

**CITY OF HARTSHORNE,  
OKLAHOMA REQUEST FOR  
BID**

2020 Hartshorne Youth League Commissioner

**PROPOSAL DUE:** February 18, 2020, 4PM  
**SITE LOCATION:**  
**SUBMIT PROPOSAL TO:** City of Hartshorne City Clerk  
1101 Penn Avenue, Hartshorne, OK 74547  
**Attention:** Elizabeth Wilson, City Clerk

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**INVITATION TO BID**

The City of Hartshorne (City) is soliciting **SEALED BIDS** for person(s) to act as the commissioner for the 2020 Youth League Baseball/Softball/Soccer leagues and/or tournaments.

Bid packets are available in the City Clerk's Office, Hartshorne City Hall, 1101 Penn Avenue, Hartshorne, OK 74547. This bid packet establishes the minimum requirements for lawn maintenance service expected by the City of Hartshorne. **PLEASE NOTE:** Any preceding specifications for Contract as Youth League Commissioner from years past are null and void and do not apply to this requested service. Bidders should carefully read all sections of these specifications. SEALED BIDS must be received no later than February 18th @ 4:00 P.M., C.S.T. and at that time, SEALED BIDS will be opened in the Council Chambers of Hartshorne City Hall, during City Council meeting at 6:30 P.M. C.S.T.. **SEALED BID Proposals must be submitted on forms provided in the bid packet and placed in a sealed envelope, with the outside of the envelope clearly marked: HARTSHORNE YOUTH LEAGUE COMMISSIONER BID.** Faxed bids, incomplete bids, bids not submitted on city forms or bids that are received late will **not** be considered for award.

SEALED BIDS may be hand-delivered, mailed or delivered by parcel service to:

Hartshorne City Clerk's Office  
Hartshorne City Hall  
1101 Penn Avenue  
Hartshorne, OK 74547

**Bidders are encouraged to attend the City Council meeting on February 18, 2020, 6:30PM at City Hall in 1101 Penn Avenue, Hartshorne, OK 74547.**

The City of Hartshorne reserves the right to reject any and all bids, and to waive any informality in the bid process.

**NOTICE TO RESPONDENTS**

Responses to this Invitation to Bid will be received by the City Clerk at City Hall, City of Hartshorne, 1101 Penn Avenue, Hartshorne, OK 74547. They will be received until **4:00 P.M. TUESDAY, February 18, 2020** for **HARTSHORNE YOUTH LEAGUE COMMISSIONER** at which time the responses will be opened, taken under advisement and evaluated.

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**SECTION A: GENERAL REQUIREMENTS AND CONDITIONS**

*The following section describes the various procedures and requirements for the proposal preparation, submission, evaluation and selection process by the City of Hartshorne.*

1. This Request for Bids does not commit the City to award a contract or to undertake any financial obligation whatsoever with respect to the requirement referred to herein.
2. All proposals and any future contractual agreement are subject to approval by the Hartshorne City Council. No purchase or contract is authorized or valid until approved by the Hartshorne City Council in accordance with City Ordinances.
3. The City reserves the right, without qualification, to reject any or all proposals the City deems non-conforming, non-responsive, unqualified, unbalanced or conditional, and to reject any proposal or bid believed not to be in the best interest of the City.
4. The City reserves the right, when it is deemed to be in the best interest of the City, to award the proposal in its entirety, in part, in any combination or not at all and/or to select the proposal or combination of proposals deemed in the best interest of the City at the City's sole discretion. Therefore, the bidder should submit their best proposal initially from both technical and price standpoints.
5. To be responsive, the proposal must set forth full, accurate and complete information as required by this Request for Bid and all attachments.
6. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
7. If a mistake is discovered after the responses are received, only the City of Hartshorne may allow the respondent to withdraw the entire response.
8. Any amendment to this Request for Bid will be issued in writing by the City. No information or representation other than that contained in such an amendment, whether received from an employee of the City or other person, will be considered to have been modified or be grounds for deviation from any stipulation or requirement of this Request for Bid.
9. Facsimile or electronic mail responses will not be considered. Responses submitted must be in a sealed envelope and marked on the outside as follows: **RESPONSE: HARTSHORNE YOUTH LEAGUE COMMISSIONER BID, DEADLINE: 4:00 P.M. TUESDAY, FEBRUARY 18, 2020.**

## Hartshorne Cemetery Lawn Maintenance Services

10. This Request for Bid is for the purpose of obtaining a per service contract price for services as described in Section B: Basic Services-Scope of Work. This Request for Bid document and the scope of services described herein will form part of the contract for the proposed services.
11. Your cost proposal must be submitted using the format attached hereto in **ATTACHMENT "A"**. Also complete and include the Non-Collusion Affidavit **ATTACHMENT "B"**. The cost proposal must be complete and accurate in all respects.
12. A list of all equipment with brand name and size, or capacity, to be used to maintain the properties is to be included with the formal bid sheet. Failure to submit this required information will result in the bid being disqualified.
13. All bidding conditions and specifications can be obtained from Elizabeth Wilson, City Clerk City Hall, 1101 Penn Avenue, Hartshorne, OK 74547 or call (918)297-2544.
14. The City mails payments to vendors each month following the regularly scheduled Hartshorne City Council meeting. In order to meet this deadline, all invoices eligible for payment must be submitted to the City Treasurer no later than the 10th day of each month. Payment will not be made until all grounds are inspected and approved as meeting all specifications by persons appointed by the City of Hartshorne.

### ***Selection Process / Preliminary Schedule Milestones***

<b>Saturday, February 8, 2020</b>	Invitation to Bid published in the McAlester News-Capital
<b>Tuesday, February 18, 2020</b>	SEALED Bids deadline 4PM
<b>Tuesday, February 18, 2020</b>	Bid Opening and City Council for Bid Award (BIDDERS ENCOURAGED TO BE PRESENT FOR Q&A)
<b>Sunday, March 1, 2020</b>	Contract term begins

## INTRODUCTION

### **BIDDERS RESPONSIBILITY**

It is the bidder's responsibility to assure that his/her bid is delivered at the proper time, in the proper form, and to the proper place of the bid opening. Bids, which for any reason are not so delivered, will not be considered. Bids submitted by e-mail, facsimile machine, or telephone will not be accepted. Each bidder is required, before submitting their bid, to carefully and thoroughly examine the Hartshorne Youth League Commissioner specifications. The Invitation to Bid, Attachment A, and the Notice to Respondents are all components of these specifications. Bidders are encouraged to **completely** familiarize themselves with all of the terms and conditions that are contained herein. Failure to do so on the part of the bidder will in no way relieve them of any of the obligations and responsibilities which are a part of this bid. Bidders will not be allowed to modify their bids after the bid opening time and date. Bid files may be examined during normal work hours after the opening in the City Clerk's Office by appointment. There **will not** be a pre-bid **tour** of the property. It is the responsibility of the Bidder to visit the site to verify the area of mowing and become familiar with conditions prior to bidding.

The Contractor acknowledges that time is of the essence to complete the work as specified and agrees that all work will be performed regularly, diligently, and uninterrupted to ensure full completion within an expected period of time. The Contractor is to furnish the City with a cellular telephone number where he/she can be reached on short notice at all times in case of emergency or sudden change of schedule.

**The Contractor will be required to correct unsatisfactory work within 24 HOURS of notification by the City.**

**All City properties are tobacco free and use of any tobacco products on public property is prohibited.** All City of Hartshorne polices and ordinances are to be followed at all times when Contractor's and their employees are on City owned properties.

### **SECTION B: BASIC SERVICES-SCOPE OF WORK**

*It should be understood that the work provided for in these specifications shall consist of furnishing all labor, materials, and equipment; and performing all work necessary to accomplish stated objectives together with other incidental and related work as set forth in these specifications, or as directed by the City Administrator, or his or her designated representative.*

### **YOUTH LEAGUE COMMISSIONER SERVICES TO BE FURNISHED**

The grounds to be maintained will be shown on "**Attachment A, Bid Sheet for Hartshorne Youth League Commissioner**" attached hereto.

Specific duties shall include;

1. Field management of 5 fields; assuring fields are ready for games and practices.
2. Manage concession stand is stocked and staff; documentation for daily concession funds received; maintain inventory
3. Managing administrative duties of youth league: appointment contract staff for umpires and concession, obtaining purchase orders for any supply needs, submitting all funds to the city treasurer to be deposited in to field fund, recruiting coaches, scheduling sign-ups, scheduling ALL games, managing coaches' meetings prior to season, coordinating practice time for fields, scheduling team pictures.
4. All trash/debris must be picked up and trash cans dumped daily.
5. Clean bathrooms
6. Insure all equipment for fields are stocked and in proper working order.
7. Issues/concerns must be reported immediately, so that they can be addressed.
8. Insure proper safety needs are met for staff and players.

#### **DURATION**

The Performance of Youth League Commissioner will be from March 1, 2020 thru November 15, 2020 this allows for summer youth league baseball/softball and fall youth league baseball/softball or soccer league.

#### **NON-APPROPRIATION CLAUSE**

The City shall be permitted to cancel the lease, without penalty, at the end of a fiscal period if its governing body elects not to include in the budget an appropriation for the contractual payments coming due in the next fiscal period.

#### **EARLY TERMINATION CLAUSE FOR CONTRACTOR**

Contractor shall have the right to terminate lease, without penalty, at the end of a twelve month period provided Contractor has provided City with required 120 days advance written notice of their intent to terminate lease.

## SECTION C: PAY REQUESTS

The Contractor is to submit a pay request or invoice. **No league staff or invoices are to be paid out of any concession funds.** The invoice must clearly state **INVOICE** with an associated invoice number, date, amount of pay requested, the company name and address, and an itemized description of the service provided; i.e. "Hartshorne Youth League". ALL supplies needed for the youth league must have a requisition submitted by the commissioner to the city treasurer; purchase order must be approved and issued prior to receiving goods. **COMMISSIONER IS RESPONSIBLE FOR PAYMENT AND OVERSIGHT OF UMPIRE AND CONCESSION STAFF NEEDED FOR 2020 SEASON. TOTAL BID COST INCLUDES PAYMENT FOR COMMISSIONER AND ALL STAFF FOR ENTIRE SEASON.**

Requests for payment submitted on documents that are labeled "Statement" will not be processed. **Invoices will not be processed the same work week as the work performed under any circumstances.** A work week for these purposes will be defined as Monday through Friday. Invoices will not be accepted on Saturday or Sunday as all City Hall Office departments are closed on those days. Invoices may be submitted by hand, U.S. Mail, or by e-mail. All work must be inspected by the City prior to payment being made to the Contractor. Every effort will be made on the City's behalf to inspect the properties and process the pay requests as efficiently and promptly as humanly possible. Payments will be made each month following the regularly scheduled Hartshorne City Council meeting.

## **SECTION F: NON-COLUSION**

The bidder warrants that he/she has not employed or retained any company or person other than a bona fide employee working solely for him/her to solicit or secure this bid. The bidder further warrants that he/she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the bidder, any fee, compensation, percentage, gift or consideration contingent upon or resulting from the award or making of this bid. If the bidder violates this provision, the City shall have the right (which shall be cumulative to the other rights the City may have) to forthwith terminate this bid without liability. Bidder also certifies that his/her bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, services, or equipment and is in respects fair and without collusion or fraud. The signing of the bid sheet indicates that the bidder understands and agrees to this clause.

ATTACHMENT "A"

BID SHEET FOR HARTSHORNE YOUTH LEAGUE COMMISSIONER  
ALL BIDS MUST BE SUBMITTED ON THIS FORM

BIDS SUBMITTED IN OR ON ANY OTHER FORM WILL BE DISQUALIFIED  
PLEASE CHECK YOUR BID CAREFULLY FOR COMPLETENESS AND ACCURACY  
FILL IN ALL REQUESTED INFORMATION.

2020 CITY OF HARTSHORNE YOUTH LEAGUE COMMISSIONER

NAME: \_\_\_\_\_

	<b>City Representative/Approver:</b>	<b>Elizabeth Wilson</b>	
<b>Hartshorne Youth League 2020 Season</b>	Youth League Baseball/Softball Season		
**bid price includes commissioner and all staff cost	Youth League Soccer Season		
2020 Youth League Season Commissioner		<b>Total cost</b>	\$ _____

*Your signature on this page indicates you are willing to enter into a contract with the Hartshorne City Council should you have the winning bid.*

\_\_\_\_\_  
Signature and Date \_\_\_\_\_

CITY OF HARTSHORNE, OKLAHOMA  
REQUEST FOR BID

2020 Hartshorne Youth League Commissioner

ATTACHMENT "B"  
NON-COLLUSION AFFIDAVIT

**Return this completed form with your sealed bid.**

\_\_\_\_\_ being duly sworn deposes and says  
that he / she is \_\_\_\_\_  
(state official capacity in firm)

The party making the foregoing proposal or bid, that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price or that of any other bidder, or to secure the advantage against the City of Hartshorne or any person interest in the proposed contract; and that all statements contained in said proposal or bid are true.

\_\_\_\_\_  
(signature of person submitting bid)

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ before me, a Notary Public in and for County of \_\_\_\_\_,  
\_\_\_\_\_, State of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
\_\_\_\_\_

