

Schuyler Park

A Joint Recreational Facility
for the Towns of Saratoga and Northumberland

REQUEST FOR PROPOSALS

2024 Schuyler Park Mowing and Turf Management Bid

Park Address: Schuyler Park
893 Rt. 29
Saratoga Springs, NY 12866

**Bid Mailing and Delivery
Address:** Schuyler Park Committee
C/o Town of Saratoga
12 Spring Street
Schuylerville, NY 12871

Informational Contact: Laurie Griffen
Co-Chair, Schuyler Park Committee
Phone: 518-265-0160 cell
E-mail: laurie@saratogasod.com

The Schuyler Park Committee requests proposals for providing turfgrass and field management services, including- mowing, trimming, fertilization, broadleaf weed control, core aeration, overseeding, and baseball and softball infield maintenance for Schuyler Park for the 2024-2027 growing seasons. Bidders shall submit sealed proposals no later than 3:00 pm on Monday, April 15, 2024, to the Town of Saratoga offices, as noted above. Proposal documents may be obtained from the Town of Saratoga Town Clerk's office during regular business hours, or by emailing Committee Co-Chair Laurie Griffen at laurie@saratogasod.com.

The Schuyler Park Committee and the Towns of Northumberland and Saratoga reserve the right to reject any and all proposals, to waive technicalities or informalities and to accept any proposal deemed to be in the best interest of Schuyler Park.

The Schuyler Park Committee will not discriminate in the purchase of all goods and services on the basis of race, color, religion, sex, national origin, age, disability or any other lawfully protected classification.

SUBMISSION OF PROPOSALS:

Please submit proposals to the Town of Saratoga Town Office by the established due date and time. In the event that the selected company does not execute an agreement within five (5) days of the notice of award, the Schuyler Park Committee may give notice to such companies of its intent to award work to the next most qualified company, or to conduct a new proposal process and proceed accordingly.

TERM OF CONTRACT:

The term of the contract shall be for the 2024-2027 growing seasons, beginning approximately April 15 and running until approximately November 1 annually, weather permitting.

DESCRIPTION OF PROJECT:

Schuyler Park consists of approximately 10 acres of grassed surfaces, including multi use soccer/lacrosse fields, one baseball and one softball field, as well as additional surrounding areas and the entrance way. The playing surfaces shall be mowed and maintained at 2 ½ - 3 inches, with the nonplaying and surrounding areas maintained at 3-3.5 inches.

The fields are used throughout the spring and fall seasons by the Schuylerville Central School for practices and games immediately after school, and by various teams within the Old Saratoga Athletic Association (OSAA) and Youth Lacrosse from 5 pm – dark for practices and games. In addition, other organizations may use the fields on weekends and during the summer for camps, practices and games, and general recreational use is ongoing.

A complete field usage schedule is maintained on the Schuyler Park website at www.schuylerpark.com. Communication between the Contractor and the Schuyler Park field contact person throughout the season is important, as schedules and needs may change, and weather may also dictate changes.

This is a request to provide the following turf maintenance and management services for Schuyler Park during aforementioned growing seasons:

Mowing

April – October Mow all playable areas as needed to maintain healthy, playable turfgrass, as described above. Mow and trim all grassed areas surrounding the fields (except the north hillside), parking areas, pavilion/playground area and entrance as needed to keep the park neat and clean.

Mow/brush hog the drainage swale area on the east side of the property

Fertilization *(one application within each date range)*

May 1 - May 15 Apply 24-0-8 with Dimension and Acelepryn at the rate of 4 lbs/1000 sq. ft.

June 15 - July 15 Apply 26-0-8 with 50% slow release and 2% Fe at the rate of 4 lbs/1000 sq. ft. for a total of 1 lb N.

Aug 15 – Aug 30	same application as July.
Sept. 1 – Sept. 30	Apply 19-19-19 starter fertilizer at the rate of 5.2 lbs/1000 sq. ft., in conjunction with overseeding.
Oct. 1 – Oct. 30	Apply 32-0-8; 25% SCU at the rate of 3.2 lbs/1000 sq. ft.

Weed Control

A healthy turf is the best weed control, so following the above best practices is essential. In addition, an Integrated Pest Management (IPM) approach of scouting and spot treating problem areas if/as needed throughout the season will be used.

Early September	Apply a broadleaf weed control at the recommended rate. Exact product to be agreed upon prior to application with park contact.
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Field Maintenance Services

Late March/Early April	Walk the baseball and softball infield areas as soon as practicable to determine what work needs to be done to prepare to open the fields (fill low spots in the fields, drag infields, put out bases, etc.) Infield material to be supplied to site by the Park Committee.
Late May – Late June	Solid tine aerate and overseed high traffic and wear areas. Be sure to coordinate with irrigation maintenance and watch irrigation lines.
Sept 1 – Sept 30	Mechanically overseed all grass fields (broadcast seeding not allowed) with an approved 50% Kentucky bluegrass/50% Perennial Ryegrass seed mixture consisting of 2-3 certified cultivars of each species. Seed rate shall be 5 lbs/1000 sq. ft.
Late September/October	Core Aerate all grass fields. Be sure to coordinate with irrigation maintenance and watch irrigation lines.
Late October/Early Nov.	Walk the baseball and softball infields, determine and perform any necessary site work to prepare the fields for spring play (sod cut/straighten base paths, fill in any low spots in the infields, clean up any built-up lips along base paths and outfield interface.

SCOPE OF SERVICES:

The scope of services consists of providing mowing (approximately one-two cuttings per week, possibly more depending on weather and play throughout the season), trimming, fertilization, application of weed control products, aeration and overseeding services, as well as general baseball and softball infield maintenance at the beginning and ending of the season at Schuyler Park to provide a neat and attractive appearance, and safe playing surfaces for said property during the terms of the contract.

The proposal shall be for the total annual cost of these services for the term of the contract. Price should not be broken down by number of mowing/servicing visits.

The contractor performing the above mentioned services will also be responsible for observing, reporting and communicating any abnormalities noticed in the turf, or otherwise, to the committee contact person as soon as possible. Such abnormalities may include unusual turf patterns (drought, insects, disease, etc.), mal functioning irrigation, vandalism, or anything out of the ordinary.

Poor performance on part of the contractor will be communicated to the contractor verbally. If poor performance continues, then the contractor will receive written notification from the Schuyler Park Committee. After two letters of poor performance, the Schuyler Park Committee has the option to cancel the agreement immediately by letter.

INQUIRES:

The Schuyler Park Committee will issue written addenda to any inquiries that alter the scope of the quotation. Submit inquiries to:

Laurie Griffen
Co-Chairman, Schuyler Park Committee
12 Spring Street
Schuylerville, NY 12871
E-mail: laurie@saratogasod.com

INSURANCE:

The contractor shall procure and maintain for the duration of the contract, at his/her own cost and expense, insurance against claims for injuries to persons or damages to property including contractual liability that may arise in connection with the performance of the work by the contractor, his agents, representatives, employees or subcontractors under this agreement. The insurance carrier(s) must be licensed to conduct business in the State of New York. The insurance will be evidenced by certificates of insurance.

The certificate shall include wording that states that Schuyler Park will be notified thirty days prior to cancellation of the coverage or a major change in the coverage provided. The Schuyler Park Committee, Town of Saratoga and Town of Northumberland shall be held harmless for any injuries, claims or judgments. Certificates for liability coverage shall name the Schuyler Park Committee, Town of Saratoga and Town of Northumberland as an additional insured.

The following insurance coverages are required:

___ **Workers' compensation:** a certificate shall be provided that indicates the contractor provides workers' compensation coverage in compliance with the state laws of New York.

___ **General Liability Insurance:** a minimum list of \$1,000,000 per occurrence. This insurance shall indicate on the certificate of insurance the following coverages:

Broad Form Contractual
Independent Contractor and sub-contractors
Premises-Operations

___ Automobile Liability Insurance: with minimum limits of \$300,000 per occurrence unless otherwise indicated in the "special conditions" of the contract specifications. This insurance shall include bodily injury and property damage for the following coverages:

Owned automobiles
Hired automobiles
Non-owned automobiles

If insurance coverage should cease, the contractor is required to notify the Schuyler Park Committee immediately. This agreement will then become null and void.

COMPLIANCE WITH LAWS:

The contractor must comply with all applicable federal and state laws, including but not limited to, the prevailing wage laws and fertilizer and herbicide application certification and notification laws and regulations.

REVIEW MEETINGS:

Periodic review meetings between the Schuyler Park Committee and contractor may be held during the season. The Committee will determine the frequency of the review meetings.

SELECTION CRITERIA:

Proposals will be evaluated based on, but not limited to the following criteria:

1. Experience within the last 5 years working with up to three similar clients. Please include a list of experience and contact information of clients.
2. The ability of the contractor to provide the manpower and equipment needed to provide timely and efficient service.
3. Proximity to Schuyler Park for timely response.
4. Approved contractor must be a valid NYS Registered Pesticide Business, in good standing, and be a licensed, experienced applicator.