



GUAM FOOTBALL ASSOCIATION
REQUEST FOR PROPOSAL

Facility Maintenance & Special Events

ISSUED

13 August 2021

CLOSING DATE

5pm on 13 September 2021

Submittals will not be accepted after closing date.

This Request for Proposal is posted on the Guam Football Association website at:

<https://guamfa.com/contact-us/team-up-with-us/>

INTRODUCTION

The Guam Football Association (GFA) is seeking proposals from qualified and appropriately licensed contractors to ensure that the facility is well maintained and prepared to support daily operations as prescribed but not limited to the scope of work below. In addition, in event of special events, the support staff required to ensure the upkeep of the facility is maintained at all times.

GFA intends to enter into contract with the selected Respondent within thirty days of a Notice of Award. Should there be reasons why the contract cannot be awarded within the specified period the time, it may be extended by mutual agreement between GFA and selected Respondent.

1. DESCRIPTION OF THE WORK

PROPERTY LOCATION

The main project site is located within Lot 10142-NEW-4, Dededo, Guam. The facility contains three (3) buildings which consist of offices, classrooms, locker rooms, fitness center, public restrooms, equipment/storage rooms, two (2) artificial full size fields, one (1) artificial mini-pitch field, one (1) natural grass, two (2) futsal courts, one (1) beach court. Please refer to Figure 1 – Site Location.



Fig. 1 – Site Location

The contractor will be assigned some maintenance tasks related to the other three facilities that is under construction. Such tasks may include lawn mowing, bush-cutting and trash removal. The three locations are:

Chalan Pago (next to Elementary School), Agat (near Radio Station and Transfer station), Talofoto (next to elementary school).

SITE INSPECTION

Contractor shall visit project site prior to bidding to determine nature and extent of work required to complete the job with existing conditions. Site inspection will be on appointment basis. Follow-on access for additional inspection may be done by communicating with the GFA office.

SCOPE OF WORK

The Contractor will provide the following support on as scheduled or as needed basis.

EXTERNAL:

1. NATURAL GRASS MAINTENANCE:

- a. Lawn mowing, bush-cutting/trimming of natural grass, facility perimeter (inside and outside fence-line);
- b. Manage pitch surface to be playable during active season;
- c. Identify and remove any and all debris or feces in playing area or high traffic area for safe playing surface;
- d. Patch divots, as necessary, to safeguard playing field;
- e. Weed abatement around facility, pitches and fence-line, as needed;
- f. Ants and bee hives control to enforce safety during active season.

2. ARTIFICIAL PITCH (INCLUDING FUTSAL PITCHES) MAINTENANCE:

- a. Requires regular maintenance to ensure safe, optimal performance, and to maximize the lifespan of the investment, as well as warranty;
- b. Identify and remove any and all debris or feces in playing area or high traffic area for safe playing surface;
- c. Fiber brushing/raking; pending on usage hours (recommended every 4-6 weeks depending on usage). Proper tracking of direction of operations (multi-directions) when brushing. Special match days must be brushed in accordance to FIFA/AFC standard;
- d. Ensure all debris (algae, glass, plastics, rocks, leaves, strings) and trash are removed from pitch (surface must be clean and safe).
- e. Routine maintenance of removal of weeds and moss without damaging the fabric;
- f. Verti-top service once every six (6) months. Refurbishes the turf infill with the use of rotary brush that removes debris and the top layer of infill, then sifts the debris out in a unique vibratory shaker which redistributes the clean infill back on the field, leaving the field clear of debris and dangerous objects.
- g. Infill Top Dressing: Adding rubber and/or sand to top layer of infill completed as necessary in high-traffic areas are addressed on as needed basis.
- h. Complete inspection of line markings, seams and high traffic areas as needed;
- i. Ensure backstop nets, technical bench and technical area are maintained and kept in operational condition;
- j. Ensure sidewalks are kept clean and free of algae, moss and trash. Scheduled of water-blasting will be expected;
- k. Ensure equipment are in operational condition and maintained; cleaned after each use;

- l. Selected contractor must display knowledge with experience with the artificial turf maintenance program and equipment; including artificial turf repairs (“Patch repairs”).

3. BEACH COURT:

- a. Weed abatement around perimeter (inside and outside of beach court);
- b. Identify and remove any and all debris or feces in playing area or technical area;

4. GOALS, GOAL NETS, BACK-STOP NETS, LINE MARKINGS, SANDBAGS

- a. Ensure all goals (fixed and portables) are maintained and safe. All nets, including backstops, are secured for each match/each pitch. Corner flags and technical areas are to be maintained, staged and secured. Should replacement of goals, nets, technical area tarps or corner flags be needed, advanced notification to procure materials must be provided to the GFA Executive Director or Administration.
- b. Movement of goals in respect to the scheduled matches (i.e., Elite, RWYL, W-Recreational/Mom’s leagues and special events).
- c. Administer line markings for different fields/pitches in support of event leagues. Information on line marking to be provided by respective league administrator. Field line markings must be maintained regularly as needed during the scheduled leagues/event.
- d. During youth and Elite league, set up of fields in term of goal placements, sandbag placements and trash removal throughout the day. Frequency: Every Saturday for average of thirty (30) weeks. Hours of support range from 6am – 6pm.

5. OTHERS

- a. Inspect, install/remove, and secure, as needed, banners/signage with collaboration with Marketing/Media Officer. Ensure upkeep of the branding/marketing is upstanding to agreement.
- b. Remove and dispose of trash and debris from fields, parking lot, perimeters, and buildings (outside/inside). Ensure all trash bins are properly staged in strategic areas to support event/leagues. Trash bins are to be cleaned and secured during non-peak season. Trash bins are to be cleaned and secured during low season. Trash bin crates are to be maintained and if damaged, fabrications of trash bin crates are to be made and billed separately.
- c. Maintain and inventory management of equipment, hardware, and materials secured in storage for future use.
- d. Identify and remove any and all debris or feces in playing area, or high traffic area. (Daily)
- e. Clean walkways, concrete seating, and bleachers of debris.
Frequency: Blowing – Weekly and after major events
Frequency: Water Blasting – Quarterly or prior to major events
- f. Securing GFA Facility for typhoon or tropical storm.
- g. Securing and checking facility and perimeter after heavy rainstorm to prevent any further damages to infrastructure/assets.
- h. As needed, striping parking lots, and ensuring safety of usage.

CUSTODIAL SERVICES:

1. Removal of all trash
2. Dust Mop and/or Sweep/Vacuum Non-carpeted floors
3. Wet Mop-debris/Spot Free
4. Vacuum carpets/mats – debris free
5. Clean Break-rooms and frequent clearing/cleaning of refrigerators

6. Dust shelves, desks, counters, and tables
7. Change out burned out lights
8. Report maintenance items (replacement or repairs)
9. Secure all areas post-cleaning
10. Sweep stairs/bleachers
11. Clean and disinfect all touchpoints
12. Restore furniture/assets to standard arrangements
13. Refill paper, soap, sanitizers in all dispensers
14. Clean mirrors
15. Clean and disinfect sinks, toilets, urinals, dispensers
16. De-scale toilets and urinal, as needed
17. Spot clean walls, partitions, doors surrounding the urinal and toilets
18. Clean floor drain
19. Mop and disinfect floor; quarterly water-blasting floor/room and mats
20. Locker rooms/showers – scrub/power wash shower walls, ceiling and floor; monthly
21. Clean tables, counters, sinks and chairs
22. Locker rooms, fitness center, offices, and lecture hall cleaning daily
23. Deep cleaning locker rooms, fitness center, offices, and lecture hall cleaning; quarterly
24. Annual power wash exterior buildings
25. Semi-annual cleaning of blinds/windows (inside/outside)
26. Semi-annual sweep/clean storage rooms/electrical room

SPECIAL EVENTS:

Upon agreed schedule and events, labor, equipment, and support will be arranged to ensure success of the special events. Special events are, but not limited to:

1. Support Robbie Webber Youth League (Spring/Fall): 20 Saturdays a year (full day).
2. Support preparation for Robber Webber Youth League Jamboree (2x a year). This includes full set up/take down of canopies, trash set ups/removal, and upkeep throughout the day. Ensure public restrooms are clean and reset on regular basis. Provide support as needed to all members (mule transport of supplies).
3. Support preparation for, but not limited, Middle School Festival, Girls High School Challenge Cup, High School Semi/Finals (Boys and Girls), Elite League Finals, international friendlies and official matches.
4. Community support utilizing assets of GFA (i.e., barriers, bleachers or other GFA assets).
5. GFA and Service provider to discuss in details of arrangement in advance.

Note: For hosting of EAFF, AFC, or FIFA matches, advance arrangements will be discussed to ensure balance load of work for the month/year. In this case, portion or all work under this category (EAFF, AFC, or FIFA matches) may be considered “out of scope” of contract to some degree. Contractor shall receive additional compensation for time and materials for situations in which the Executive Director deems as out of scope. Detail work order and rates are to be provided by the Contractor.

EQUIPMENT/SUPPLIES:

Contractors shall supply the following:

- Maintenance equipment such as but not limited to, mowing equipment, bush-cutters, blowers to support the scope of work with exception of artificial turf maintenance (provided by GFA).
- Fuel for operations of equipment used at GFA (including GFA maintenance equipment).

- Maintenance lubrication, oil, filters (basic preventive maintenance of equipment including GFA maintenance equipment).
- Warranty: Contractor agrees to warranty the work.
- Clean-up: Contractor will clean up, dispose of trash, and police work areas on daily basis. All tools and equipment shall be kept in a neat, orderly, and safe manner.

GFA shall supply the following:

- Restroom supplies consisting of hand soap, sanitizers, towels, toilet tissues, toilet seat covers, parts for repairs in restrooms/break-rooms will be furnished to the Contractor for use in servicing the dispensers of the buildings.
- The supplies shall be obtained from the source designated by GFA.
- Trash bin receptacles, trash crate bins, lamping will be furnished by GFA.
- Supplies and materials to be ordered via Administrative Secretary.

ADDITIONAL REQUIREMENTS

1. MINIMUM INSURANCE COVERAGE

Contractor will be required to maintain in force a policy or policies of insurance written by one or more responsible insurance carriers licensed to do business in the Territory of Guam that shall insure against liability for injury to and/or death of and/or damage to property of any person or persons, with policy limits. It shall include umbrella coverage for any and all actions of Contractor based on the Operations to be provided and shall name, as additional insured and loss payee, GFA.

2. WORKER'S COMPENSATION

Contractor will be required to provide proof of worker's compensation insurance in coverage amounts required by the Government of Guam for the Operations to be provided that covers Contractor's employees for any on-the-job injuries. Contractor must be willing and able to provide evidence of insurance not later than seven (7) days after receiving Notice of Contract Award.

3. HOLD HARMLESS AND INDEMNIFICATION

Contractor will agree to indemnify, defend and hold GFA, its officers, employees, agents and assigns harmless from and indemnify them against any and all claims, actions, damages, suits, proceedings, judgments, liabilities and associated costs for bodily injury, death or damage to property resulting, in whole or part, from any and all acts or omissions of Contractor, its officers, employees, agents and assigns.

TERMS OF CONTRACT

The Facility Maintenance and Special Event contract will be a four-year (4) term with one (1) month transition contract. Payment is due monthly upon submittal of invoice with supporting work order outlining the work performed along with any notable items that need to be addressed.

INSTRUCTIONS

1. Provide a detailed cost on all requirements as outlined in this RFP. GFA reserves the right to clarify pricing with the affected contractors. Additionally, if a Contractor is proposing above basic requirements to provide enhanced capabilities, please state these enhancements in the proposal.
2. The Contractor agrees that failure on its part to include all cost required to complete the scope of work in its entirety will not be accepted by GFA as an acceptable justification to re-quote the proposal. Contractor

acknowledges that the original proposal and costs provided stand. ***However, the Contractor has the option of withdrawing a proposal at any time until a final contract is executed.***

3. GFA reserves the right to cancel or renegotiate the purchase any time prior to an order being submitted.
4. Once a contractor has been selected for award, GFA reserves the right to renegotiate delivery terms based on changing situations.
5. The Contractor shall provide within the proposal the detailed breakdown of all costs and correspond with the bid proposal amount completed in the Bid Form.
6. GFA reserves the right to negotiate terms and scope of work with the highest ranked Contractor. If an agreement cannot be negotiated, GFA reserves the right to negotiate with any other Contractor.
7. Any evidence of agreement or collusion among contractors acting to illegally restrain freedom of competition by agreement to propose a fixed price, or otherwise, will render the proposal of such Contractor's void.
8. GFA will not reimburse Contractors for any costs involved in the preparation and submission of proposals. Furthermore, this RFP does not obligate GFA to accept or contract for any expressed or implied purchases.
9. Final approval of contract over \$50,000 must be approved by the GFA Executive Committee.

2. RESPONSE FORMAT & CONTENT

At a minimum, the following must be included with all responses:

1. Cover Letter, which should provide information about the qualifications and experience
2. Copies of all current licenses required to complete the work
3. Minimum three (3) references for services similar to this project, at a minimum provide the following:
 - a. Company Name
 - b. Location where the services were provided
 - c. Contact person including telephone number/email
 - d. A complete description of the service type
 - e. Dates the services were provided
4. Disclosure of any relations to the GFA Executive Board Members (<https://guamfa.com/contact-us/meet-the-executives/>). If none, please declare in writing that there are no conflict with any of the GFA Executive Board Members.
5. Detailed quotation of work scope
6. Completed and signed GFA Bid Form

Proposal can be submitted electronically via email or by hand delivery using the following information:

Via Email: cheri.stewart@theguamfa.com

Via Hand Delivery:

ATT: Ms. Cheri STEWART
 Guam Football Association Office
 230 Harmon Loop Road
 Hwy 27, Dededo

Coordination must be made for hand delivery with Ms. Cheri Stewart at 671-688-1279 or using email listed above.

TYPE OF PROCUREMENT	Competitive Negotiable Bids
REPORTING	Report directly to GFA
OPENING DATE FOR RFP	13 August 2021
POSTING OF RFP	https://guamfa.com/contact-us/team-up-with-us/
QUESTIONS/CLARIFICATIONS	Cheri Stewart (671) 688-1279 Marvin Iseke (671) 777-2302
CLOSING DATE	5pm on 13 September 2021 Submittals will not be accepted after closing date.
CRITERIA FOR AWARD	The Contractor will be selected based on the best value, by considering factors such as quality, past performance, delivery time, etc.

CONTRACTOR BID FORM

Facility Maintenance & Special Events

Name of Bidder: _____

Principal Contact Person: _____

Address: _____

Email: _____

Contact Phone: _____

Bid Proposal Amount: _____

Time of Performance: _____

Signature: _____ Date: _____

Name: _____

Title/Position: _____