and time. In the event that the selected company does not execute an agreement within five (5) days of the notice of award, the Schuyler Park Committee may give notice to such companies of its intent to award work to the next most qualified company, or to conduct a new proposal process and proceed accordingly.

TERM OF CONTRACT:

The term of the contract shall be for the 2018 - 2021 growing seasons, beginning approximately April 15 and running until approximately November 1 annually, weather permitting.

DESCRIPTION OF PROJECT:

Schuyler Park consists of approximately 7.5 acres of grassed surfaces, including multi use soccer/lacrosse fields, one baseball and one softball field, as well as additional surrounding areas and the entrance way. The playing surfaces shall be mowed and maintained at 2 ½ - 2 ¾ inches, with the non playing and surrounding areas maintained at 3 inches.

The fields are used throughout the spring and fall seasons by the Schuylerville Central School for practices and games immediately after school, and by various teams within the Old Saratoga Athletic Association (OSAA) and Youth Lacrosse from 5 pm – dark for practices and games. In addition, other organizations may use the fields on weekends and during the summer for camps, practices and games, and general recreational use is ongoing.

A complete field usage schedule is maintained on the Schuyler Park website at www.schuylerpark.com. Communication between the Contractor and the Schuyler Park field contact person throughout the season is important, as schedules and needs may change and weather may also dictate changes.

This is a request to provide the following turf maintenance and management services for Schuyler Park during aforementioned growing seasons:

Mowing

April – October Mow all playable areas as needed to maintain healthy, playable turfgrass, as described above. Mow and trim all grassed areas surrounding the fields (except the north hillside), parking areas, pavilion/playground area and entrance as needed to keep the park neat and clean.

Mow/brush hog the drainage swale area on the east side of the property and the north hillside at the end of each growing season in October.

Fertilization *(one application within each date range)*

April 23 - May 15 Apply 19-0-6 with 0.1%/Dimension; 40% PSCU; at the rate of 4 lbs/1000 sq. ft.

June 15 - July 15 Apply 19-0-4 with 0.2% Merit; 40% PSCU; at the rate of 3.5 lbs/1000 sq. ft.

Aug 15 - Aug 30	Apply 25-0-11; 50% PSCU; 2% Fe at the rate of 4 lbs/1000 sq. ft.
Sept. 1 - Sept. 30	Apply 19-19-19 starter fertilizer at the rate of 5.2 lbs/1000 sq. ft., in conjunction with overseeding.
Oct. 1 - Oct. 30	Apply 32-0-8; 25% SCU at the rate of 3.2 lbs/1000 sq. ft.

Weed Control

June 1 - June 15	Apply either <i>Q4+</i> or <i>Square One</i> Herbicide at the recommended rate, if needed, for spot treatment for post-emergent crabgrass and broadleaf control
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Field Maintenance Services

Late March/Early April	Walk the baseball and softball infield areas as soon as practicable to determine what work needs to be done to prepare to open the fields (fill low spots in the fields, drag infields, put out bases, etc.
April 23-May 15	Core aerate all grassed fields in one direction at approximately 4 inches deep with $\frac{3}{4}$ " tines prior to first fertilizer application with Dimension. Be sure to coordinate with irrigation maintenance and watch irrigation lines.
Sept 1 - Sept 30	Mechanically overseed all grass fields (broadcast seeding not allowed) with an approved 50% Kentucky bluegrass/50% Perennial Ryegrass seed mixture consisting of 2-3 certified cultivars of each species. Seed rate shall be 5 lbs/1000 sq. ft.
Late September/October	Core Aerate all grass fields in opposite direction of spring aeration at same depth and tine size
Late October/Early Nov.	Walk the baseball and softball infields, determine and perform any necessary site work to prepare the fields for spring play (sod cut/straighten base paths, fill in any low spots in the infields, clean up any built up lips along base paths and outfield interface.

SCOPE OF SERVICES:

The scope of services consists of providing mowing (approximately one cutting per week, possibly more depending on weather and play throughout the season), trimming, fertilization, application of weed control products and aeration and overseeding services, as well as general baseball and softball infield maintenance at beginning and ending of the season at Schuyler Park to provide a neat and attractive

appearance, and safe playing surfaces for said property during the terms of the contract. Proposal should be for the total annual cost of these services for the term of the contract. Price should not be broken down by number of mowing/servicing visits.

The contractor performing the above mentioned services will also be responsible for observing, reporting and communicating any abnormalities noticed in the turf, or otherwise, to the committee contact person as soon as possible. Such abnormalities may include unusual turf patterns (drought, insects, disease, etc.), mal functioning irrigation, vandalism, or anything out of the ordinary.

Poor performance on part of the contractor will be communicated to the contractor verbally. If poor performance continues, then the contractor will receive written notification from the Schuyler Park Committee. After two letters of poor performance, the Schuyler Park Committee has the option to cancel the agreement immediately by letter.

INQUIRES:

The Schuyler Park Committee will issue written addenda to any inquiries that alter the scope of the quotation. Submit inquiries to:

Laurie Griffen
Co-Chairman, Schuyler Park Committee
12 Spring Street
Schuylerville, NY 12871
E-mail: laurie@saratogasod.com

INSURANCE:

The contractor shall procure and maintain for the duration of the contract, at his/her own cost and expense, insurance against claims for injuries to persons or damages to property including contractual liability that may arise in connection with the performance of the work by the contractor, his agents, representatives, employees or subcontractors under this agreement. The insurance carrier(s) must be licensed to conduct business in the State of New York. The insurance will be evidenced by certificates of insurance.

The certificate shall include wording that states that Schuyler Park will be notified thirty days prior to cancellation of the coverage or a major change in the coverage provided. The Schuyler Park Committee, Town of Saratoga and Town of Northumberland shall be held harmless for any injuries, claims or judgments. Certificates for liability coverage shall name the Schuyler Park Committee, Town of Saratoga and Town of Northumberland as an additional insured.

The following insurance coverages are required:

___ **Workers' compensation:** a certificate shall be provided that indicates the contractor provides workers' compensation coverage in compliance with the state laws of New York.

___ **General Liability Insurance:** a minimum list of \$1,000,000 per occurrence. This insurance shall indicate on the certificate of insurance the following coverages:

Broad Form Contractual
Independent Contractor and sub-contractors
Premises-Operations

___ **Automobile Liability Insurance:** with minimum limits of \$300,000 per occurrence unless otherwise indicated in the "special conditions" of the contract specifications. This insurance shall include bodily injury and property damage for the following coverages:

Owned automobiles
Hired automobiles
Non-owned automobiles

If insurance coverage should cease, the contractor is required to notify the Schuyler Park Committee immediately. This agreement will then become null and void.

COMPLIANCE WITH LAWS:

The contractor must comply with all applicable federal and state laws, including but not limited to, the prevailing wage laws and fertilizer and herbicide application certification and notification laws and regulations.

REVIEW MEETINGS:

Periodic review meetings between the Schuyler Park Committee and contractor may be held during the season. The Committee will determine the frequency of the review meetings.

SELECTION CRITERIA:

Proposals will be evaluated based on, but not limited to the following criteria:

1. Experience within the last 5 years working with up to three similar clients. Please include list of experience and contact information of clients.
2. The ability of the contractor to provide the manpower and equipment needed to provide timely and efficient service.
3. Proximity to Schuyler Park for timely response.

Addendum B

Non-Collusive Bidding Certification

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All Bidders must sign the Non-Collusive Bidding Certification:

Non-Collusive Bidding Certification Required by Section 2878 of the Public Authorities Law

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

[3] No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE [1], [2], [3] ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]

Subscribed to under penalty of perjury under the laws of the State of New York, this _____ day of _____, 20__ as the act and deed of said corporation or partnership:

IF BIDDER(S) (ARE) A PARTNERSHIP, COMPLETE THE FOLLOWING:

NAMES OF PARTNERS OR PRINCIPALS LEGAL RESIDENCE

IF BIDDER(S) (ARE) A CORPORATION, COMPLETE THE FOLLOWING:

NAMES LEGAL RESIDENCE

President

Secretary

Treasurer

Addendum C

Procurement Lobbying Law, Affirmation of Understanding and Agreement

The following website has all information regarding New York State's Guidelines and Frequently Asked Questions on Procurement Lobbying Law:

<https://www3.ogs.state.ny.us/legal/lobbyinglawfaq/default.asp>

All bidders must sign the following certification:

AFFIRMATION OF UNDERSTANDING AND AGREEMENT

[Pursuant to State Finance Law (SFL) §139-j (3) and §139-j (6) (b) and Procurement and Contract Guidelines ("Guidelines")]

The proposer affirms that it understands and agrees to comply with the procedures of the state relative to permissible Lobbying Contacts as required by SFL §139-j (3) and §139-j (6) (b).

By: _____ Date: _____
Signature of Authorized Individual the Proposer

Name: _____
Name of Authorized Individual for Proposer (please print name)

Title: _____
Title of Authorized Individual for Proposer (please print)

Contractor or Vendor Name: _____

Contractor or Vendor Address: _____

**BIDDER'S CERTIFICATION OF COMPLIANCE WITH
IRAN DIVESTMENT ACT**

Pursuant to General Municipal Law §103-g, which generally prohibits the Town from entering into contracts with persons engaged in investment activities in the energy sector of Iran, the bidder / proposer submits the following certification:

By submission of this bid or proposal, each bidder / proposer and each person signing on behalf of any bidder / proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization under penalty of perjury, that to the best of its knowledge and belief, that each bidder / proposer is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

Dated: _____, New York
_____, 20__

Signature

Printed Name

Title

Sworn to before me this _____ day of _____, 20__

Notary Public

Dated: