



YELLOWKNIFE SLO-PITCH ASSOCIATION

Title: Field Maintenance & Cleaning Services

Reference Number: YKSA-FM&CS-2022

Proposal Call Date: Sunday, March 27, 2022

Proposal Submission Deadline: 23:59 (Local Time) Friday, April 15, 2022

INSTRUCTIONS AND INFORMATION:

Proposal Submission Deadline:

Proposals **must** be received **prior to 23:59** (Local Time) **Friday, April 15, 2022**

Proposal Submissions:

Proposal Submission Address:

Proposals submitted by hand are to be submitted to the following location:

Address: **Rebekah Clarke, President
Yellowknife Slo-pitch Association
5301 49th Street
Yellowknife, NT X1A 1R1**

Proposals submitted by email are to be submitted to the following location:

Email address: **ykslopitch@hotmail.com**

Contact Person:

All question or inquiries concerning this RFP must be submitted by email no later than 2 days prior to the Proposal deadline and directed to the following Contact Person:

Name: **Rebekah Clarke
President
Yellowknife Slopitch Association**

Email address: **ykslopitch@hotmail.com**
Phone: **(867) 444-9430**

CONTRACT FORMAT:

The successful Proponent will enter into a contract in the form of a general services agreement. A proforma copy of the general services agreement contract is available for review in Appendix A hereto.

TERM:

The contract is expected to commence on **May 1, 2022** and expire on **September 20, 2022**. The contract may also be extended, based on the mutual agreement of both parties, for a period not to exceed 1 year.

BACKGROUND:

- The Yellowknife Slo-pitch Association (YKSA) utilizes Fritz Theil Ball fields 1 and 2 and Parker Park Ball fields 1 and 2 for regular slo-pitch season play.
- The Yellowknife Slo-pitch Association (YKSA) utilizes Fritz Theil Ball fields 1 and 2 for tournaments.
- The YKSA Summer 2022 season is anticipated to run from May 22, 2022 to September 17, 2022 with 24 – 36 teams participating in league play.
- There will be one YKSA/SPN sanctioned weekend tournament that will require the contractor to complete additional field maintenance on Saturday and Sunday morning. This tournament is tentatively scheduled for August 12-14, 2022.
- The YKSA has a contract with the City of Yellowknife for exclusive use of Fritz Theil Ball fields 1 & 2 for the summer season.

- In April of each calendar year the City of YK reviews groups field usage requests at Parker Park Ball fields, and assigns field time, with priority is given as follows:
 1. City Programming
 2. Youth Groups
 3. Adult Groups (including YKSA)
 4. New Groups

- The YKSA will be scheduling teams to play regular season slo-pitch games at:

Fritz Theil Ball Fields 1 & 2 from:
 Monday to Friday from 6:00 PM to 11:00 PM; and
 Sunday from 4:00 PM to 11:00 PM.

Parker Park Ball Fields 1 & 2:
Yet to be determined by the City of Yellowknife.

SCOPE OF WORK:

The YKSA is requesting proposals from interested individuals or firms for the completion infield maintenance and grounds cleaning services. Duties are expected to include:

1. Prepare the infields for play prior to season start up including till, harrow and level the infields; install bases and home plate mat.
2. Till, harrow, and level the infields will be completed two (2) times a month thereafter.
3. Dragging and lining the infields will be done every day, Sunday through Friday, except in the event of rain. This shall be completed by 5:30 PM on weekdays and by 2:00 PM on Sundays when there are regular league games scheduled.
4. Picking up rocks and debris from the infield on a daily basis.
5. Removing weeds from the infield, dugouts, and bleachers on a biweekly basis.
6. Check the fields on rainy days and contact the Board regarding the condition of the fields between 2:00 PM and 2:30 PM. Rainy days are defined as rain or showers that are heavy or lasts over a lengthy period of time and could leave puddles on the fields or immediate surrounding areas.
7. Tidy and sanitize the washrooms daily, Sunday through Friday, including restocking of toilet paper, paper towel, soap, and deodorizing materials. Materials are to be purchased by Contractor and will be reimbursed following the submission of expense report and receipts.
8. Perform a thorough cleaning of the washrooms, including floors once a week.
9. General grounds clean-up will be required daily. Clean up shall include picking up garbage throughout the diamonds, bleachers, and dugouts, and checking the equipment works properly. Garbage shall be placed in the City of YK bins. If the City of YK bins are full please notify a member of the Board.
10. Maintain a daily written log of work done and the approximate time spent to complete the work. The record is to be emailed to ykslopitch@hotmail.com once a month.
11. Removal and storage of all loose equipment. (i.e. bases, signs, tools, tables, etc...) within 24 hours following the last game for the calendar year.
12. The Board of Directors or the City Parks Manager or Supervisor may reasonably request other duties, such as repairing bases, measuring, etc... If additional are requested an additional fee will be negotiated and paid to the Contractor.
13. The Contractor has the right to first refusal on any work outside of the scope of this contract.

The Yellowknife Slopitch Association will provide the Contractor the following materials and equipment that are required to complete maintenance and cleaning services:

- Quad
- Helmet
- Field Dragging and Harrowing Equipment
- Fire Hose and Water

- Line Chalker
- Chalk
- Bases/Home Plate
- Rake
- Shovel
- Broom
- Mop and Pail

The Yellowknife Slopitch Association will reimburse the Contractor for the following materials required to complete maintenance and cleaning services:

- Gas and Oil for Quad
- Garbage Bags
- Toilet Paper for Washrooms
- Paper Towel for Washrooms
- Soap for Washrooms
- Cleaning, sanitizing and disinfectant supplies for sinks, mirrors, toilets, floors, change table, garbage cans, etc.

MANDATORY REQUIREMENTS:

1	Proposal must be received prior to the specified deadline.
2	Proposal must clearly state the proposed fees.
3	Prices must be stated in actual dollars and cents expressed in Canadian funds.

EVALUATION OF PROPOSALS:

Proposal Rating Criteria		Assigned Weight
1	Team	10
2	Methodology / Approach	25
4	Fees	65

PROPOSAL RESPONSE GUIDELINES:

The following information should be provided in each Proposal, as this information will be utilized in evaluating each responsive Proposal that is received. Proponents should use the same headings in their Proposal. Please note the Proposal restrictions that are explained in this section.

COVER PAGE:

The Proposal cover page should include:

- Proponent’s name
- Proposal reference number
- Project title
- Closing time and date of the Request For Proposal (the Proposal Submission Deadline)
- Proponent contact person, including:
 - Phone number
 - Email address
 - Mailing address
 - Physical address

TEAM:

Describe the team in terms of responsibilities, decision-making and the role each member of the team will play. In particular:

- The role of each team member.
- What experience does each person on the team have, including similar projects.
- Identify the estimated amount of time each team member is expected to put into this project.
- Identify who will be back-up to key personnel.
- Provide resumes for key members of the project team, including back-up members.

METHODOLOGY / APPROACH:

Proponents should demonstrate their overall understanding of the work involved and explain their approach to meeting the stated objectives. Proposals should address how they will meet the proposed schedule and the scope of work as stated, objectives, meetings, concerns, client reporting processes, additional work, and any other significant activities.

FEES:

Proponents should propose:

1. An all-inclusive, fixed price for the Scope of Work (Items 1-11) detailed herein at Fritz Theil Ball Fields 1 & 2 and one YKSA/SPN sanctioned weekend tournament.
2. An all-inclusive, fixed price for the Scope of Work (Item 1) detailed herein at Parker Park Ball Field 1.
3. An all-inclusive, fixed price for the Scope of Work (Item 1) detailed herein at Parker Park Ball Field 2.
4. A daily, all-inclusive price for the completion of the Scope of Work (Items 2-11) detailed herein at Parker Park Ball Field 1.
5. A daily, all-inclusive price for the completion of the Scope of Work (Items 2-11) detailed herein at Parker Park Ball Field 2.
6. An hourly, all-inclusive price for any additional negotiated work (Item 12).

All costs must be quoted in Canadian dollars (CAD).

All costs must be considered when determining your fixed price, daily price, and hourly price. No other costs will be considered or paid for other than the prices proposed.

GST should not be included in your fixed price, daily price, or hourly rate.

Note: If a Proponent does not follow the above noted response instructions and instead proposes their Fees in a way/format that cannot be evaluated in accordance with the evaluation methodology set out, the Proposal may receive a score of zero for the Fees portion of the Proposal evaluation.

EVALUATION OF FEES:

The YKSA will utilize a Lowest Cost Ratio approach to evaluate the total proposed fees of each Proposal.

Lowest Cost Ratio is an evaluation approach whereby the Proposal with the lowest cost receives the maximum points available and all other Proposals receive a percentage of the points based on their cost relation to the lowest. This is determined by applying the following formula:

$(\text{Lowest Cost} / \text{Cost Being Evaluated}) \times (10) = \text{Awarded Points}$

Fee Table:

Description		Qty	UOM	Unit Price	Total Extended Price (\$)
1.	An all-inclusive, fixed price for Scope of Work (Items 1-11) detailed herein at Fritz Theil Ball Fields 1 & 2 and one YKSA/SPN sanctioned weekend tournament.	1	Lump Sum		\$
2.	An all-inclusive, fixed price for Scope of Work (Item 1) detailed herein at Parker Park Ball Field 1.	1	Lump Sum		\$
3.	An all-inclusive fixed price for Scope of Work (Item 1) detailed herein at Parker Park Ball Field 2.	1	Lump Sum		\$
4.	A daily, all-inclusive price for Scope of Work (Items 2-11) detailed herein at Parker Park Ball Field 1	1	Day		\$
5.	A daily, all-inclusive price for Scope of Work (Items 2-11) detailed herein at Parker Park Ball Field 2.	1	Day		\$
6.	An hourly, all-inclusive price for any additional negotiated work (Item 12).	1	Hour	\$	\$
FOR EVALUATION PURPOSES ONLY					
TOTAL PROPOSED PRICE (1+2+3+4+5+6)					\$

Once the City of Yellowknife has allocated the field availability times for Parker Park Ball Fields the YKSA will calculate actual required time and actual cost for the contract.

The YKSA will endeavor to provide as much notice as possible to the contractor for any/all required work at Parker Park Balls Fields.

PAYMENT OF FEES AND EXPENSES:

Payment for field maintenance and cleaning services will be made in five monthly installments as detailed in the Proforma Service Contract included in Appendix A.

Reimbursement of expenses will be made within 7 days of receipt of expense report/invoice for expenses. The Contractor must email copies of the expense report/invoice and detailed receipts to: ykslopitch@hotmail.com.

APPENDIX A
YELLOWKNIFE SLOPITCH ASSOCIATION
PROFORMA SERVICE CONTRACT

This Agreement made as of the 1st Day of May, 2022

BETWEEN:

YELLOWKNIFE SLO-PITCH ASSOCIATION
(Hereinafter called "YKSA")

AND:

(Hereinafter called "the Contractor")

BACKGROUND:

1. YKSA is required by the agreement it has with the City of Yellowknife to maintain the softball diamonds at Fritz Theil Ball Fields 1 & 2 and Parker Park Ball Fields 1 & 2 as described herein; and
2. The Contractor has offered to provide services towards fulfilling the maintenance requirements of Fritz Theil Ball Fields 1 & 2 and Parker Park Ball Fields 1 & 2.

AGREEMENT:

In consideration of the mutually agreed to covenants and conditions contained herein, the parties agree as follows:

FEES:

1. YKSA will pay the Contractor \$xxxx for field maintenance in accordance with the fee table detailed below.

Description	Qty	UOM	Unit Price	Total Extended Price (\$)
An all-inclusive, fixed price for Scope of Work (Items 1-11) detailed herein at Fritz Theil Ball Fields 1 & 2.	1	Lump Sum	\$	\$
An all-inclusive, fixed price for Scope of Work (Item 1) detailed herein at Parker Park Ball Field 1.	1	Lump Sum	\$	\$
An all-inclusive fixed price for Scope of Work (Item 1) detailed herein at Parker Park Ball Field 2.	1	Lump Sum	\$	\$
A daily, all-inclusive price for Scope of Work (Items 2-11) detailed herein at Parker Park Ball Field 1		Days	\$	\$
A daily, all-inclusive price for Scope of Work (Items 2-11) detailed herein at Parker Park Ball Field 2.		Days	\$	\$
Total Contract Amount				\$

2. Payment shall be made in five (5) instalments as per the following schedule:
 - i) _____ Dollars on the 31st day of May
 - ii) _____ Dollars on the 30th day of June
 - iii) _____ Dollars on the 30th day of July
 - iv) _____ Dollars on the 31st day of August
 - v) _____ Dollars on the 20th day of September
3. There is the possibility to receive a completion bonus in the amount of \$xxxx. This completion bonus will be at the sole discretion of YKSA Board of Directors, and provided this Agreement is fulfilled in its entirety by the Contractor, without penalty or complaint.
4. The Yellowknife Slopitch Association will reimburse the Contractor for the following materials required to complete maintenance services:
 - Gas and Oil for Quad;
 - Garbage Bags;
 - Toilet Paper for Washrooms;
 - Paper Towel for Washrooms;
 - Soap for Washrooms;
 - Cleaning, sanitizing, and disinfectant supplies for sinks, mirrors, toilets, floors, change table, garbage cans, etc.
5. To be reimbursed, the Contractor must email copies of the detailed receipts to: ykslopitch@hotmail.com.
6. Payment for reimbursements requests will be made within seven (7) days of receipt of emailed invoice for expences.

TERM:

1. This Agreement shall be from **May 1, 2022** to the end of the play-offs, which are to be determined by the YKSA. The estimated end date of the contract is **September 18, 2022** but both parties agree that the Contractor will provide field maintenance services as required by YKSA until the slo-pitch season is complete.

SCOPE OF WORK:

1. The duties of the Contractor under this Agreement shall include the following:
 1. Prepare the infields for play prior to season start up including till, harrow, and level the infields; install bases and home plate mat.
 2. Till, harrow, and level the infields will be completed two (2) times a month thereafter.
 3. Dragging and lining the infields will be done every day, Sunday through Friday, except in the event of rain. This shall be completed by 5:30 PM on weekdays and by 2:00 PM on Sundays when there are regular league games scheduled.
 4. Picking up rocks and debris from the infield on a daily basis.

5. Removing weeds from the infield, dugouts, and bleachers on a biweekly basis.
6. Check the fields on rainy days and contact the Board regarding the condition of the fields between 2:00 PM and 2:30 PM. Rainy days are defined as rain or showers that are heavy or lasts over a lengthy period of time and could leave puddles on the fields or immediate surrounding areas.
7. Tidy and sanitize the washrooms daily, Sunday through Friday, including restocking of toilet paper, paper towel, soap, and deodorizing materials. Materials are to be purchased by Contractor and will be reimbursed following the submission of expense report or invoice and receipts.
8. Perform a thorough cleaning of the washrooms, including floors once a week.
9. General grounds clean-up will be required daily. Clean up shall include picking up garbage throughout the diamonds, bleachers, and dugouts, and checking the equipment works properly. Garbage shall be placed in the City of YK bins. If the City of YK bins are full, please notify a member of the Board.
10. Maintain a daily written log of work done and the approximate time spent to complete the work. The record is to be emailed to ykslopitch@hotmail.com once a month.
11. Removal and storage of all loose equipment. (i.e. bases, signs, tools, tables, etc...) within 24 hours following the last game for the calendar year.
12. The Board of Directors or the City Parks Manager or Supervisor may reasonably request other duties, such as repairing bases, measuring, etc... If additional are requested an additional fee will be negotiated and paid to the Contractor.
13. The Contractor has the right to first refusal on any work outside of the scope of this contract.

EQUIPMENT & SUPPLIES:

1. All the necessary equipment to maintain the fields: Quad, helmet, field dragging and harrowing equipment, field liners, fire hose, water, chalk, rakes, shovels, broom, bases, and home plates will be provided for the Contractor.
2. The Contractor will use the equipment provided by the YKSA in a responsible manner. The Contractor will keep the equipment in good repair and inform the YKSA if equipment requires repair or replacement. The Contractor shall be responsible for repairs resulting from improper use or abuse of the equipment. This does not include any repairs required as a result from neglect by others (e.g. YKSA lending out equipment, tournaments, etc.).
3. The Contractor shall keep all equipment supplied safely stored in the equipment sheds provided and advise YKSA of any damage to the sheds immediately or if any repairs are required. YKSA will provide keys to the equipment storage facilities and the Contractor will not make any additional copies of the keys. All copies of keys will be returned to YKSA at the end of the Agreement.

PENALTIES:

1. The Contractor hereby agrees and acknowledges that there shall be financial penalties imposed for failure to complete the required work. The penalties shall be incurred as follows:
 1. Failure to drag and line the infields - \$25.00 per field per day.
 2. Failure to clean the washrooms - \$25.00 per instance.
 3. Failure to clean the garbage - \$25.00 per instance.
 4. Failure to level the bases and batter's boxes - \$25.00 per instance.
2. Assuming the Board has been notified that the equipment provided is unsuitable or inoperable, both parties acknowledge and agree that if the appropriate equipment for the task is not available, then penalties shall be waived.

GENERAL

1. The Contractor is an independent contractor for the purposes of this Agreement and YKSA shall not be responsible for any worker's compensation benefits, personal injury insurance, or remittances to the government for employment insurance, Canada pension or income tax.
2. Notice of termination of this Agreement may be given by either party, upon serving written notice, fourteen (14) days prior to the termination date. A Notice of Termination may be served at the following addresses:

Yellowknife Slo-Pitch Association
 5301 49 Street, Yellowknife, NT X1A 1R1
 Contact Person: President
 Phone Number:
 Email Address

**The Contractor
 Address**
 Yellowknife, NT
 Phone Number:
 Email Address:

3. The Contractor may not sub-contract or assign the duties of this Agreement except with the written permission of YKSA.
4. This Agreement shall be interpreted according to the laws of the Northwest Territories.

 President, Yellowknife Slo-Pitch Association

Date: _____

 Contractor

Date: _____