

TRIAD COMMUNITY UNIT SCHOOL DISTRICT #2
203 E. Throp Street
Troy, IL 62294

Request for Proposals

The Board of Education of Triad Community Unit School District #2 (TCUSD#2), Troy, Illinois, is seeking to address issues related to sports fields in the District and is providing a Request for Proposals (RFP) to interested contractors capable of furnishing, managing and coordinating all the work of installing Turf at the following locations:

Triad High School, 703 E. US HWY 40, Troy, IL 62294

The District's objective in issuing this Request for Proposals is to provide a competitive means in which to select a single provider to fulfill all aspects of the purchase and installation of this project. All interested contractors may obtain the Requests for Proposal (RFP) for Turf at the TCUSD #2 Central Office Building, 203 E. Throp Street, Troy, IL 62294 (618-667-5400).

The TCUSD #2 Board of Education reserves the right to accept and/or reject any or all proposals and to make all decisions in the best interest of the school district. TCUSD #2 is not obligated to make a purchase based on or resulting from this Request for Proposals, but if it does make a purchase, it reserves the right to continue negotiations with one or more proposers submitting proposals. This may also include but not limited to the ability to move to the next bidder if contract negotiations aren't concluded to district's satisfaction, adjust project timelines and/or ask additional questions of bidders based on initial responses.

Schedule

All RFPs must be submitted to Triad CUSD #2 in sealed envelopes marked, "RFPs for Turf", with the name and address of the bidder clearly marked. Interested providers are encouraged to make arrangements with the school district to schedule site visits. The preliminary proposals are due from providers by 2:00 p.m. on September 26, 2019. Responses will be opened at 2:00 p.m. on September 26, 2019.

- Post Request for Quotes in Newspaper on September 10, 2019
- Scheduled Site Visits (all locations) by appointment after September 10, 2019
- Deadline for Submission of Quote by 2:00 p.m. on September 26, 2019
- Review of Quotes Ongoing
- Tentative Purchase Decision September 30, 2019 – Regular BOE Meeting.
 - Board reserves the right to extend the review period.
- Implementation/Deployment November of 2019
- Completion Date – A date for substantial completion will be determined with the contractor at the date of commencement and be established prior to March 1, 2020.

Discrepancies and Technical Questions (SPC)

Any discrepancies or ambiguities found in this document will be interpreted in the manner that most benefits TCUSD#2 as determined by TCUSD#2. There will be only one point of contact during this procurement process for questions concerning the procurement process, change, clarification, award process and any other questions that may arise. If the procurement process is unclear, please document any concerns in writing for clarification prior to submitting your proposal. All technical questions must be submitted to Mike Raymond, in writing by email mike.raymond@tcusd2.org or standard mail delivered to: 203 E. Throp Street, Troy, IL 62294. Failure to abide by these requirements may be cause to reject the proposal of the bidder and/or all proposals.

Project Overview and Background

The Triad High School serves approximately 1400 students and has over 23 sport programs. TCUSD#2 seeks proposals to redo the athletic stadium with turf. In addition to the single bid of the athletic stadium, TCUSD#2 wants additional bid to complete the infield of the baseball field in turf and the softball field in turf.

Currently the Athletic Stadium is natural grass with a rubberized track surrounding the exterior perimeter. The baseball is natural grass infield with DuraEdge in dirt. The softball field has a DuraEdge dirt infield and natural grass outfield. TCUSD#2 has their own maintenance crew who currently manages the care of the facilities.

Scope of Work

The scope of work for this RFP will be determined by required bid items and optional bid items. If the requirements set forth are not met, an explanation why another product or dimension must be explained. Additional recommendations beyond listed alternate options are encouraged.

The following are required for athletic field:

1. Complete engineered stamped construction drawings and provide as-built drawings to TCUSD#2 upon completion.
2. Perform necessary surveying and staking of grounds to demo any existing natural grass field/drainage, goal post, and d-zone high jump to provide a regulation synthetic turf football/soccer field.
3. Construct a bridge across the track to prevent damage. Any damage will be repaired or replaced by contractor.
4. All excess material including dirt will be removed from the premises.
5. Install concrete curbing around perimeter of track to include high jump area.
6. Install necessary rock base, drains, underlayments and fabrics to turf manufacturer's specifications.
7. Turf install will be alternating green field with football and soccer markings
 - a. Approximately 45" THS logo in the center
 - b. Black end zones with "TRIAD" at north "KNIGHTS" at south consisting of red letters with white outline.
 - c. Proper field markings of officials', coaches' and players box
8. Provide new football and soccer goals upon completion of install.
9. New D-Zone high jump completed with slot drain between D-zone and track, base and polyurethane rubber coating.
10. Gmax test completed with a maximum average ≤ 120 at install and ≤ 165 during the warranty period.

The following are required for Baseball and Softball field:

1. Complete engineered stamped construction drawings and provide as-built drawings to TCUSD#2 upon completion.
2. Perform necessary surveying and staking of grounds to demo any existing natural grass field/drainage, to provide a regulation synthetic turf baseball/softball infield.
3. Install concrete curbing around the perimeter of the infield.
4. Install necessary rock base, drains, underlayments and fabrics to turf manufacturer's specifications.
5. Turf install will be alternating green field with baseball/softball markings.
 - a. Green infield with dark brown base paths and pitcher's mound.
 - b. 15' Triad "T" logo behind home plate.
 - c. Home plate and two sets of bases at baseball and softball distance.
 - d. Removable baseball mound
6. Regrade and return to playable surface at transition between turf and grass.

The following are alternatives for the fields:

1. Stabilization and/ or shock pad addition
2. Turf groomer and sweeper to properly maintain turf and warranty.
3. 10'x7' Advertisement logo 1-4 colors
4. 15'x10' Advertisement logo 1-4 colors
5. Baseball bullpen 1 - home and 1 - visitor 75' x 8'

The District expects only fully qualified Bidders to submit proposals. Configuration and installation must be provided by personnel who have completed training certification programs through the product manufacturer. Bidders must include all equipment, labor, materials, licenses, services and training necessary to install turf fields.

1. The successful Proposer will acknowledge performing installation following the Districts' and manufactures' standards and specified work responsibilities outlined in this RFP.
2. Proposer must be certified to perform installation, all preventative maintenance services on the turf at the manufacturer's suggested specifications and will guarantee the use of only new and original

manufacturer's supplies. Proposer will provide formal training to District maintenance staff on the maintenance of fields.

3. Proposer must honor all manufacturer warranties at a minimum. All products and services must come with a minimum of one (1) year warranty and maintenance. Preference will be given to solutions that include a longer warranty on construction and products.
4. The successful Proposer will be required to secure and maintain appropriate insurance coverage acceptable to the District.
5. The District provides no guarantee of work. Award of a contract does not prevent the District from obtaining the services of another Contractor for any other project if the District so desires and/or is in the public interest to do so.
6. Work will be conducted during the operational hours 6:30am-10:30pm, unless arrangements have been agreed upon, at Triad High School, 703 E. US HWY 40, Troy, IL 62294

Proposal Response Format

To have a proposal considered, you must respond to this RFP using the following outline:

1. Basic Proposer Information:
 - a. Name of company
 - b. The history, size and organization of the company
 - c. Direct mailing address
 - d. Name and title of a single point of contact for invoicing questions.
 - e. Name and title of single point of contact for service questions.
 - f. Summary of proposer's qualifications and other information pertinent to consideration of the proposal.
2. References: Proposer must provide a minimum of three (3) client references, at the approximate user base as TCUSD#2, who have received the same or like services as described in this RFP.
3. Installation: Discuss your ability to provide installation. Describe your company's capacity, number of employees, certifications, and ability to perform work outside hours of student attendance (if necessary). If subcontractors are to be used, the proposer must clearly explain their participation. The Proposer must acknowledge responsibility for the contract performance when subcontractors are used and discuss provisions they will use to ensure that all subcontractors abide by all the terms and conditions of the contract.
4. Bid should be submitted containing a minimum of detailed information for each field type (Football/Soccer, Baseball, Softball). See appendix A. Provide any additional information and narrative separately to properly compare and analyze bids.
5. Proposal: Provide a detailed proposed solution including the total District cost and any possible recurring costs for one (1) year.
 - a. Bid will be provided in three options.
 - b. Option 1 just football/soccer field.
 - c. Option 2 football/soccer field and baseball field.
 - d. Option 3 football/ soccer field, baseball field and softball field.
6. Itemized Price: Provide an itemized price list for the specified product, equipment, installation fees, and labor costs with a total cost for each field and an overall cost. For installation services, be sure to reflect prevailing wage rates where applicable. Note any saving completing projects concurrently opposed to individually
7. Timeline: Projected timeline and plan to complete implementation.

8. Maintenance: Describe your ability to respond to District service requests for repair. Provide costs associated with the following service level options:

Support options:	Cost:
24/7 support	
Support as needed; same day response	
Support as needed; within 48 hours response	
Support as needed; within 7 day response	

9. Warranties: All warranties by Proposer and manufacturer for products and labor must be specified in the proposal.

Proposal Evaluations

This contract will be awarded to the lowest responsive and responsible bidder considering conformity with the terms and conditions established with the bid documents and instructions, as set forth below.

1. Preliminary Evaluation:
The proposals will first be reviewed to determine if mandatory requirements identified in the scope of work are met. Failure to meet mandatory requirements may result in the proposal being rejected. In the event that vendors do not meet one or more of the mandatory requirements, the District, solely at its own discretion, reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.
2. Proposal Scoring:
Accepted proposals will be reviewed by an evaluation team and scored against the RFP criteria. The team may review references, request interviews, conduct an on-site visit and use the results in scoring the proposals.
3. Right to Reject Proposals and Negotiate Contract Terms:
The District reserves the right to reject any and all proposals and to waive minor irregularities and technicalities. The judgment of the District on such matters shall be final.
4. Evaluation Criteria:
The proposals will be scored using the following award matrix based on proposer responses to the RFP.
 - a. Total District cost and any recurring costs for one (1) year.
 - b. Proposer and manufacturer reputation.
 - c. Value of Maintenance Agreements.
 - d. Understanding of proposal to meet the District’s needs.
 - e. Quality of products.
 - f. Past relationship or local vendor.
 - g. Total long-term cost to the District.
 - h. Any other relevant factor specifically listed in the request for bids or proposals.
 - i. Implementation timeline.
 - j. Experience designing, implementing, and maintaining turf field solutions in an enterprise environment with preference given to K-12 environments.

NOTE: Order does not represent priority.

Firm Bid

All bids will be considered to be firm for a period of forty-five (45) days from the date established for the opening of bids.

Withdrawal of bids

Bids may be withdrawn by letter or in person prior to the time and date established for the opening of bids.

Investigation of Bidders

The purchasing official will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, types of service or supplies similar to those included in the bid.

Reservation of Rights By The Institution

The Board of Education reserves the right to reject any or all bids or portions thereof, to waive irregularities and to accept that bid which is considered to be in the best interest of the institution. Any such decision shall be considered final. All items bid shall be new unless otherwise specified.

Conditions of the Contract

General

- a. The institution is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.
- b. Prices quoted shall include all charges for packing, transportation and delivery to the locations designated on the bid.
- c. Correspondence shall be addressed to the Purchasing Official.

Compliance with Legislation: Prevailing Wage

It shall be mandatory upon the contractor(s) to whom the contract is awarded and upon any sub-contractor thereof to pay all laborers, workmen and mechanics employed by them not less than the general prevailing rate of pay/wages in the locality for each craft or type of workman or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor. Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No Changes will be allowed in the amount of this contract as additional compensation for such changes.

Signature Constitutes Acceptance

The signing of these bid forms shall be construed as an acceptance of all provisions contained herein.

Contracts

The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

Equal Employment Opportunity

The following provisions are included in this Agreement pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code, and Seller shall be required to comply with these provisions only if and to the extent they are applicable under the law.

As required by Illinois law, in the event of the Contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Seller may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the Seller agrees as follows:

- (a) That it will not discriminate against any employee or applicant for employment because of race, color, religion, creed, sex, marital status, sexual orientation, national origin or ancestry, age, citizenship, marital status, physical or mental handicap or disability, military status, or an unfavorable discharge from military service or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- (b) That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- (c) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex,

marital status, sexual orientation, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

- (d) That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Seller in its efforts to comply with such Act and Rules, the Seller will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- (e) That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- (f) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
- (g) That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Seller will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails to or refuses to comply therewith. In addition, the Seller will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations

Completion Delivery Time

If delivery time will exceed thirty (30) days after receipt of a purchase order, state the delivery time by each respective item. All prices must be quoted F.O.B. Destination. Shipments shall become the property of the consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of the delivery of goods.

Evaluations

The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding and to award each item to different bidders or all items to a single bidder unless otherwise noted on bid request, and to determine whether in the opinion of the Board of Education: (1) an equal or alternate a satisfactory substitute, (2) an early delivery date is entitled to more consideration than price, (3) an earlier delivery date is disregarded because of the reputation of the bidder for not meeting delivery dates, (4) a bidder is not a responsive bidder and should be disregarded and (5) what expectations or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit count(s) listed will prevail and be considered accurate.

Examination of Documents and Site

Before submitting a proposal for work on any project, each bidder can schedule a time to examine the project site and the contract documents, fully inform himself of existing conditions and limitations of the project sites, rely entirely upon their own judgment in making the proposal, and include in their proposal all sums sufficient to provide all work required by the contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents and sites. By submitting a proposal, each bidder shall be held to represent that they have made the examination in completed detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate and satisfactory for completion of the work.

Delivery Points

Deliveries shall be made to the following addresses when “specific” locations are indicated in the bid specifications. The delivery points may be indicated by the names or by the alphabetic code listed next to each address listed within the RFP.

Insurance (construction and service contracts only)

The contractor shall provide and maintain insurance in the amounts outlined below with companies acceptable to the institution:

1. Worker’s Compensation Insurance
 - Coverage A – Illinois Statutory Limits
 - Coverage B – Employer’s Liability \$500,000 Limit
2. Automobile Liability Insurance: \$1,000,000 combined single limit per occurrence for bodily injury and property damage and include coverage for all owned, non-owned and hired automobiles.
3. Comprehensive General Liability Insurance Provide the following limits:
Bodily Injury/Property Damage
 - \$1,000,000 each occurrence
 - \$1,000,000 in the aggregate

This policy shall include the following coverage:

1. Premises/Operations
2. Independent contractors
3. Products/Completed Operations
4. Contractual Liability Blanket
5. Broad Form Property Damage
6. Personal Injury-Offenses A,B,C, -exclusion C deleted

Contractual Liability coverage, including the “Indemnification of Institution and Architect” (hold harmless agreement), must be fully insured under this policy for the liability limits set forth above. In addition, care, custody, control and XCU exclusions shall be removed from all policies under this contract and suitable coverage provided subject to the approval of the school insurance counselor.

The contractor is responsible for all claims arising out of sales of products on the premises and injury and/or death caused by the vendor’s delivery vehicles on and immediately adjacent to the premises.

4. Umbrella Liability Insurance
It is required that an umbrella policy be written for a minimum of \$2,000,000 for bodily injury and property damage. This umbrella policy would be in excess of the limits of the primary policy outlined above.

All such insurance shall not be cancelable without thirty (30) days prior written notice being given to the institution.

With respect to the insurance required herein, the contractor shall provide such insurance naming the institution, the Board of Education and its members individually, and its employees and agents as “additional named insured.” The contractor shall also purchase and maintain such insurance as will protect the institution from and against all claims, damages, loss and expenses, including attorney’s fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense, (1) is attributable to bodily injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from, and (2) is caused in whole or in part by a negligent act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph.

It is MANDATORY within ten (10) days after the bid award, that the Certificate(s) of Insurance shall be submitted to the insurance agent for the institution.

Total Price For All Items Bid

A total bid dollar amount, regardless of whether or not the bidder is bidding all items, must be entered in the appropriate section of the bid proposal before signing and submitting the bid.

Hold Harmless and Indemnification

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education and its members individually, their officers, employees, servants and agents, from and against all claims, action suits, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

1. Any infringement (actual or claimed) of any patents, copyrights or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
2. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:
 - Caused in whole or in part by an act, error or omission by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
 - Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.
 - Arising directly or indirectly out of use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

Late Bids

Bids received after the time specified in the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the bidder's risk of untimely receipt by the institution. The use of institution equipment for transmission of bids is prohibited.

Recycled Products

The institution supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

Definitions

The following definitions are used throughout the RFP

- District or TCUSD#2 means Triad Community Unit School District #2
- Proposer, Vendor, Bidder means a firm submitting a proposal in response to this RFP
- Contractor means proposer awarded the contract
- RFP means Request for Proposal

Non-Collusion Affidavit

STATE OF ILLINOIS

SS:

_____ COUNTY

The undersigned bidder or agent, being duly sworn, under oath says that he/she has not, nor has any other member, representative, nor agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Bidder or Agent

FOR _____
Firm or Corporation

Subscribed and sworn to before me this _____ day of _____, 200__.

My commission expires:

Notary Public

Date

CERTIFICATION

The bidder hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Signature

APPENDIX A

Field Type: _____

Item	Description (include factors: quantity, weight, size, material, etc.)	Cost
Turf Square Footage		
Face Weight of Turf		
Pile Height		
Turf film type and blend		
Infill type and specifications		
Additional subgrade work		
Rock type and amount		
*Stabilization type and location		
Drain space and specifications		
*Shock pad		
Concrete curbing		
Warranty and/or Guarantees		
*Sweeper/ Groomer		
*Additional		
*Logo approx. 10'x7' 1-4 colors		
*Logo approx. 15'x10' 1-4 colors		
Total project without alternatives		

*= alternative options