

REQUEST FOR SEALED BIDS

City of Temple Recreation Department

The City of Temple will be receiving sealed bids on all materials, labor, and equipment for the Temple Recreation Department's 2018 Field and Maintenance Services.

The deadline for receipt of sealed bids is 4:00 p.m. Thursday, December 28, 2017. Bids shall contain an E-Verify Affidavit.

Bids are to be submitted to City Administrator Bill Osborne at the Temple City Hall, 240 Carrollton Street, Temple, Georgia 30179. Contact him at 770/562-3369 concerning submission requirements.

For more information on the operation and requirements of field and maintenance services in the City Recreation Department, contact Recreation Director Joe Wilson at 770/562-3848 or at 404/535-1775.

The sealed bid shall be for a lump-sum. Under the contract, payment shall be made on a monthly basis for the work done during that month.

The period of work is to begin in mid-January 2018 and is to continue through December 31, 2018.

Overview of Work

1. To maintain and treat eight baseball fields, two regulation size football fields, and two soccer fields. All Temple Recreation fields have Bermuda grass and the playing fields consist of approx. 10 acres. The dimensions of the fields are listed below:

Field one	LF-314FT.	CF-334FT.	RF-304FT.
Field two	LF-199FT.	CF-202FT.	RF-200FT.
Field three	LF-144FT.	CF-159FT.	RF-158FT.
Field four	LF-279FT.	CF-305FT.	RF-285FT.
Field five	LF-113FT.	CF-120FT.	LF-117FT.
Field six	LF-113FT.	CF-146FT.	RF-129FT.
Field seven	LF-201FT.	CF-225FT.	RF-204FT.
Field eight	LF-225FT.	CF-257FT.	RF-224FT.
Field nine	Football Field 120yds. by 65yds.		
Field ten	Soccer field 75yds. by 55yds.		
Field eleven	Soccer field 70yds. by 50yds.		
Field twelve	Football field 120yds. by 65yds.		
2. Soil Test--one soil test a year.
3. Lime--one application of lime(6,000lbs. for entire park)
4. Core Aeration—3 applications per year, per field.

5. Insect/fire ant control
6. Over seeding—one application per year, per field if needed.
7. The contractor will be responsible for cutting all grass on all twelve fields and doing all the infield work on fields one thru seven (dragging infields, keeping grass out of infields, and making sure playing surface is level and ready for games).
8. A six month meeting with Recreation Director to discuss process and/or issues.

Six Step Treatment Process

1. **January**—Broadleaf control and Pre-emergent control
2. **March**—Aeration, Ant control, Fertilize ball fields, Ant control, Fertilize and Spray Broadleaf control on outside areas of the park.
3. **June**—Aeration, Fertilize, Spray Broadleaf control, Summer Annuals (2 treatments 14 days apart).
4. **August**—Ant control, Fertilize ball fields, Ant control, Fertilize and Spray Broadleaf control on outside areas of the park.
5. **October**—Ant control, Fertilize, Spray Broadleaf and Winter Pre-emergent
6. **December**—Aeration, Lime (6,000lbs.).

Contractor Responsibilities

1. Notify Recreation Department when you are on the grounds.
2. Notify Recreation Department when treatments require the fields to be closed for any period of time.
3. A six month meeting will take place between the Recreation Department and the Contractor to insure that all steps are of the process are working correctly. If changes need to be made to the process, those changes would take place at the meeting or any special called meeting.
4. The minimum dress code for contracted personnel when working shall be a clean and complete outfit, including pants or shorts, shirt with sleeves, and closed toed shoes.
5. Contractor shall notify the City or Recreation Department, in writing, of any accident that involves the contractor while fulfilling this contract. All contractor employees shall carry business cards that have the name, address, and phone number of the contractor upon request of individuals involved in an accident. The contractor shall submit an incident report to the City or the Recreation Department within 48 hours after the incident that describes the accident in full, names of those involved with contact phone numbers, and the extent of injury and damages. In the event that any damage occurs during and is caused by the contractor's equipment, the contractor will be required to repair or replace the damaged item with a like item at the contractor's expense. In the event that damage occurs during and is caused by the contractor's equipment and said damage has to be repaired or replaced utilizing City property, or personnel, the cost of the repair or replacement shall be calculated and deducted from the contractor's next payment.
6. The Contractor shall furnish the City with a certificate of liability insurance showing the type, amount, class of operations covered, effective dates, and expiration dates of policies.
7. The Contractor will submit an invoice after each step of the six step process is done and completed before payment will be made by the Recreation Department.