



Fusion F.C. Soccer Club

REQUEST FOR LANDSCAPE MANAGEMENT PROPOSAL

Red Land Soccer Club Complex & McLaughlin Field.

January 25th 2018

Fusion F.C. Soccer Club Board of Directors

Table of Contents

1. INSTRUCTIONS TO PROPOSERS
2. ACKNOWLEDGEMENT OF RECEIPT AND PROPOSAL SIGNATURE FORM
3. LANDSCAPE MANAGEMENT SERVICE PRICING SHEET
4. EXHIBIT A – SCOPE OF SERVICES
5. EXHIBIT B – WORK AUTHORIZATION FORM
6. EXHIBIT C - SITE MAP

Fusion F.C. Soccer Club

LANDSCAPE MANAGEMENT SERVICES

INSTRUCTIONS TO PROPOSERS

The Board of Directors of Fusion F.C. Soccer Club has directed Chris Muth, Vice President of Facilities to obtain bids to provide complete landscape management services for Red Land Soccer Club Complex & McLaughlin Field.

1. Due Date: SEALED PROPOSALS must be received no later than March 1st 2018 at Fusion F.C. Soccer Club Office at 250 Old Quaker Road, Etters, PA ATTN: Chris Muth. Bids may be delivered to the club office and placed in the mailbox or mail slot, or mailed to: Fusion F.C. Soccer Club Office, P.O. Box 243, Lewisberry, PA 17339-0243 before the deadline.
2. Signature on Proposal: In addition to executing all forms, affidavits, and acknowledgements for which signature and notary blocks are provided, the Proposer must correctly sign the Acknowledgement of Receipt and Proposal Signature Form. If the proposal is made by an individual, that person's name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. Anyone signing the proposal as agent shall file with the proposal evidence of his authority to do so.
3. Commencement of Services/Term: The services and work to be provided by the Contractor shall continue for a term of 12 months beginning April 1st 2018. This Agreement will renew automatically at the end of the initial term and will continue to renew at the end of each successive 12-month term up to 72 months at which time it will be put out for bid to all interested parties unless cancelled by either party with written notice of no less than 60 days prior to the expiration of the initial term or any extension term.
4. Familiarity of Laws: The Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility.
5. Qualifications of the Proposer: The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the Fusion F.C. Soccer Club.
6. No proposer shall submit more than one proposal. Proposers shall be disqualified and their proposals rejected if the Fusion F.C. Soccer Club has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any existing contract, or for failure to demonstrate proper licensure and business organization.
7. Submission of Proposal: Submit (2) two copies of the proposal forms and other requested attachments at the time and place indicated herein, which shall be addressed to the "BOARD OF DIRECTORS ONLY" enclosed in an opaque sealed envelope marked with the project title and name and address of the Proposer accompanied by the required documents.

8. Modification and Withdrawal: Proposals are valid for up to 60 days after the date of submission.
9. Proposal Form: All blanks on proposal forms must be completed in ink or typewritten. The proposal shall contain an acknowledgement of all Addenda (the numbers of which must be filled in on the Acknowledgement Form). In making its proposals, each Proposer represents that it has read and understands the proposal documents and that the proposal is made in accordance therewith, including verification of contents of proposal package against the Table of Contents.
10. Basis of Award/Right to Reject or Award: Fusion F.C. Soccer Club reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed appropriate.
11. Pre-Proposal Conference: A mandatory pre-proposal conference and onsite inspection will be held at **9:00 AM** on Saturday **February 10th 2018** at **Fusion F.C. Soccer Club Office at 250 Old Quaker Road, Etters, PA.** Proposers are also encouraged to make on-site visits to the area for which services are required in order to gain an understanding of the scope of the area to be served. The Proposer must be familiar with the area and any natural features which will affect the work. Ignorance on the part of the Proposer will in no way relieve them from responsibility.
12. Insurance: All Proposers shall include as part of their proposal a current Certificate of Insurance detailing the company's insurance coverage including the required minimum coverages listed below (A). In the event that Proposer is notified of award, it shall provide proof of Insurance Coverage in accordance with Items (A) & (B) below within fourteen (14) calendar days after notification or within such approved extended period as the Owner may grant. Failure to provide proper proof of insurance coverage shall constitute a default. The following minimum limits must be maintained during the duration of the Contract without exception and failure to do so shall constitute a default.

A . Minimum Limits

- Commercial General Liability: - \$1,000,000 per occurrence
Automobile Liability: - \$1,000,000 CSL or Equivalent per occurrence
Workers Compensation: - \$500,000 accident/ \$500,000 disease/ \$500,000 ea. employee

B. Please include the following on the certificate of insurance.

1. Reference Fusion F.C. Soccer Club on the certificate.
2. All coverage must be written with an insurance carrier that has an A.M Best's Key Rating of A- or greater.
3. State additional insured on certificate and mark box with a "Y" for certificate holder as additional insured. Additional insured: Fusion F.C. Soccer Club *must be individually listed as additional insured with respect to all coverage, except workers compensation and employers liability.*
4. General liability must include contractual liability.
5. A 30 days' notice of cancellation is required.

6. All auto policies need to cover “any Auto” **or** “Hired, Non-Owned and scheduled.”
7. An authorized agent must sign the certificate.
13. Indemnification: The successful Proposer shall fully indemnify and hold harmless Fusion F.C. Soccer Club and Chris Muth, Vice President of Facilities from and against all claims, damages, costs and losses arising, in whole or in part, from Contractor’s negligence or breach of contract.
14. All proposals shall include the following information in addition to any other requirements of the proposal documents:
 - A. Identify your company name, address, city, state, zip code, telephone, and fax numbers.
 - B. Identify any parent corporation and/or subsidiaries and affiliations, if applicable.
 - C. Provide a brief overview of your company including the number of years in business, number of employees, nature of business and description of clients.
 - D. Include the names and resumes of the firm’s principal officers.
 - E. Identify the name, title, address, phone, fax number, e-mail address of the primary contact person and supervisors, including resumes of staff members available for this project.
 - F. Provide a narrative description of the Proposer’s approach to providing the services as described in the scope of services, provided herein. (Limit to 5 pages).
 - G. Include Audited Financial statements for the previous 3 years.
 - H. Three References, including the name, address, and phone number of a contact person, from projects of similar size and scope.
 - I. List any industry award/recognition that you have received, the awarding party, and the date received.
 - J. Current sample certificate of insurance.
 - K. A list of any and all lawsuits that the Proposer is or has been a party to in the past five (5) years.
 - L. A list of any and all licensure disciplinary actions the Proposer or its employees is or has been a party to in the past five (5) years.
 - M. Completed copies of all other forms included within the proposal documents.
 - N. Contractor shall provide copies of state and local licenses, permits, and any required approvals or registrations.
 - O. Contractor shall describe in full its plan for the transition from the existing force and how it intends to operate that transition in a smooth, workmanlike manner.

15. Any question regarding the Proposal Documents, including specifications or other requirements contained in the Request for Proposal, must be filed in writing within and received no less than 7 days before the due date. These questions should be directed at clarifying issues related to the RFP contents so that the Respondents may be able to provide informed responses within their proposals.

LANDSCAPE MANAGEMENT SERVICE PRICING SHEET

Fusion F.C. Soccer Club

To ensure consistency and for proper analysis, pricing submission should follow the format reflected. Prices should include all labor, material cost, sub-contracted expense, overhead, and tax.

A . Common Areas

<u>Description of Services</u>	Cost Per Service	Yearly Total
I. Mowing – Red Land Soccer Complex	\$	\$
Includes edging, string-trimming, blowing and/or vacuuming as needed.		
II. Mowing - McLaughlin Field	\$	\$
Includes edging, string-trimming, blowing and/or vacuuming as needed.		
III. Fertilization / Chemical Treatments - Red Land Soccer Complex	\$	\$
III. Fertilization / Chemical Treatments - McLaughlin Field	\$	\$
IV. Snow Plowing / Removal - Red Land Soccer Complex	\$	\$
Make sure lot is open so access to the clubhouse is possible		
V. Parking lot Maintenance - Red Land Soccer Complex	\$	\$
Repair damage due to rain / water runoff and normal usage.		
VI. On Demand Mowing - Red Land Soccer Complex	\$	\$
In case the club needs location mowed outside normal schedule		
VII. On Demand Mowing - McLaughlin Field	\$	\$
In case the club needs location mowed outside normal schedule		
GRAND TOTAL		\$

Proposer must provide the following information in addition to other bid requirements:

i. Common Area

1. Total square feet of turf area:

a. Red Land Soccer Complex (sf)

b. McLaughlin Field (sf)

Exhibit A – SCOPE OF SERVICES

The following table summarizes estimated planned visits for completing each of the services performed on Red Land Soccer Club Complex & McLaughlin Field: The **Client** is requesting that mowing and accompanying services to be scheduled and completed once a week (once every 7 days) during the active soccer seasons, and once every two weeks (once every 14 days) or as needed or requested by the **Client** outside the soccer seasons. The **Client** also requires all services being supplied by the **Contractor** during the active soccer seasons be completed Monday through Friday before the time of 5PM.

SERVICES	VISITS
<i>Mowing</i>	
Mow, Edge, String Trim & Cleanup (Red Land Soccer Complex)	Estimated @ 30 per year
Mow, Edge, String Trim & Cleanup (McLaughlin Field)	Estimated @ 30 per year
<i>IPM – Fertilization & Pest Control</i>	
Turf – Fertilization and or Insecticide (Red Land Soccer Complex)	Estimated @ 2 per year
Turf – Fertilization and or Insecticide (McLaughlin Field)	Estimated @ 2 per year
Thatching and or Aerating (Red Land Soccer Complex)	Estimated @ 2 per year
Thatching and or Aerating (McLaughlin Field)	Estimated @ 2 per year
Etc...	

Exhibit A – SCOPE OF SERVICES

I. LANDSCAPE MAINTENANCE PROGRAM

A. Turfgrass Specifications

1. Mowing

- Schedule of mowing is determined by the type of turf being serviced and adjusted to coincide with seasonal growth rates to maintain a consistent, healthy appearance. Scheduled cuts missed due to inclement weather will be made up as soon as possible.
- Mower blades will be kept sharp at all times to prevent blade tearing.
- Turf growth regulators may be used to assist in maintaining a consistent and healthy appearance of the turf.
- Various mowing patterns will be employed to insure the even distribution of clippings and to prevent ruts in the turf caused by mowers. Grass clippings will be left on the lawn to restore nutrients, unless excess clippings create an unsightly appearance.
- Turf will be cut to a desirable height with no more than 1/3 of the leaf blade removed during each mowing to enhance health and vigor.

- f. All soccer goals will need to be moved, area in and around goals mowed, and all soccer goals replaced to original location for each mowing session.
- 2. Edging & Trimming
 - a. **Contractor** will neatly edge and trim around all plant beds, curbs, streets, trees, buildings, etc. to maintain shape and configuration.
 - b. Edging equipment will be equipped with manufacturer's guards to deflect hazardous debris.
 - c. All walks will be blown after edging to maintain a clean, well-groomed appearance.
 - d. All grass runners will be removed after edging to keep mulch areas free of weeds and encroaching grass.
 - e. "Hard edging" and clean up shall be performed in conjunction with turf mowing.
 - f. "Soft edging" and clean-up of bed areas shall be performed in conjunction with turf mowing.
 - g. String trimming shall be performed as needed.
 - h. Areas mutually agreed to be inaccessible to mowing machinery will be maintained with string trimmers or chemical means, as environmental conditions permit.
- 3. Debris Removal
 - a. Prior to mowing, each area will be patrolled for trash and other debris to reduce the risk of object propulsion and scattering, excluding areas concentrated with trash (e.g., dumpster zones, dock areas, and construction sites).
 - b. Removal of all landscape debris generated on the property during landscape maintenance is the sole responsibility of **Contractor**, at no additional expense to the **Client**.
- 4. Fertilizer
 - a. Turf grass will be fertilized as appropriate in accordance with type using a premium turf fertilizer containing minor elements. Various ratios of Nitrogen, Phosphorus, and Potassium (NPK) will be utilized for different growing seasons and environmental conditions.
 - b. All sidewalks, roads, curbs, and patios will be swept clean of granular fertilizer after applications to minimize staining.
- 5. Insect, Disease, and Weed Control
 - a. Treatment of turf areas for damaging insect infestation or disease and weed control will be the responsibility of **Contractor**.
 - b. All products will be applied as directed by the manufacturers' instructions and in accordance with all state and federal regulations.
 - c. Access to a water source on the Client's property must be provided for use in spray applications.

II. ADDITIONAL SERVICES

- A. **Contractor** will provide routine services (such as snow removal, driveway & parking lot repair, and plant material replacement), special services and/or landscape enhancements over and above the Contract Performance Specifications at an additional charge with written approval from an authorized management representative of the **Client**.

III. PERSONNEL

- A. **Contractor** will provide all labor, transportation and supervision necessary to perform the work described herein.
- B. Field personnel will be equipped with all necessary supplies, tools, parts and equipment and trained to perform work in a safe manner.
- C. Personnel will be licensed for all applicable maintenance functions, including any pesticide applications, as required by law.
- D. **Contractor** recognizes that its personnel are perceived as representatives of the **Client** while on the **Client's** property and, as such, will conduct themselves in an efficient, well-mannered, well-groomed and workman-like manner at all times.

- E. Any damage caused by **Contractor** personnel shall be repaired promptly at no cost to the **Client**.
- F. **Contractor** may utilize qualified subcontractors at any time during this contract period (e.g. mulch, parking lot repair and irrigation).
- G. All work performed by **Contractor** will be coordinated with the **Client** to minimize disruption and to maximize safety to people and vehicular traffic on the property.

IV. **CONTRACTOR'S VEHICLES AND EQUIPMENT**

- A. **Contractor** service vehicles must be well maintained and clean in appearance. Vehicles must be properly licensed and tagged, and operated only by licensed personnel.
- B. All **Contractor** vehicles must operate in a safe and courteous manner while on the **Client's** property. Pedestrians have the right-of-way, and service vehicles are expected to yield.
- C. All trailers, storage facilities, and maintenance equipment must be in good condition and present a clean and neat appearance.
- D. Tools and equipment must be properly suited for their purpose and used in a safe manner utilizing the appropriate safety gear when necessary.

V. **ADDITIONAL PROVISIONS**

- A. Property inspections will be conducted regularly by an authorized **Contractor** representative. **Contractor** will document and correct any landscape maintenance deficiencies identified within one week, or provide a status update for work requiring a longer period to accomplish.
- B. **Contractor** will provide the **Client** with a contact list for use in case of emergencies and will have personnel on call after regular business hours to respond accordingly.
- C. **Contractor** will be proactive in identifying any landscape site conditions that affect long-term plant health and vigor and will advise the **Client** accordingly. **Contractor** does not provide any warranty, whether express or implied, pertaining to the improvement or survival of planted or sodded areas; furthermore, this proposal does not include any allowance for tree, shrub, or plant replacement. **Contractor** will only be responsible for replacement of plant material that dies as a direct and identifiable result of improper maintenance practices.
- D. **Client** has the right to award a partial contract or split this RFQ between multiple **Contractors** if the **Client** feels that one **Contractor** cannot perform all requested duties or does not possess the proper equipment required of this RFQ, and is in the best interest of the **Client** (e.g. parking lot repair / mowing /snow removal / Fertilize)
- E. The Board of Directors of Fusion F.C. Soccer Club will have final say in RFQ award.

EXAMPLE – WORK AUTHORIZATION FORM



INVOICE #000
DATE

FOR:
Project service or description
P.O. # A24

THANK YOU

EXHIBIT B

EXAMPLE – SITE MAPS

Attach are SITE MAPS that highlights service areas. This map should help remove any confusion over which areas are to be maintained.



<https://screenshots.firefox.com/njsMIhIuAbA5Ur1a/www.google.com>



Mowing & Fertilization area at McLaughlin Field

Also includes edging, string-trimming, blowing and/or vacuuming as needed.

<https://screenshots.firefox.com/yMrLolKzosLyQTml/www.google.com>