



**REQUEST FOR PROPOSAL(S)
FOR MT. JULIET LEAGUE, INC.**

Request for Proposal - Grounds Keeping

Issued By:

**MOUNT JULIET LEAGUE, INC.
10835 LEBANON RD.
MOUNT JULIET, TN 37122
(615) 758-8991**

Date of Issue: November 13, 2017

Proposal Due Date: November 28, 2017 Time 2:00PM CDT

Proposals must be

Clearly Marked “Grounds Keeping”

Dated “November 28, 2017”

Delivered to:

**Mt. Juliet League, Inc.
PO Box 311
Mt Juliet, TN 37122**

NLT 2:00PM CDT 11/28/2017

Mount Juliet League, Inc.
10835 Lebanon Rd Mt. Juliet, TN
Phone 615-758-8991



Background of the Mt. Juliet League, Inc.

Mt. Juliet League Inc. is located in the City of Mount Juliet, TN. The league has an enrollment of over 1,400 players for spring 2017 playing season consisting of 122 teams. The league offers both Baseball and Softball and playing ages from 4 years to 17 years. Mount Juliet League Inc. operates with an elected Board of Directors consisting within officers of President, Vice-President, Treasurer and Secretary. The governing body appoints committees to solicit bids, make recommendations to the Board on various park matters and ensure proper representation for the league. The league currently has 14 committees consisting of Baseball and Softball Operations, Coaches Selection, Concessions, Equipment, Ethics, Executive, Field Maintenance, Finance, Public Relations, Scheduling, Sponsorship, Tournament and Umpire Committees. In accordance with Section 501-(C)-(3) of the Federal Internal Revenue Code, the Mt. Juliet League, Inc. shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball and softball games.

General Bid Information

Proposals for grounds keeping of Mt. Juliet League will be received at PO Box 311, Mt Juliet, Tennessee 37122, Attention: Field Maintenance, on or before 2:00 PM on November 28, 2017. Please contact Kevin Tubberville at 615-207-8594, ktubberville@jonesbroscot.com should you have any questions.

PROPOSAL FORMS

One paper copy of the proposal are required; one electronic copy of proposal is desired **AND** required in PDF format if the proposal is more than 7 pages in length which may be on disk or flash drive. All proposals must have the name of the proposal, and the proposal due date when applicable on the outside of the envelope. Bid must be signed by authorized representative of company/business placing bid at time bid is received by Mt. Juliet League, Inc.

SUBMISSION

It shall be the responsibility of the bidder to submit a bid response which complies with: the conditions and specifications of the Request for Proposal (Quote) including site inspection; policies and procedures of the Mt. Juliet League Inc. and applicable laws of the State of Tennessee; and any other applicable laws, regulations and requirements. Bidder will show evidence of license, expiration date and classification if required and when applicable.

BID REJECTION

The League reserves the right to reject any or all quotes, combinations of items, or lot(s), and to waive defects or minor informalities.

Proposers may not restrict the rights of the League or otherwise qualify their proposals. If a Proposer does so, the League may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

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The League reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the League. Where the League waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the League may hold any Proposer to strict compliance with the RFP.

Proposers must comply with all of the terms of this RFP and all applicable state laws and regulations. The League may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

PAYMENT FOR LEAGUE PURCHASES

Payment will be made by Mt. Juliet League Inc. after commodities and/or services have been received, accepted, and properly invoiced as indicated in the contract and/or purchase order. Invoices must be complete and itemized.

IDEMNIFICATION

The Contractor/Vendor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor/Vendor under this agreement. The Contractor/Vendor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

COMPLIANCE

In the performance of a contract that results from this RFP, the contractor must comply with all applicable federal, state, and city regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and city taxes.

SUITABLE MATERIALS, ETC.

Not Applicable to this RFP

FIRM OFFER

For the purpose of award, offers made in accordance with this RFP must be good and firm for a period of ninety (90) days from the date of quote opening or the date of complete delivery of the order placed whichever is later.

BID PREPARATION COSTS

The League is not liable for any costs incurred by the bidder in quote preparation.

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CONFLICT OF INTEREST

An officer or director of the Mount Juliet League may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or director is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or director has the power to take or withhold official action so as to affect the award or execution of the contract. Non-controlling ownership in stock of publicly held companies or ownership of mutual funds shall not be considered as a financial interest.

DEFAULT

In case of default by the contractor, for any reason whatsoever, Mount Juliet League may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

CONTINUING OBLIGATION OF CONTRACTOR

Notwithstanding the expiration date of a contract resulting from this RFP, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

BILLING INSTRUCTIONS

Invoices must be billed to Mount Juliet League, Inc. at the address shown on the individual Purchase Order, Contract Award or Delivery Order. The League will make payment after it receives the invoice and documentation that the merchandise or service has been received. Questions concerning payment should be addressed to the Field Maintenance Committee of Mt. Juliet League, Inc.

DISCRIMINATION CLAUSE

Mount Juliet League, Inc. is an equal opportunity entity and does not discriminate on the basis of age, race, sex, national origin, religion or disability in admission to, access to, or operations of its programs, services, activities, or in its awarding of such bids.

SUBMITTALS

Not applicable to this RFP.

QUALITY ASSURANCE

All work to be completed and maintained by contractor to the satisfaction of the Mount Juliet League, Inc. Board of Directors.

EXECUTION

Examination

Examine work areas and ensure all applicable work, including protection of area from players, has been completed. Notify league if areas are not acceptable.

Installation

All work areas are to be left clean and hazard free for members of Mount Juliet League, Inc.

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MT. JULIET LEAGUE GROUNDS KEEPING SPECIFICATION

GENERAL

PROJECT DESCRIPTION

- 1. Mow and maintain the park, inside of all fields (13 in total) a minimum of once every four days from February through October and more if needed. Common grounds are to be done once a week or more if needed at the discretion of the park administrator, field maintenance chairman or president.**
- 2. Each morning, pick up all trash in trash receptacles, in the dugouts, and debris that has fallen or been discarded on the fields, common area, and grounds.**
- 3. Clean, disinfect & re-stock all restrooms DAILY, empty trashcans DAILY during practice season, spring, summer, and fall seasons. League will provide supplies. Cleaning checklists will be provided for tracking purposes. Restrooms should be cleaned twice on Saturday from 11am- 3pm. Floors need to be pressure washed weekly. Park will provide pressure washer.**
- 4. Weed-eat and/or apply weed killer (to be provided by the park) around all fence lines weekly, under bleachers, dugouts, berms & creek banks, etc. (All ballpark owned property) as necessary to maintain a neat appearance. Weed killer at least once in spring, summer, and fall or as needed. Additionally, grass must be cut and weed-eated around women's building.**
- 5. Groundskeeper will be responsible for the repair and maintenance of all park equipment or have equipment repaired at the park's expense. Park owned equipment will be used for MJ League grounds only. No personal use of equipment is permitted. Park will provide all necessary equipment within the budget in order for the groundskeeper to carry out his responsibilities effectively.**
- 6. Groundskeeper to maintain netting & minor fence repair. If a lift is needed, the park will supply.**
- 7. Groundskeeper is to remove bases prior to dragging fields and replace when finished EACH time. Groundskeeper is to maintain base attachments in good repair or replace and set bases and pitching rubbers at correct distances. The bases and pitching rubbers should be painted prior to the beginning of the spring, summer, and fall season, once during each month and just prior to any season ending tournament. Foul lines should be painted weekly during the spring, summer, and fall season.**
- 8. Bases should be taken up and placed in storage at the end of the season. It is the contractor's responsibility to inquire about seasons end through the park office and to inform the Groundskeeper. Portable mounds should also be stored inside during the winter months.**
- 9. On a daily basis, Groundskeeper is to perform maintenance on pitching mounds, softball circles, and batters boxes. This is in addition to dragging fields. SAF-coat should be blown back onto infields from outfields and base lines each week.**



10. Groundskeeper to edge around outfield/infield and infield baseline grass at the beginning of the spring and fall season and as needed at the discretion of the park administrator, field maintenance chairman or president.
11. Dirt should be added at any time to correct low spots or enhance the slope of the field. Prior to the beginning of the season, all fields should have any needed repairs, dirt work, etc. performed. A written report should be turned in weekly on all maintenance performed. A checklist will be provided by the field maintenance committee.
12. Groundskeeper shall maintain park signage such as signs, banners, etc. The park administrator will provide field locations for banners.
13. Groundskeeper must be readily available every Saturday morning that games are scheduled and on-site two hours prior to game time if there is inclement weather. Groundskeeper will work to prepare fields under wet field conditions on game days (Saturday & Sunday included).
14. Groundskeeper to confer with baseball/softball directors, park president, and park director regarding rainouts each day. Every Effort needs to be exhausted to avoid Saturday rainouts.
15. On game day, drag and chalk fields at least 30 minutes prior to the first game. Make sure all fields are ready for play as scheduled (weather permitting) for all league & travel ball games. This includes makeup games and rainouts. League will provide needed supplies at the request of the Groundskeeper. For practice sessions, all fields must be dragged (not lined) before each practice. Game days are primarily Monday, Tuesday, Thursday, Friday, and Saturday with Wednesday and Sunday used for rain out makeups and practices. Summer games are usually designated for one day during the week, most recently Thursday nights.
16. Be available for deliveries, minor repairs and emergencies at the president's or park administrator's request. This will include carrying a cell phone and/or pager. Perform routine maintenance and repairs on fields and facilities as needed with the cooperation and assistance of the construction and field maintenance committee. This includes minor repairs/maintenance on equipment, grounds and fences.
17. Groundskeeper is an independent contractor and is responsible for all personal insurance for themselves and their employees. Contractor is responsible for all taxes and will be provided a 1099 at year-end. The Park property should be listed as additionally insured.
18. This contract will begin on January 1, 2018 and expire December 31, 2018. Contractor will be paid on the last day and the 15th of every month. Contract can be renewed on an annual basis thereafter by the board or put out to bid per its discretion. Either party with 30 days advance notice, can cancel this contract. If contract is terminated; payment will be made through the termination notice only-total annual amount is not guaranteed. If contract duties are not performed during 30 days, any pay due will be forfeited.
19. Prepare the fields in the off-season so they will be ready for play prior to the regular season, Spring, Summer, and Fall. This included fertilizing and applying weed control at the direction of the field maintenance committee. This also includes aeration and over seeding in the fall. The park will supply aerator and seed.
20. If the park elects to purchase additional portable mounds, they will be placed at no additional cost.



21. Tournaments - this bid will include up to 6 tournaments with a minimum of 4 fields. School tournaments (softball or baseball) and any additional tournaments will be defined by Tournament Committee and approved by the Board of Directors.
22. If Additional tournaments are approved by the Tournament Committee and Board of Directors, the ground keeper will be paid \$400 per quad (up to 5 fields) per day to prepare fields, handle trash, and clean restrooms for the event.
23. Tournament responsibilities are as follows: Mow, Drag, Line & Re-line all fields being used prior to the start of the first game each day and periodically throughout the course of the tournament up to 3 times daily and prior to the championship game. Trash pick-up during tournament will be required periodically, and will be determined by tournament director. Restrooms are to be cleaned, and stocked during tournaments 11am, 1pm, 3pm, and 5pm.
24. Groundskeeper answers to the Park President or a delegate through the field maintenance committee chairman, which reports to the board.
25. Grounds keeper will meet with the Field Maintenance chairman on a regular basis to inspect grounds and insure that this contract is being followed.
26. Grounds keeper will prepare an annual report on the condition of the grounds that includes field recommendations, improvements, and the condition/wear of park equipment. This report will be due on November 1st.

The following equipment will be available for use by contractor

- (2) John Deere TX Gator
- (1) John Deere 1200 3Wheelers
- John Deere Z930M Trak Mower
- John Deere Z757M Trak Mower
- John Deere 4200 Tractor with 420 Loader
- (2) Echo Backpack Blowers
- Bluebird Sod Cutter
- Stihl FS55R Weed Eater
- (1) Echo Weed Eater
- (2) Large Field Rollers
- Assorted hand tools, drags, brooms, and rakes

Gas for all equipment will be furnished by Mt Juliet League, Any other equipment deemed necessary to perform duties will be provided by contractor.

Company Name _____

Total Project Bid: \$ _____

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