REQUEST FOR PROPOSAL

ATHLETIC TURF SERVICES
FOR THE TIMBERLANE REGIONAL SCHOOL DISTRICT
WITHIN PLAISTOW, NH

September 2025

Prepared for

Alan Perry

Grounds Supervisor

30 Greenough Rd.

Plaistow, NH 03865

REQUEST FOR PROPOSAL

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1. PURPOSE & OVERVIEW:

1.1 Introduction

The Timberlane Regional School District (referred to hereafter as the "District") is seeking proposals from qualified contractors (hereafter the "Carrier") to perform core aeration and turf topdressing services on 18.5 acres of athletic turf located in Plaistow, NH.

The District will receive sealed proposals for athletic turf services in accordance with the specifications, terms and conditions. Failure to quote on all items may disqualify the proposal. All submissions, designs, concepts, information and cost analysis presented during the selection process shall become the property of the District and shall thereafter be used at the District's sole discretion. The District shall own all instruments of service. All proposals are governmental records under the Right-to-Know Law and are subject to public disclosure. The District will not accept proposals marked confidential in whole or in part.

1.2. Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting and site walkthrough will be held on September 18, 2025 at 9:00 AM, beginning at the SAU 106 Office, 30 Greenough Road, Plaistow, NH 03865. Walkthroughs of each field will follow.

1.3. Direct Contact for Questions

Any questions or inquiries shall be directed to the Grounds Supervisor, Alan Perry (Alan.Perry@Timberlane.net) no later than September 19, 2025.

1.4. Submission

The submission of a proposal shall be conclusive evidence that the Proposer has read and understands the information contained in the specifications.

The RFP for Athletic Turf Services for the Timberlane Regional School District is located at www.timberlane.net/rfp or call 603-382-6119.

1.4.1. Submission Address

One (1) copy and one (1) signed proposal must be submitted in a sealed envelope, plainly marked:

"Athletic Turf Services"

Attention: Superintendent of Schools

TIMBERLANE REGIONAL SCHOOL DISTRICT, SAU 106

30 Greenough Road Plaistow, New Hampshire 03865

The District is not responsible for proposals not properly marked. Proposals submitted by fax or electronic mail will not be considered. All proposals must be typed. Handwritten proposals will not be considered.

1.4.2. Submission Deadline

Proposals must be received no later than 1:00 PM on September 24, 2025 from interested contractors, to be eligible for consideration by the District and will be opened immediately from the time prescribed herein.

Proposals received after the time so indicated shall be unopened and available to be retrieved at the Superintendent's office, 30 Greenough Rd. Plaistow, NH 03865.

Proposals may be withdrawn by written notice only provided such notice is received by the Grounds Supervisor, Alan Perry, prior to the date/time set as the closing time for receiving proposals.

2. STATEMENT OF WORK:

2.1. Project Description:

The Timberlane Regional School District is the owner of approximately 18.5 acres of athletic turf within the main campus, located in Plaistow, NH.

The Timberlane Regional School District is soliciting athletic turf maintenance services including aerating, seeding, and topdressing of the athletic fields. The initial service must be completed in mid-November, concluding the sports season, with subsequent services occurring in mid to late June contingent on when the school year ends. A multi-year contract is preferred. All services shall be itemized and priced separately to allow for annual funding approval. Approved services are to be performed annually on a recurring schedule with one service performed in mid November and a second service in mid to late June.

The Grounds Supervisor oversees the care and maintenance of the athletic fields and will be the direct contact for this service agreement.

2.2. Scope of Services:

The selected contractor shall furnish all necessary labor, equipment, and services, including but not limited to:

2.2.1. Core Aeration

Perform core aeration on all playing fields, including sideline and goal areas, utilizing ⅝-inch tines spaced at 2-inch intervals, to a depth of 4 to 5 inches.

2.2.2. Core Bursting

Break up all cores using a core buster drag mat.

2.2.3. Seeding

Apply seed using a double-disc seeder at a maximum spacing of 1.5 inches, with all applications made using a calibrated spreader. The District will provide both the seed and the application rate. The contractor is responsible for ensuring even coverage and proper equipment calibration.

2.2.4. Topdressing

Top dress all designated areas with 2mm sand applied at a depth of ¼ inch. The top dresser utilized shall have a minimum capacity of 4 cubic yards. The District shall provide the sand. The contractor is responsible for uniform distribution to ensure consistency across the fields.

2.2.5. Debris Removal

Collect and properly dispose of all debris after services have been completed.

2.3. Service Specifications

2.3.1. Service Completion

All work must be completed within two (2) consecutive days and is subject to weather conditions that are suitable for turf maintenance. The contractor shall coordinate with the School District to reschedule services in the event of inclement weather or conditions that would negatively impact field quality. Work shall be scheduled to minimize disruption to school and community field use.

2.3.2. Type of Equipment

A minimum of four tractors and one loader are required on site, and all equipment must have low-impact turf tires.

2.3.3. Materials

The District will provide both the seed and the seeding rate; the contractor only applies it.

2.3.4. Aerial Footage of Athletic Fields

2.4. Schedule of Events

Event	Date	Time (EST)
RFP Released to Proposers (Advertisement)	September 4, 2025	
Pre-proposal Meeting	September 18, 2025	9:00 AM
Proposer Inquiry Period Ends	September 19, 2025	10:00 AM
Final District Responses to Proposer Inquires	September 22, 2025	3:00 PM
Proposal Submissions Due – Bid Opening to Immediately Follow	September 24, 2025	1:00 PM
Estimated Notification of Selection	October 3, 2025	1:00 PM

3. TERMS OF CONTRACT:

3.1. All labor, equipment, and tools necessary to perform the services are to be provided by the Carrier.

3.2. Payment will be made within thirty (30) days of the completion of the work based upon the payment schedule agreed upon.

3.3. None of the work or services covered by the contract shall be assigned in full or in part, or sub-contracted without the prior approval of the Timberlane Regional School District.

3.4. Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor, and transportation costs, and any discounts offered. No fuel surcharges shall be allowed at any time.

3.5. The Carrier agrees to indemnify, hold harmless and defend the District, their School Board, and all administrators, employees, or agents of either/or the District, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses and attorney's fees, in any manner, caused by, arising from, incidental to, connected with or growing out of the operation of this contract.

3.6. The District reserves the right, at any time during the term of the contract, and after consultation with the Carrier, to cancel said contract when the terms of the contract have been violated. The District shall have the right to declare the Carrier in default if (a) the Carrier becomes insolvent; (b) the Carrier makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Carrier; or (d) the Carrier is unable to provide evidence of required insurance coverage as set forth below. If the Carrier is declared in default for any reason, the District shall have the right to terminate the contract. In the event of a contractual termination, the District reserves the right to employ another carrier to complete the term of this agreement. The original Carrier shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the Carrier will be required to indemnify the District for any loss that may be sustained.

3.7. The Carrier shall procure and maintain all applicable permits, licenses, and approval necessary for the performance of services under the contract at the Carrier's expense.

3.8. The Carrier and their subcontractors, as required by law, shall not discriminate against any employee or applicant for employment with them with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the contract.

3.9. All payments to Carrier shall be made by the TRSD within thirty (30) days after the Carrier has submitted a proper monthly bill, submitted in the form and manner prescribed by the Business Administrator. The TRSD assumes no responsibility for late payments caused by improper billings.

3.10. The Carrier shall certify that each of its employees who will have contact with pupils of the District has read and understands their statutory reporting duties under RSA 169-C:29.

4. GENERAL CONDITIONS:

4.1. The District reserves the right to reject any or all proposals, wholly or in part, to waive any informality therein, to accept any proposal even though it may not be the lowest proposal, and to make award which in its sole and absolute judgment will best serve the District's interest.

4.2. The District may make such investigation as deemed necessary to determine the ability of the Proposer to discharge this contract. The Proposer shall furnish the District with all such information and data as may be required for this purpose.

4.3. All bids must be submitted on the forms provided and conform to all conditions contained therein. Failure to comply may result in the rejection of the proposal by the District.

4.4. Proposers **MAY NOT** withdraw their proposal for a period of thirty (30) days from the date of proposal opening.

4.5. The District reserves the right to cancel or alter this service because of budget consideration or unforeseen circumstances which require a change.

4.6. The successful Carrier shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers' Compensation Insurance. Copies of insurance certificates shall be required at the beginning of each school year. The Carrier shall carry insurance under which the District shall be named as an additional insured for the duration of the contract. The Carrier will immediately notify the School District if the Carrier receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the Timberlane Regional School District as an additional insured.

4.7. All proposal respondents will be responsible for the costs associated with the preparation of the requested proposals, and the District will in no way be held liable for these costs.

4.8. No bid shall be accepted from any contractor, who, in the past five (5) years has had a contract terminated for cause and/or been declared in default.

4.9 Any resulting Contract from this RFP will be a non-exclusive Contract. The district reserves the right, at its discretion, to retain other Contractors to provide any of the services or deliverables identified under this procurement or make an award by item, part or portion of an item, group of items, or total proposal.

5. INSURANCE:

5.1. Certificates of any and all insurance shall be filed with the District and the adequacy of such insurance shall be subject to approval by the District.

5.2. Automobile and general liability insurance shall be required to be carried by the Carrier during the life of any Agreement. This insurance shall be with a company or companies satisfactory to the District and licensed to do business in the State of New Hampshire.

5.3. The Carrier shall maintain Workers' Compensation insurance for all employees. The Carrier will immediately notify the District if the Carrier receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the District as an additional insured.

6. INDEMNITY:

The Carrier shall indemnify, defend and hold the District, the School Board, the Superintendent and their respective officials, agents and employees harmless from any and all claims, demands, actions and causes of action, damages, costs, loss of service, expenses (including legal expenses), and compensation, including but not limited to any and all claims for negligence, intentional conduct, personal injury or death and property damage which may, in any way, arise from or out of the operation of Carrier pursuant to the terms of the contract, whether such operations be performed by the Carrier itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of the contract.

7. FORCE MAJEURE:

Notwithstanding anything to the contrary contained herein, in the event the Carrier's performance of the contract is temporarily interrupted due to acts of nature, civil disturbances, fire, war, governmental acts or any other similar condition, the Board shall excuse the Carrier from performance, and shall have the right to take over the operation that the Carrier is prevented from running until the Carrier is able to resume operation. The Board shall also be excused from payment for the period during which the Carrier is excused from performance. The Carrier agrees to use its best efforts to provide services hereunder, including during any period covered by the Force Majeure clause.

8. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the contractor and team
- Demonstrated understanding of the project scope and objectives
- Cost-effectiveness and value
- References and past performance

If the District decides to make an award based on these evaluations, it will notify the selected proposer(s). If the District cannot reach an agreement with the selected proposer(s) during contract discussions, it may then begin discussions with the next preferred proposer, continue down the list, or alternatively, the District may reject all proposals, cancel this RFP, or initiate a new acquisition process with fresh proposals.

The District will use a scoring scale of 100 points, which will be distributed as set forth in the table below.

CATEGORIES	**POINTS**
1. Capability to Perform Required Services	20
2. Experience and Past Performance on Similar Projects	20
3. Project Understanding	20
4. Proposed Fee for Services	40
TOTAL POTENTIAL POINTS AWARDED	100

9. REQUEST FOR PROPOSAL SPECIFICATIONS:

Proposals must include the following information:

1. Firm Profile Statement
2. Proposal Form
3. Certification

FIRM PROFILE STATEMENT

1. Company Name

- Full Legal Name: _____
- Brand Name (if different):_____

2. Business Information

- Year Established:_____
- Type of Business (e.g., LLC, Corporation, Sole Proprietorship):_____
- Number of Employees:_____
- Primary Services or Products:_____
- Description of fleet and equipment (e.g. trucks, trailers, loaders, excavators, etc.):

  _____

3. Contact Information

- Main Office Address:_____
- Phone Number:_____
- Email:_____
- Website:_____

4. Litigation

- Have you, or any of the principals of your company, been involved in any litigation, arbitrations, mediations, or administrative proceedings in the past ten (10) years?

  Yes____ No____

  - o If yes, please attach a letter detailing the claims and providing a thorough explanation.

5. References

List five (5) references for which your Company performed similar scope and size work for, include project description, project date, company/agency name and contact person, telephone number and email address.

Reference 1.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 2.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 3.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 4.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

Reference 5.

Description:

Date:

Company:

Contact Person:

Phone Number:

Email Address:

PROPOSAL FORM

Service	Year 1 Cost	Year 2 Cost	Year 3 Cost	Total Cost (3 Years)
Core Aeration	$	$	$	$
Seeding	$	$	$	$
Topdressing	$	$	$	$
Total of All Services	$	$	$	$

CERTIFICATION

The undersigned certifies under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned certifies that there is no conflict of interest in the preparation of this proposal or possible administration of a contract resulting from this proposal between employees, officers or agents of the proposing entity and employees, officers or agents of the Timberlane Regional School District, School Administrative Unit #106, either direct or indirect through family members. The undersigned further certifies that no employee, officer or agent who is in a position to affect the award of this proposal or administration of a contract is about to become, nor any family member about to become, an employee, officer or agent of the proposing entity.

ORGANIZATION SUBMITTING PROPOSAL: _____

ADDRESS: _____

TITLE: _____

NAME:_____

SIGNATURE OF AUTHORIZED INDIVIDUAL:_____

DATE: _____