

REQUEST FOR PROPOSAL

DECORAH COMMUNITY SCHOOL DISTRICT



2024

Softball Field Surface Refurbishment

Updated RFP #2

BID PROPOSALS MUST BE SUBMITTED BY

Wednesday, August 19th, 2024, 1:00 P.M. CT

A. PURPOSE/OBJECTIVE

Decorah Community School District (DCSD) is issuing this request for proposal (RFP) for the surface refurbishing of the softball field on Goose Island Drive per the information detailed in this RFP from qualified Field Construction Companies. The listing of needs for this project are listed below. DCSD seeks to resurface and laser grade the entire softball surface in the fall of 2024 so the field is ready for play in the spring of 2025. The scope of the project will involve replacement of the outfield grass, replacing the infield surface, adding additional grass area around the aggregate playing surface and replacement of current irrigation heads. DCSD will also be adding a new outfield fence and making adjustments to current fencing around the right field and left field lines.

B. INQUIRIES

All questions related to this RFP must be submitted by email to adam.riley@decorah.school by Friday, August 16th at 2:00 p.m. CT. (Cell Number: 563-380-2738)

C. METHOD OF SOURCE

Awards, if made, will be made to the responsible contractor whose proposal is most advantageous to DCSD, taking into consideration price and the other factors set forth in this RFP. DCSD may use other factors or criteria in the evaluation of proposals as it deems necessary.

DCSD may, if it deems necessary, conduct discussions with responsible vendors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. DCSD may request additional assurances, in writing, if necessary during this discussion period. Failure to abide by the conditions outlined in this RFP will result in termination of business with the vendor. If this situation does occur, DCSD will re-open negotiations with the second place vendor.

D. MINIMUM (GENERAL) CRITERIA ACSD WILL USE TO DETERMINE THE RESPONSIBILITY OF EACH VENDOR

- 1) Does the Vendor possess the ability, capacity, skill, and financial resources to provide the service?
- 2) Can the Vendor take upon itself the responsibilities set forth in the RFP (and resultant contract) and produce the required outcomes timely?
- 3) Does the Vendor have the character, integrity, reputation, judgment, experience, and efficiency required by the contract?
- 4) Has the Vendor performed satisfactorily in previous contracts of similar size and scope?

II. CONSTRAINTS-CONTRACTOR

The Contractor shall be responsible for all licenses, fees, and permits required for the performance of the contract resulting from this RFP. All work to be performed under this contract shall be provided at times convenient to DCSD. Maintenance and installations may only be performed at times which do not interfere with normal daily operations of DCSD School System. All parts must be new, never used, including replacement and warranty parts.

III. INSTRUCTIONS FOR PROPOSAL

A. COMPLIANCE WITH THE RFP

Proposals must be in strict compliance with this RFP.

B. PROPOSAL SUBMISSION

Vendors must submit the following by Monday, August 19th, 2024, 1:00 P.M. CT:

- 1) Removal and Replacement of Infield Surface and Laser Grading of Infield with a slope pitching towards outfield surface.
 - a. This would include purchasing of all infield material (aggregate and clay) and supporting equipment for a regulation high school softball field.
 - i. Re-Set and Installation of new bases, home plate, and pitcher's rubber including concrete base anchors.
- 2) Removal and Replacement of Outfield Grass Surface and Laser Grading of Outfield for proper drainage away from infield surface.
 - a. This would include purchasing of and installation of all sod materials for outfield surface within the new playing field area.
- 3) Addition of fifteen feet of grass along first and third baselines of infield aggregate.
 - a. This would include purchasing of and installation of all sod materials for the new grass surface within the playing field area.
- 4) All necessary replacement of irrigation heads and possible lines to existing irrigation system to support the necessary grading of the infield and outfield surface.
 - a. Current layout of the system is with supporting materials.
 - b. Irrigation replacement, must be compatible with the current Hunter Control System that operates the football, baseball and softball fields.
- 5) Installation of new bullpen systems outside the location of the new outfield fence.
 - a. Bullpens will be placed at the designated location by the DCSD and include 2 pitching rubbers and 2 home plates for each of the two locations. (A total of 4 sets of pitching rubbers and home plates.).

- b. This would include the purchasing of material (aggregate and clay) and supporting equipment for regulation high school softball field.
- 6) Maintenance Plan
- a. Provide recommendations and cost estimates for any additional equipment needed to maintain field.
 - b. Provide support and recommendations for regular maintenance of renovated field.

NON-COLLUSION AFFIDAVIT -

The bidder hereby certifies that this proposal is not affected by, contingent on, or dependent on any other agreements, conditions or requests with the DCSD. Also, that this proposal is genuine and not collusive or sham; that the bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to submit a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person to fix the bid price of the bidder or of any other bidder; and that all statements in this proposal are true and that the individual(s) executing this Proposal has the authority to execute this proposal on behalf of the bidder.

Bid Proposals must be submitted digitally to:

Adam Riley - Associate Principal/Activities Director – Decorah High School
adam.riley@decorah.school

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected.

C. REJECTION OF PROPOSALS

The Board of Education reserves the right to reject any and all bids, to waive irregularities, to select units which it deems in the best interest of the DCSD and to purchase additional units at the prices quoted by your company. The Board of Education also has the right to accept or reject any options quoted on the bid specifications. Vendors are hereby notified that partial proposals will not be considered. All proposals must include the entire scope of the RFP.

D. ACCEPTANCE OF PROPOSALS

DCSD shall accept all proposals that are submitted properly. However, DCSD reserves the right to request clarifications or corrections to proposals. DCSD reserves the right to provide preference to vendors located within the state of Iowa.

E. PROPOSAL EVALUATION

Price is only one factor in the decision process; service, past experience with the vendor, and references will also be determining factors.

Tax-exempt Status of Decorah Community School District

Federal and/or State taxes should not be included in vendor proposals, as DCSD is a tax-exempt organization. Tax ID 37-1918607. [See Sec. 422.45, part 5, Code of Iowa.]

IV. VENDOR REQUIREMENTS

1. Device manufacture authorized education reseller.
2. Manufacturer Certified Partner.
3. Must have been in business and in the industry for at least 10 years.
4. Must be authorized by the manufacturer for repair service after the sale while devices are under warranty.
5. The successful proposer shall provide training to DCSD staff in the use of all purchased devices. Primary training will be provided upon installation and setup with follow up training provided to both operators and users.

V. HARDWARE, INSTALLATION, & SERVICE REQUIREMENTS

1. Prices must include delivery to specified location.
2. The project must be completed no later than October 25th, 2024 or a mutually agreed upon date.
3. Vendors must provide exact supplier information and model numbers for all equipment components.
4. All prices should remain in effect until October 25th, 2024.
5. All warranties must be valid.

VI. TIMELINE

The anticipated RFP schedule is as follows:

Process	Date
RFP Issued	August 8, 2024
Questions Due	August 16, 2024
Submission of Bids Due	August 19, 2024
Board Approval of Bids	August 22, 2024
Completion of Project	October 25, 2024

Softball Field Refurbishment Bid Cover Sheet

Bid Proposal Submitted By: _____

Company Name: _____

Authorized Name/Title (printed): _____

Authorized Signature: _____

Date: _____

Contact Person for the Bid/Quote/Proposal Process:

Direct Telephone: _____

E-Mail Address: _____