



# Nordonia Hills Athletic Association

PO Box 111 • Northfield, Ohio 44067



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## Field Maintenance Services Bid Form

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### Bid Opening 1/1/2021

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#### Organization Information

Name Nordonia Hills Athletic Association

Address PO Box 111

City, State ZIP Northfield, OH 44067

Phone 216-618-3008

Email playnhaa1@gmail.com

Project name 2021 Field Maintenance

#### Contractor Information

Company \_\_\_\_\_

Insurance Please Attach Copy of Business Insurance w/ Formal Bid

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Completion date Email Bid Deadline 03/26/2021

## **Contract Conditions**

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**SEALED PROPOSALS:** From landscape contractors for NHAA Athletic Fields Dragging and Athletic Fields Marking will be received by the NHAA; hereafter referred to as "Owner", at the email address playnhaa1@gmail.com. Proposals will be publicly opened, content verified and voted upon at the NHAA board meeting in early April. The winning contractor will be notified immediately after the meeting.

**EXAMINATION:** Contractors shall carefully examine the listed field sites to obtain first-hand knowledge of existing conditions. Successful contractor(s) will not be given extra payments for conditions, which can be determined by examining the sites.

**QUESTIONS:** Submit all questions in relation to the bid to the Owner in writing at least 5 days before proposals are due. Replies will be issued to all contractors thru email. The Owner will not be responsible for oral clarification.

**SUBCONTRACTORS:** Contractors must list all sub-contractors. Contractors will have full responsibility for his sub-Contractor(s) and they must be approved by Owner before they perform any work.

**MODIFICATION AND WITHDRAWAL:** Contractors may not modify proposals after submittal. Contractors may withdraw proposals at any time but may not resubmit them. No proposal may be withdrawn or modified after the opening except where the award of the contract has been delayed for 30 days.

**PAYMENT:** Invoices shall be submitted and in no case will invoices be paid prior to completion of the work for which invoiced.

**EQUIPMENT, EMPLOYEES & SUPPLIES:** Toro machine to drag fields, trailer, chalk machine, & template for batter's box will be provided by the Owner. Contractor will review & inspect machine with Owner (President, VP of Grounds or VP of Equipment) before the season and sign off on condition of equipment on site prior to the season and again after the season. Owner will also provide field chalk at no cost to the Contractor.

1. Contractor must provide a list of all equipment employee operator's that will handle the Owner provided equipment.
2. List of staffing required for the execution of this proposal.
3. Years in business.
4. References, especially of similar jobs will be accepted with bids if available.

**TAXES:** Owner is a tax-exempt organization.

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## Scope of Contract Work

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1. Initial preparation of fields for the season Late March / Early April. (Fill, Level, Groom)
2. Dragging of fields for practice sessions 1-2 times per week beginning early April.
3. **FIELDS:** (All fields listed below must be dragged and lined (1st & 3rd Base Line along with batter's box on both sides of home plate). Scheduled work is weekly Monday – Friday and occasional weekends.

- 1.) Northfield Elementary School
- 2.) Magnolia
- 3.) Middle School
- 4.) Lee Eaton (East and west fields)
- 5.) Sagamore Park (5 fields)
- 6.) Smith Park
- 7.) St Barnabas

## Company Proposal

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Combined Base Bid for Athletic Field Maintenance and Athletic Fields' Marking \_\_\_\_\_ (Company) agrees to each specification presented by the Owner and offers a bid of: \_\_\_\_\_ (Dollars) per week for services rendered. It is further understood that payment for services will be monthly. Invoices are paid upon receipt.

In submitting this proposal, I agree:

1. To hold my proposal open until 45 days after proposal date.
2. To accept all provisions of the Instructions of Contractors.
3. To execute a contract if awarded, on the basis of this proposal.
4. To accomplish the work in accordance with the Contract Conditions

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Submitted by (Company Representative)

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Date

## Owner Acceptance

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I, Owner, do accept the above scope of work, proposed to be completed by \_\_\_\_\_ (Company) for the above contract conditions & scope of contract work. The owner will provide payment for services under the terms agreed upon above under Company Proposal guidelines. The conditions and contents of this bid form are hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021

Printed name and title of signing Owner Officer

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Signature (owner or authorized representative)

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Date