



LOUDOUN SOUTH LITTLE LEAGUE

25050 Riding Plaza
Suite 130-101
South Riding, VA 20152-5925

November 19, 2010

Loudoun South Little League is soliciting facility maintenance services for the coming Spring, Summer, and Fall 2011 baseball seasons for its Lions Field complex in Aldie, Virginia.

All Offers are due back to LSLL no later than 5:00 PM EST on Friday, December 3, 2010. We expect to announce an award no later than December 31, 2010, with work to commence early next Spring.

Regards,

A handwritten signature in black ink that reads "Michael J. Stopper". The signature is written in a cursive style with a long horizontal stroke at the end.

Michael Stopper, President
Loudoun South Little League



Statement of Work

Background

LSLL is a chartered member of Little League Baseball, International, and currently leases two Little League-sized baseball fields from the Arcola Lions Club, known collectively as the Lions Field complex, or more typically, "Lions Field". As part of the lease terms, LSLL is responsible for all maintenance of the fields and grounds, including mowing, weeding, and other general up-keep.

Scope

The Offeror will perform the following services during the period of performance:

Turf Evaluation and Maintenance Schedule

The Offeror will provide a written evaluation of the condition of the facility turf not later than April 1, 2011. The report will contain information on the current state of the outfields and foul territories, broken out by field (one report each for the "Upper" [larger] field, and one for the "Lower" [smaller] field). The report should outline the maintenance schedule for the coming year, to include the services listed below. LSLL and the Offeror will jointly review and approve the schedule, including recommended treatments and their frequency.

Either party may request that the schedule be revisited and be mutually refined and agreed-upon as conditions warrant during the period of performance.

Mowing

Both fields should be mowed at least once per week as conditions warrant, but most likely not before late March, 2011. As a rule of thumb, not more than $\frac{1}{3}$ of the grass height should be removed per mow, and grass length post-cut should not exceed $1\frac{1}{2}$ inches. Scheduled mowing shall **ONLY** occur between the hours of 9:00 AM and 3:30 PM weekdays, owing to baseball games and practices taking place on the fields after those times; **NO** mowing may be scheduled on Saturdays and Sundays. Offerors must be flexible in terms of rescheduling due to inclement weather, within the available times outlined above. LSLL reserves the right to contact the successful Offeror to request specific mowing schedules as necessary, to accommodate needs based on weather or field conditions, tournaments, or special events scheduled at Lions Field.

The Offeror will also be responsible for maintaining grassy areas adjacent to the two fields, including grassy areas along the access road, the hillside where the pump house is located, and strips next to or beyond fencing on each field. Length of the grass post-cut in these adjacent areas is left up to the Offeror, but should be within common sense guidelines for the location of each grass section to be mowed.



The Offeror MUST ensure that turf, clippings, and soil do not accumulate at the junctions of the infield dirt and the turf. This is necessary both from a player-safety as well as a drainage perspective.

After each mow, the Offeror will remove all clippings, leaves, and other lawn debris from the Lions Field complex.

NOTE: fields are typically unoccupied or lightly used during the period from mid-July to mid-August.

Trimming and Weeding

The Offeror will trim around fences, bleachers, and other obstructions, using string trimmers or other appropriate equipment. For particularly difficult areas or on the infield dirt, the Offeror may use Round-Up or similar herbicide to manage and eliminate weeds.

Topical Applications

The Offeror will treat for grub worms and other pests, as well as pre-emergent plants such as crabgrass and broadleaf weeds in March or April, as ground temperatures allow. Subsequent treatments should be made to control unwanted grasses and weeds in-season.

The Offeror will periodically test the turf areas through soil sampling for possible soil balance and stabilization needs, and treat as required. Treatment may include application of lime, fertilizer, or disease-prevention materials up to four (4) times during the period of performance, as needed.

Core Aeration

The Offeror will mechanically core-aerate the outfield and foul territory turf twice per year to remove thatch and other compacted material, and to encourage new growth. Core aeration will be performed once each in the Spring and Fall. Turf and soil plugs should be broken up or removed as necessary to eliminate them as a safety hazard for young players (*i.e.*, slipping on dried plugs, "bad hops" induced by a baseball hitting plugs, etc.)

Seeding/Overseeding

In conjunction with core-aerating, the Offeror will apply grass seed well-suited to the soil conditions, climate, sun exposure, and durability required for baseball fields such as Lions Field as necessary to maintain coverage and turf density. For Spring seeding, timing must be such to enable play to commence on or about March 20; for Fall seeding, play is generally complete by October 31 and fields are shut down by mid-November.

Watering

Offerors should note that Lions Field does not have irrigation on either field, and that all water comes from a well/pump system. Through an agreement with the Arcola Volunteer Fire Department and the Lions Club, water for both fields can be provided through fire pumper truck on an as-requested and as-available basis. Watering is NOT covered under the basic scope of these services; however, Offerors are free to propose optional watering services, or build watering assumptions into their proposals.



Period of Performance

Work will commence on or about March 1, 2011, and will end November 30, 2011.

Pricing

Offerors should itemize all prices in accordance with the outlined scope as necessary on an "EACH" basis. Offerors should bid fixed prices for all services; labor hours and rates should be rolled-up to a fixed price that will not be exceeded. The Offeror will assume almost all of the risk associated with the execution of this project. Materials may be bid on a fixed or cost-basis; if bidding on a cost-basis for materials that change price owing to variability or availability, final amounts/costs will be approved by LSL prior to acceptance of said materials.

Include as much detail as possible about what is included for any stated price. For any services or supplies that are "bundled", please indicate items that are included at no additional cost, to remove ambiguity or confusion.

Past Performance

Offerors should include up to three (3) relevant examples of similar work performed related to the care and maintenance of athletic fields, especially baseball or softball facilities. References, including locations; points of contact including phone numbers and/or e-mail addresses; and size of the effort should be included.

Evaluation Criteria

LSL will make a single award on the basis of the offer which provides the "best value" for maintaining Lions Field. Past performance and the ability of the Offeror to address the scope of work in the timeframes outlined are slightly more important than price.

Invoicing and Payments

Invoices may be submitted monthly or quarterly at the Offeror's discretion. All invoices must be itemized to include service performed or product used, and include the date of each service or application. Terms for all invoices should be NET 30 DAYS or more.



Invoices may be delivered electronically (preferred) to lsll.treasurer@gmail.com, or by US Mail to

Loudoun South Little League
ATTN: ACCOUNTS PAYABLE
25050 Riding Plaza
Suite 130-101
South Riding, VA 20152

Instructions to Offerors

All Offerors should consider their bids to be “best and final offers” as LSL reserves the right to award directly to an Offeror from its written proposal. LSL also reserves the right to negotiate with any and all Offerors to obtain clarifications, revised offers, or cancel or revise this solicitation at any time for any reason. In the event of a revision or cancellation, all prospective Offerors will be notified of the change in status. ALL Offerors will be notified of the final status of their bid(s).

Offerors may submit multiple bids, if the scope of work proposed or terms offered differ. Alternative proposals, based on Offeror expertise, best practices, or packaged services may also be offered.

Prospective Offerors are encouraged to visit the Lions Field complex prior to submitting a bid. The address of the fields is:

LOUDOUN SOUTH LITTLE LEAGUE
Lions Field
42034 John Mosby Hwy
Aldie, VA 20105-2508

If desired, site walk-throughs can be arranged by calling LSL President Mike Stopper at 703.829.6140

LSL is a non-profit organization under Section 501(c)(3) of the Internal Revenue Service Code and therefore is always interested in keeping its costs to a minimum. Offerors are encouraged to submit proposals providing discounts on services or donations in the forms of sponsorships of teams or facilities, free or reduced-cost use of equipment during the period of performance, etc. LSL can provide the successful Offeror with advertising banner(s), company names on the backs of team jerseys, advertising and company information on its website, etc. as alternative compensation. PLEASE ASCRIBE A VALUE TO ANY SPONSORSHIP, DONATION, OR IN-KIND EXCHANGE; this is for LSL tax reasons and may be of tax benefit to the successful Offeror as well.

All offers should be signed by an Officer of the offering company or other designee so authorized to obligate the Offeror to perform the stated work for the stated price.



Due Date

Completed Offers should be submitted no later than 5:00 PM EST, Friday December 3. Offers may be submitted electronically (preferred, in Adobe PDF format) to slp.president@gmail.com, or by US Mail to

Loudoun South Little League

ATTN: MAINT RFP

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