

SHELBY COUNTY BOARD OF EDUCATION

PROCUREMENT SERVICES

160 South Hollywood Street, Room 126 □ Memphis, Tennessee 38112-4892 □
Phone (901) 416-5376

REQUEST FOR PROPOSALS

(NOT AN ORDER)

March 31, 2015

ADDENDUM NO. 1
REQUEST FOR PROPOSALS FACILITY
MAINTENANCE SERVICES
STADIUM GROUNDS

Due Date: April 23, 2015, 2:00 PM CST

TO ALL RESPONDENTS:

This addendum forms a part of the RFP Document and modifies the Facility Maintenance Services Request for Proposal. The Respondent shall acknowledge receipt of this addendum. Failure to signed acknowledgement of this addendum may result in disqualification of submittal. This addendum consists of eight (8) pages.

This addendum forms a part of the Facility Maintenance Services Request for Proposal modifies information as follows:

Revisions:

1. Page 16, Section Improved Grounds paragraph 2 revised to include:

The vendor shall provide annual pre-season/in-season/post-season preparation, maintenance, and repair schedule for district/school athletic facilities & fields (grass and turf).

2. Page 17, Section Improved Grounds under subsection T revised to include:

- Provide stadium managers to support sporting events at each stadium location
- Provide sporting event support staff
- Maintain stadium fields by lining and cutting grass.
- Open stadium facilities for athletic activities.

- Set-up equipment for soccer, track and field, and football (i.e. padding, pylons, goals, etc.) events.
 - Check clocks for proper functioning.
 - Check and manage the PA system.
 - Line and repair school fields.
 - Maintain and repair turf.
 - Alert the Athletics Manager’s Office of any issues that may affect the scheduling of athletic activities.
 - Line tracks and soccer fields.
 - Alert the Athletics Manager’s Office to equipment issues.
 - Open the facilities for games.
 - Testing equipment before game time.
 - Provide a dedicated contact and crew to work with the unique needs of Athletics Department.
 - Provide an on-call contact person for the repair of scoreboards, lighting, field, track, gymnasium flooring issues, etc...
3. Section E – Pricing Schedule pages 55, 57, and 59 the sentence “Any contractor not present for all sites will forfeit their ability to bid.” is deleted.
 4. Section E – Pricing Schedule pages 55, 57, and 59 add

Sporting Event Support Pricing

Regular operating hours (6am to 11pm Monday – Friday)

Stadium Manager Hourly Rate _____

Support Staff Hourly Rate _____

Non regular operating hours

Stadium Manager Hourly Rate _____

Support Staff Hourly Rate _____

5. Include in Section G Appendices – Sporting Event Schedules

This is the schedule from the 2014/2015 School Year and is subject to change. These are events that are typically run during regular business hours. The start and end times do not include set-up and break down. This schedule is provided as a guide for pricing purposes. This schedule should only show outdoor events (Football, Soccer, Track, Baseball, Softball)

Fall Season

Varsity Football Games

Start Date: 8/14/2014 Start Time: 7:00 pm
End Date: 11/28/2015 End Time: 10:00-10:30 pm
Days of the Week: Thursday & Friday
Total Games: 143 Games in 14 Stadiums

Junior Varsity Football Games

Start Date: 8/25/2015 Start Time: 6:00 or 6:30 pm
End Date: 10/27/2015 End Time: 8:00-8:30 pm
Days of the Week: Monday
Total Games: 28 Games in 9 Stadiums

High School Girls Soccer

Start Date: 8/12/2015 Start Time: 4:30-7:00 pm
End Date: 10/9/2015 Games last 1 ½ hr
Days of the Week: All
Total Games: 24 Games in 4 Stadiums and 1 Soccer Field

Middle School Girls Soccer

Start Date: 8/26/2014 Start Time: 5:00 pm
End Date: 10/14/2014 Games last 1 ¼ hour
Days of the Week: Tuesday, Wednesday, Thursday, & some Saturdays
Total Games: 23 Games in 4 Stadiums

Middle School Football Games

Start Date: 8/16/2014 Start Time: 5:00 pm
End Date: 10/4/2015 End Time: 6:30-7:00 pm
Days of the Week: Monday & Wednesday & a few Saturdays
Total Games: 73 Games in 112 Stadiums

Stadium	Varsity Football	JV Football	MS Football	HS Girls Soccer	MS Girls Soccer
Bolton Stadium	5	2			
BTW Stadium	8		5	-	
Cordova Stadium	5	3	2	5	
Crump Stadium	21	3	6	8	4
Fairgrounds Stadium	14	4	7	-	
Germantown Stadium	5		4	-	
Halle Stadium	15	6	7	-	
J.P. Freeman Stadium	11	1	3	-	
Kirby Stadium	11		7		8
Melrose Stadium	12	3	7		7
Oakhaven Stadium	6		5	-	
Raleigh-Egypt Stadium	13		7	3	4
Southwind Stadium	3	1		-	
Whitehaven Stadium	14	4	13	4	
JP Freeman Soccer Field	-	-	-	4	

Fall Season on School Fields**High School Girls Soccer**

Start Date: 8/12/2015 Start Time: 4:30-7:00 pm
 End Date: 10/9/2015 Games last 1 ½ hour
 Days of the Week: All
 Total Games: 32 Games on 4 School Fields

School	Girls Soccer Games
Bolton	8
Kingsbury	6
Southwind	8
Wooddale Middle School	11

Middle School Football Games

Start Date: 8/16/2014 Start Time: 5:00 pm
 End Date: 10/4/2015 End Time: 6:30-7:00 pm
 Days of the Week: Monday & Wednesday & a few Saturdays
 Total Games: 24 Games at 9 School Fields

Middle School Girls Soccer

Start Date: 8/26/2014 Start Time: 5:00 pm
 End Date: 10/14/2014 Games last 1 ¼ hour
 Days of the Week: Monday-Thursday & a few Saturdays
 Total Games: 37 Games on 8 School Fields

Middle School	Football Games	Girls Soccer Games
A. Maceo Walker	2	
Airways		
American Way		7
Chickasaw		
Colonial (1 field FB & Soccer share)	1	6
Cordova		
Craigmont	2	4
Douglass		
Hamilton		
Havenview		
Hickory Ridge		
J.P. Freeman		5
Kate Bond (1 field FB & Soccer share)	3	3
Kingsbury	4	3
Oakhaven		
Raleigh Egypt		
Ridgeway		
Sherwood		
Snowden (1 field FB & Soccer share)	3	4
Southside		
Treadwell	2	
Westside Achievement		
White Station	4	
Wooddale	3	5

Spring Season at SCIAA Locations

High School Track Meets

Start Date: 3/10/2015 Start Time: 5:00 pm
End Date: 5/7/2015 End Time: 7:30-8:00 pm
Days of the Week: Tuesday & Thursday
Total Meets: 57 Meets in 6 Stadiums

Middle School Track Meets

Start Date: 3/11/2015 Start Time: 5:00 pm
End Date: 5/8/2015 End Time: 7:00-8:00 pm
Days of the Week: Wednesday & Friday
Total Meets: 57 Meets in 6 Stadiums

High School Soccer

Start Date: 3/9/2015 Start Time: 4:30-7:00 pm
End Date: 5/7/2015 Games last 1 ½ hour
Days of the Week: All
Total Games: 48 Games in 6 Stadiums and 1 Soccer Field

Middle School Soccer

Start Date: 3/9/2015 Start Time: 5:00 pm
End Date: 4/18/2015 End Time: 1 ¼ hour
Days of the Week: Monday, Tuesday, & Thursday
Total Games: 40 Games in 5 Stadiums and 1 Soccer Field

Stadium	HS Track	MS Track	MS Soccer	HS Soccer
Bolton Stadium	Est. 4	Est. 4		
BTW Stadium	-	-	-	-
Cordova Stadium	-	-		9?
Crump Stadium	16	8	4	9
Fairgrounds Stadium	Practice	Practice	-	-
Germantown Stadium	-	-	-	-
Halle Stadium	8	8	-	-
J.P. Freeman Stadium	-	-	-	-
Kirby Stadium	8	13	8	7
Melrose Stadium	-	-	14	4
Oakhaven Stadium	-	-	-	-
Raleigh-Egypt Stadium	10	8	6	4
Southwind Stadium	2	6	-	-
Whitehaven Stadium	13	14	1	8
JP Freeman Soccer Field	-	-	7	7

Spring Season on School Fields

High School Baseball

Start Date: 3/9/2015 Start Time: 4:00-5:00 pm
End Date: 5/9/2015 Single Games last 2 hour, DH last 3 ½ hours
Days of the Week: All
Total Games: 218 Games on 23 School Fields

High School Softball

Start Date: 3/9/2015

Start Time: 4:00-5:00 pm

End Date: 5/9/2015

Single Games last 1 ½ hour, DH last 3 hours

Days of the Week: All

Total Games: 163 Games at 19 School Fields

High School Soccer

Start Date: 3/9/2015

Start Time: 4:30-7:00 pm

End Date: 5/7/2015

Games last 1 ½ hour

Days of the Week: All

Total Games: 49 Games in 7 School Fields

High School	Baseball Games	Softball Games	Soccer Games
Bolton	22	9	8
Cordova	18	5	9
Craigmont	10	-	8
Douglass	8	-	
Fairley	9	7	
Germantown	16	12	
GRAD Academy(Southside MS)	-	6	
Hillcrest	3	2	
Kingsbury	1	-	9
Kirby	5	-	
Manassas	7	8	
Melrose	6	-	
Memphis East	9	6	
Mitchell	10	15	
MLK College Prep	7	9	
Northside	-	8	
Oakhaven	10	16	
Raleigh-Egypt	12	8	
Ridgeway	9	6	
Sheffield	8	8	5
Southwind	11	8	7
Trezevant	5	-	
Westwood	7	9	
White Station	14	10	
Whitehaven	11	11	
Wooddale	-	-	3

Middle School Baseball

Start Date: 3/9/2015

Start Time: 5:00 pm

End Date: 5/15/2015

End Time: 6:45 pm

Days of the Week: Tuesday & Thursdays except for make-up games

Total Games: 89 games on 21 School Fields

Middle School Softball

Start Date: 3/9/2015

Start Time: 5:00 pm

End Date: 5/15/2015

End Time: 6:30 pm

Days of the Week: Tuesday & Thursdays except for make-up games

Total Games: 78 games on 21 School Fields

Middle School Soccer

Start Date: 3/9/2015

Start Time: 5:00 pm

End Date: 4/18/2015

End Time: 1 ¼ hour

Days of the Week: Monday, Tuesday, & Thursday

Total Games: 44 Games on 8 School Fields

Middle School	Baseball Games	Softball Games	Soccer Games
A. Maceo Walker	5	4	
Airways	5	4	
American Way	5	4	6
Chickasaw	2	2	
Colonial (1 field BB & SB share)	5	2	6
Cordova	No Field	No Field	4
Craigmont	5	5	4
Douglass	3		
Hamilton	2	2	
Havenview	3	3	
Hickory Ridge	7	7	5
J.P. Freeman	4	3	
Kate Bond (1 field BB & SB share)	4	5	6
Oakhaven	6	7	
Raleigh Egypt (shares with HS)	3	2	
Ridgeway	6	6	
Sherwood	4	4	
Snowden (1 field BB & SB share)	5	1	7
Southside	3	3	
Treadwell	4	3	6
Westside Achievement	4	4	
White Station (1 field SB only)	No field	3	
Wooddale	4	4	

Special Sporting Events

This is the schedule from the 2014/2015 School Year and is subject to changes. These are events that are typically run each year on a Saturday. The estimated hours do not include set-up and break down. This schedule is provided as a guide for pricing purposes.

8/9	LEADERSHIP NFL CAMP	WHITEHAVEN STADIUM	Estimated 4 hours
8/16	MS FOOTBALL JAMBOREE	KIRBY STADIUM	Estimated 4 hours
8/23	WHITEHAVEN CLASSIC	WHITEHAVEN STADIUM	Estimated 8 hours
8/23	NORTH MEMPHIS CLASSIC	CRUMP	Estimated 8 hours
8/30	FRIENDSHIP CLASSIC	WHITEHAVEN STADIUM	Estimated 9 hours
10/18	SOCCER ALL STAR	MELROSE STADIUM	Estimated 2 hours
04/18	SOCCER ALL STAR	MELROSE STADIUM	Estimated 2 hours in
10/18	MS FOOTBALL	KIRBY	Estimated 2.5 hours
10/18	MS FOOTBALL	CRUMP	Estimated 2.5 hours
11/1	MS ALL STAR FOOTBALL	KIRBY STADIUM	Estimated 4 hours
4/26	HS/MS Track & Field	Whitehaven	Estimate 7 hours

Acknowledgement of Addendum #1

Print Authorized Representative Name Signature Date

"Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age."

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March 31, 2015

ADDENDUM NO. 2
REQUEST FOR PROPOSALS FACILITY
MAINTENANCE SERVICES

Due Date: April 23, 2015, 2:00 PM CST

TO ALL RESPONDENTS:

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Revisions:

1. Page 28, Section 8.2.1 Evaluation Criteria revised:

8.2.1.1 General Requirements	5%
8.2.1.2 Experience and Qualifications	20%
8.2.1.3 Quality	30%
8.2.1.4 Cost Proposal	20%
8.2.1.5 Organizational Stability and Viability	15%
8.2.1.6 Fair Business Program	10%

Acknowledgement of Addendum #2

Print Authorized Representative Name Signature Date

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