



REQUEST FOR PROPOSAL (RFP)

Item(s) up for Bid: Landscape Maintenance Duties

Ripken Pigeon Forge LLC, (“RPF”) dba The Ripken Experience Pigeon Forge, – 405 Jake Thomas Road – Pigeon Forge, TN 37863, will accept sealed bids by regular & express postal mail until February 16, 2018.

RPF is stipulating specific requirements for bidding on: Landscape Maintenance Duties. Be certain you have complied with all specification requirements, and have signed or caused to be signed all required documents.

Be sure to fill out the forms listed below and submit with the sealed bid.

- Completed Bidding Document
- Bidders Proposal
- Business History

Material misstatements concerning completed actions by the bidder in any statement, or failure to complete and submit any required form may render a bid non-responsive, and may be due cause for rejection of the bid.

Bids received after the appointed date set for receipt will be returned unopened.

Please read carefully all general and specific conditions.

All bids must be submitted via postal mail to Ripken Pigeon Forge LLC/ Landscape Maintenance Bid |Attn: Robert Moser- Facility Manager, Ripken Baseball – 405 Jake Thomas Road – Pigeon Forge, TN 37863.

If you have questions, please contact Robert Moser at rmoser@ripkenbaseball.com

About Ripken Pigeon Forge, LLC Ripken Pigeon Forge, LLC operates The Ripken Experience Pigeon Forge, a world-class amateur baseball complex located in Pigeon Forge, Tennessee. Featuring 6 youth fields, they are designed to mimic major and minor league ballparks such as Camden Yards and Fluor Field. The facility hosts amateur baseball and softball tournaments, camps, clinics, and a variety of other special events.

About Ripken Baseball

The mission of Ripken Baseball is to inspire athletes through remarkable experiences. Ripken Baseball currently owns and operates a Minor League Baseball teams and plays host to numerous youth tournaments, camps and clinics at The Ripken Experience Aberdeen powered by Under Armour baseball complex in Maryland, The Ripken Experience Myrtle Beach in South Carolina, and operates The Ripken Experience Pigeon Forge in Tennessee.

Goal

RPF is looking to procure a company to provide exclusive rights to provide:

Landscape Maintenance Duties for The Ripken Experience Pigeon Forge on a year-round basis.

Youth Sport Teams Information

Projected Year 3 programming Goals:

Softball Spring Training March/April – 50 teams

Amateur Baseball & Softball 2-/3 Day Tournaments – April – October – 640 teams

Amateur Baseball & Softball 6-Day Tournaments – June – August – 260 teams

Conditions:

- RPF reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. This includes the right to request clarification of information submitted and to request additional information.
- *This contract term is negotiable in terms of length. Ideally RFP will serve as an estimate of landscape and maintenance needs through youth tournaments, camps, clinics and other specialty programming to be held throughout the year. RFP serves as a best estimate of year three needs based on team sales projections.*
- RPF reserves the right to cancel the remaining contract if RPF feels proper customer service, timeliness of order, or quality standards of order have not been met.
- Should vendor be found in default of their obligation under the bid proposal agreement, the vendor shall be given written notification in the event of default and given seven (7) days upon which to cure. If the vendor fails to cure within the seven (7) day cure period, the agreement shall be terminated, and all parties released from their obligation under the agreement except: (1) an obligation to pay monies due on date of termination or (2) an obligation to indemnify due to an occurrence prior to the date of termination which obligations shall survive the termination.
- In executing the contract agreement and performing their respective obligations, RPF and the vendor are acting independently and not in any form of partnership or joint venture. RPF assumes no responsibilities of liabilities to any third parties in connection with the agreement.
- RPF has utility vehicles on site, which may be made available to the landscape company's employees under the following conditions if RPF sees fit; the landscape company has made every attempt possible to provide their employees with a vehicle owned by their company, and the operators have completed all the required liability

forms provided by RPF.

This provides a basic scope/outline of the duties to be performed at The Ripken Experience Pigeon Forge for a calendar year:

A. Turf

1. **MOWING**- Starting March 1st – November 1st. This should equate to 36 cuts per year. Mowing also includes any push mowing around stationary objects, fence posts, etc. Mowed once per week at 3 ½ inches. During the summer months (June, July, August, height of cut should be raised to 4” inches to help endure heat stress). Days for service must be coordinated with Facility Manager to ensure no interference with programming; Saturdays will be necessary during summer programming. The start date and end date can be altered due to weather conditions, as long as the 36 cuts per year remains consistent.
2. **EDGING/TRIMMING**- All landscape beds to be edged with a string trimmer at the time of every mowing to keep turf from creeping into landscaped areas. Also includes string trimming around stationary objects, fence posts, fence lines, light poles, etc. Five feet outside the perimeter fence should be kept at a manageable height of no more than 8” tall. The method and frequency in which this task is completed can be agreed on by RPF and the selected landscape contractor.
3. **AERIFICATION/SEEDING**- Entire campus will be shatter tined or some sort of solid tine aerification to a depth of no more than 3 inches. This should take place one time per year in the fall, and should be accompanied by a starter fertilizer. The entire campus will also be slit-seeded with Tall Fescue grass seed at a rate of 4 lbs./1000 sq. ft.
4. **FERTILIZATION**- Entire campus (turf only) will be fertilized with a complete natural organic fertilizer three times a year. 1-spring, 1-mid-summer, 1-fall. Total Nitrogen should not exceed 3 pounds for the year. Facility Manager must give final approval of fertilizers to be used.
5. **PRE-EMERGENT**- Turf pre-emergent should be put down in the late winter/ early spring of 2018 in all turf areas, both sodded and seeded. This can be done in combination with the spring fertilization application, and preferably would be accomplished in 2 separate applications (split application). For purposes of this RFP, please quote the areas requested with 1 application of a product with the active ingredient Dithiopyr (i.e. Dimension), and 1 application of a product using the active ingredient Proflam (i.e. Barricade). Changes may be allowed with final approval by Facility Manager of all herbicides, and prices may be adjusted if needed.
6. **LIQUID APPLICATIONS**- Provide a price for liquid chemical applications on all turf areas. This price will include only the labor portion of the application. Products to be used will be determined at a future date but could include herbicides, fertilizers, bio-stimulant or plant growth regulators. **For purposes of this bid, please provide a cost per application without cost of product.**

B. Pavement, Asphalt, Stonedust

1. **BLOWING.** All cement/asphalt surfaces will be blown of any grass clippings, fertilizer, trash and other debris each visit.
2. **EDGING.** All sidewalks, curbs and rock walkthroughs throughout the campus, should be edged at the time of each mowing visit.
3. **CRACKS AND CREVICES.** – All cracks and crevices in concrete/asphalt areas should be checked and maintained of any weeds/grasses that appear. This includes curbs, sidewalks, and parking lots. This includes proper application of a sterilant/non-selective herbicide treatment.

C. Landscape Bed Maintenance

1. **MULCHING-** All landscape beds throughout the campus will be mulched at least once per year in the late spring, before start of summer week-long tournaments, with 1” of high quality dyed mulch.

MECHANICAL BED EDGING/TRENCHER- All landscape beds will be edged/trenched once per year in the late winter/ early spring and with a mechanical bed edger/shaper to enhance a sharp edge that allows for the constant string edging that will take place throughout the year.
2. **PRUNING-** All bushes/shrubs will be pruned twice per year, once in the spring and once in late summer/fall. Trees around the campus will be pruned as needed to enhance growth or remove dead material.
3. **PRE-EMERGENT-** All mulched landscape areas throughout the entire campus will have two applications of a pre-emergent herbicide. Both applications should be target for both grassy weeds and broadleaf weeds. This application should take place in the spring and late summer/fall.
4. **CLEANING OF BEDS-** All beds throughout the entire campus should be inspected *bi-weekly* for weeds and non-desirable plants, debris and trash. Weeds should be pulled at this time and/or sprayed with an on-selective herbicide by a licensed applicator only.
5. **FALL/WINTER CLEANUP-** All landscape beds throughout the entire campus during this time will be cleared of any debris, weeds, leaves, mulch turned over, etc. Also, all ornamental grass and perennial plantings should be cut down to proper height to allow new growth in the upcoming season.
6. **SEASONAL PLANTINGS-** Twice a year, colorful annual flowers shall be added to the campus in up to 6 locations as directed by the Facility Manager. These plantings should occur in the Spring and Fall. The total area of these locations are approximately 400 square feet.

Vendor Proposal:

- All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the form furnished by RPF or they will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the Bidder.
- This invitation for proposals does not commit RPF to pay any costs incurred by any vendor in the submission of a proposal.
- Any proposal may be deemed non-responsive by the General Manager or Facility Manager, if it is not on the Proposal Forms provided or is not in complete conformance with any and all conditions of the bid packet.

Negotiations & Modifications of Proposal:

- The final contract terms with RPF will be determined by negotiation with all qualified responders after proposals are received and reviewed.
- A vendor may modify their original proposal through the negotiation process. RPF may award the contract to the vendor whose proposal may be more favorable or advantageous to RPF. To be effective, every modification must be made in writing and signed by the vendor or his/her designee.

Contract Compliance:

- Each Proposer shall inform itself, and the Proposer awarded a contract shall comply with all federal, state and local laws, statutes, and ordinances relative to the execution of the work.
- Each Proposer shall obtain and include in his/her proposal all permits and licenses that may be required to perform the contract, i.e. copies of your business license.
- Landscape company must have valid insurance before operating on the Ripken campus.
- Either company or foreman of the job must have a valid pesticide license issued by the State of Tennessee
- At all times, the landscaping company and all employees must dress in appropriate attire, matching company uniforms, that not only prevents accidents but presents them in a professional manner. Also, while working on the complex, all contractor's employees must wear a reflective safety vest at all times.

RFP Process

A Request for Proposal (RFP) process will be used to select a vendor. All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the form furnished by the RPF or the proposal will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the vendor.

The proposal should be of sufficient detail to allow RPF to fully and clearly understand:

- Landscaping and Maintenance duties scope and prices
- Brief outline of vendors' history in similar type(s) of operations and business references;
- Any other considerations the vendor deems relevant

Timeline Schedule:

- Issue RFP: **January 5, 2018**
- Deadline for submittal of Proposal: **February 16, 2018**
- Review, discussion and negotiations completed by **February 23, 2018**
- Execution of contract approval: **March 1, 2018**
- Service length: **March 1, 2018- February 28, 2019**

Thank you for your interest

For any additional questions regarding this unique business opportunity, please contact Robert Moser at rmoser@ripkenbaseball.com.

Business History

Where is your business located?

How many years have you been in business? _____

Business References

Please list 4 organizations with whom you provide service:

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

Organization Name: _____

Organization Location: _____

Contact Person: _____

Contact Phone #: _____

The undersigned Bidder declares that he/she has read and fully understands the Request for Proposal and that the information contained herein is true and correct to the best of their knowledge. Bidder also agrees that his/ her Proposal shall remain open and not withdrawn for a period of not less than thirty (30) days from the scheduled bid opening date.

SUBMITTED BY:

Signature of Authorized Representative Firm Name

Title Street Address

Date City, State, Zip

Telephone Number

Vendor Proposal Form

Landscape Maintenance Duties

Business Name: _____
Contact Person: _____ Email: _____
Business Phone: _____ Cell: _____
Mailing Address: _____ City: _____ Zip: _____

Product Portfolio & Price (Please indicate per unit cost to the consumer)

A. Turf

- 1. MOWING- _____
- 2. EDGING/TRIMMING- _____
- 3. AERIFICATION/SEEDING- _____
- 4. FERTILIZATION- _____
- 5. PRE-EMERGENT- _____
- 6. LIQUID APPLICATIONS- _____

B. Pavement, Asphalt, Stonedust

- 1. BLOWING _____ (One LS price for section B)
- 2. EDGING
- 3. CRACKS AND CREVICES

C. Landscape Bed Maintenance

- 1. MULCHING
BED EDGING/TRENCHER- _____
- 2. PRUNING- _____
- 3. PRE-EMERGENT- _____

4. **CLEANING OF BEDS-** _____

5. **FALL/WINTER CLEANUP-** _____

6. **SEASONAL PLANTINGS-** _____

BID TOTAL (sections A, B, C) _____

Is Sales Tax included in the cost?
Yes or No

Background Checks

Because we are dealing with youth, all vendor employees that may come in contact with a youth are required to pass a background check. Does your company utilize a background check company to screen employees? Yes / NO (circle one)

Name of Company: _____

FAILURE TO COMPLY WITH DELIVERY TERMS WILL TERMINATE THE BID CONTRACT PROPOSAL FOR REST OF YEAR.

The City of Pigeon Forge reserves the right to waive informalities, to accept or reject any bid and/or any part thereof, and to accept the bid deemed in the best interest of the City of Pigeon Forge. The City of Pigeon Forge is an EOE and complies with ADA and Title VI.

It is the policy of the City of Pigeon Forge not to discriminate on the basis of race, color, national origin, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this contract, the agency/program/contractor certifies and warrants it will comply with this policy.