

**REQUEST FOR QUOTATION/REQUEST FOR PROPOSAL**  
**MEN'S BASEBALL AND WOMEN'S SOFTBALL**  
**FIELD MAINTENANCE**  
**FOR**  
**SOUTHERN CONNECTICUT STATE UNIVERSITY (SCSU)**  
**RFP/RFQ 089-A-SCSU-021**

**Southern Connecticut State University**  
**Purchasing Dept.**  
**501 Crescent St.**  
**New Haven, CT 06515**

**Name: Jane Mailhiot**  
**Title: Purchasing Manager**  
**Telephone: (203)392-6704**  
**Fax: (203)392-6712**  
**Date: March 4, 2009**

<b>Vendor:</b>	_____
<b>Address:</b>	_____
<b>City, State, Zip:</b>	_____
<b>Signed:</b>	_____
<b>Name:</b>	_____
<b>Title:</b>	_____
<b>Telephone:</b>	_____
<b>Date:</b>	_____
<b>Fein:</b>	_____

REQUEST FOR PROPOSAL  
Summary

Issue Date: March 4, 2009

Issuing Agency: Southern Connecticut State University

Period of Contract: Commencing on or about July 1, 2009 for one season with option to renew for four (4) seasons

Mandatory Pre-proposal Meeting: March 10, 2009 10:00 a.m. Facilities Operations, 3<sup>rd</sup> Floor

Questions due: March 13, 2009 by 12:00 p.m.

Proposal submission: March 19, 2009 by 2:00 p.m.

Sealed proposals are to be delivered to:

Jane Mailhot, Purchasing Manager  
Purchasing Department  
Southern Connecticut State University  
Wintergreen Building  
501 Crescent St.  
New Haven, CT 06515-1355

## **BID CHECKLIST SECTION**

### **THE FOLLOWING FORMS MUST BE RETURNED WITH YOUR BID:**

1. Form SCSU-1 Contract Proposal
2. CHRO Contract Compliance Regulations Notification to Bidders
3. Certificate of Insurance
4. Form SCSU-6 References
5. Current resumé of supervisor designated for this project..
6. State of Connecticut Form 5 – Consulting Agreement Affidavit
7. State of Connecticut Form 6 – Affirmation of Receipt of State Ethics Laws Summary
8. State Elections Enforcement Commission - SEEC Form 11
9. All requested documentation listed in the Baseball and Softball Field Maintenance Specification prepared by BL Companies

### **UPON AWARD OF THE CONTRACT, THE FOLLOWING MUST BE PROVIDED TO THE SCSU PURCHASING DEPARTMENT:**

1. OPM Ethics Form 1 - Gift and Campaign Contribution Certification
2. The names of awarded contractor's employees that will be working at Southern CT State University under the resulting contract award. The list shall include each employee's length of employment with the awarded contractor as well as the licenses and/or certifications held by each.

**NOTE:** For the purpose of this bid, the planning date for completing the affidavits included in this bid package is August 14, 2006

## Table of Contents

### **General Section**

I.	Scope.....	1
II.	Background.....	1
III.	Agency Representative.....	1
IV.	Contract Terms .....	2
V.	Mandatory Pre-Bid.....	2
VI.	Evaluation Criteria .....	2
VII.	Pricing .....	2
VIII.	Assignment .....	2
IX.	Bid Proposal Requirements.....	3
X.	Identification.....	3
XI.	Supervision .....	3
XII.	Employee Standard of Conduct.....	4
XIII.	Cell Phone Communication .....	4
XIV.	Insurance Requirements.....	4
XV.	Working Hours .....	5
XVI.	Site Conditions.....	5
XVII.	Purchase Orders.....	5
XVIII.	Billing & Payments.....	5
XIX.	References.....	5
XX.	Maintenance Plan .....	6
XXI.	Cancellation .....	6

### **Forms Section**

- SCSU-1 Contract Proposal (1 page)
- Connecticut State University System – Standard Terms and Conditions (4 pages)
- Commission on Human Rights and Opportunities – Contract Compliance Regulations – Notification to Bidders (5 pages)
- State of Connecticut – OPM Ethics Form 1 (2 pages)
- State of Connecticut – OPM Ethics Form 5 (1 page)
- State of Connecticut – OPM Ethics Form 6 (1 page)
- SEEC Form 11 (3 pages)
- SCSU Form 6 (1 page)
- Connecticut Department of Labor – Standard Wage Rates of 02/27/09 (4 pages)

### **Technical Section**

Baseball and Softball Field Maintenance Specification..... 52 pages total  
as prepared by BL Companies

## GENERAL SECTION

### I. **SCOPE:**

Southern Connecticut State University (“SCSU” or “the University”) is soliciting proposals from a qualified contractor to provide a comprehensive maintenance program on the University’s Men’s Baseball and Women’s Softball varsity fields. The awarded contractor shall be responsible for maintaining the areas inside the fence of each field, the bullpens, bleachers and 25 feet beyond any and all fences associated with either ball field. The awarded contractor shall be required to furnish all labor, materials and equipment necessary to meet the specifications regarding varsity field maintenance as set forth by NCAA Division II mandates.

### II. **BACKGROUND:**

Southern Connecticut State University, a 168 acre campus located in Westville section of New Haven, is part of the Connecticut State University System. The CSU System consists of four comprehensive universities and a System Office. The universities are located in urban areas: Central Connecticut State University in New Britain, Eastern Connecticut State University in Willimantic, Southern Connecticut State University in New Haven, and Western Connecticut State University in Danbury. The System Office is located on Woodland Street in Hartford. CSU is governed by an 18 member Board of Trustees.

Southern Connecticut State University serves roughly 12,000 students report lists 11,900 students). Almost 95% of SCSU’s students are residents of the State of Connecticut. Approximately 7,000 of SCSU students are full-time undergraduates. The part-time undergraduate population is approximately 1,500. Approximately 2,600 of the full-time undergraduate students reside in campus housing. In addition, SCSU serves almost 1,000 full-time graduate students, and over 2,500 part-time graduate students, making it the largest graduate school in the CSU system. Furthermore SCSU’s alumni population is approximately 67,000.

Southern Connecticut State University also has more than 400 full-time teaching faculty, approximately 236 part-time (fte) faculty, and approximately 260 executive managerial, professional, technical and paraprofessional members. Southern’s support staff members, including clerical, skilled craft and service maintenance works total approximately 300. For more information concerning statistics of SCSU’s population, please refer to: <http://www.southernct.edu/departments/research/>.

### III. **AGENCY REPRESENTATIVE:**

The awarded contractor shall perform all listed services under the direct supervision of the University’s Agency Representative. The Agency Representative is:

Mr. Joseph (Joe) Hines  
 Assistant Facility Director/Intramurals  
 Southern Connecticut State University  
 501 Crescent Street  
 New Haven, CT 06515  
 e-mail:Hinesj1@southernct.edu  
 Telephone: 203-392-6016

IV. **CONTRACT TERMS:**

The contract period for the described services shall be for one (1) partial season with the option to renew for four (4) additional full seasons. The time period for overall maintenance shall fall between July 1, 2009 and November 20, 2009 for the 2009 season and then between February 20 and November 20 of each year of the remaining four years of the resulting contract. An RFP evaluation committee will select the awarded contractor best meeting the needs of the University. The evaluation screening committee anticipates the resulting award of this RFP to be no later than **Friday, May 15, 2009**. The awarded contractor must be prepared to begin work no later than **Wednesday, July 1, 2009**.

V. **MANDATORY PRE-BID:**

There will be a mandatory pre-bid meeting and site inspection to familiarize prospective bidders with the existing conditions on campus and with the specific requirements of the bid documents. The meeting will be held in the Facilities Operations and Planning Building, 3<sup>rd</sup> floor conference room at **10:00 a.m. on March 10, 2009** ***Bidders not attending the pre-bid meeting shall be disqualified from the bid selection process.*** Should inclement weather or snow cover the ballfield on the day of the mandatory pre-bid meeting, the meeting shall continue to commence through the use of site plan diagrams.

VI. **EVALUATION CRITERIA:**

Each proposal will be evaluated by a screening committee against the following criteria to determine which vendor is most capable of providing the required services. Selection shall be made of the vendor whose proposal best meets the needs of the University and such selection shall be final. The order in which the criteria are listed below is not indicative of their relative importance.

- The ability to effectively manage and perform the request services;
- Level of experience concerning NCAA collegiate standards;
- The background, credentials, and recommendation of references;
- Suitability and quality of the overall proposal;
- The cost of the services;
- Appointed supervisor's level of experience;
- Possession and quality of equipment necessary to meet specifications;
- Demonstration of commitment to affirmative action by full compliance with the regulations of the Commission on Human Rights and Opportunities (CHRO).

VII. **PRICING:**

- A. Bidder's pricing shall remain firm for the first season of the contract. Thereafter, if the University extends the resulting agreement, the awarded contractor may submit a written request for adjustment. Such request shall be based upon written evidence (i.e. manufacturer invoice) that shall be used to support an increase in the cost of materials. SCSU reserves the right to reject any increase that is not deemed to be in the best interest of the University.
- B. Standard Wage Rates, as indicated by the State of Connecticut Labor Department, will prevail for the duration of this contract. Please note that it will be the successful awarded contractor's responsibility to monitor wage rates issued by the Connecticut Department of Labor and insure that non-supervisory employee's are paid the most current wage and benefit rate. ***All weekly certified payrolls are to be submitted to the Agency Representative.***

**VIII. ASSIGNMENT:**

The awarded contractor to this bid must agree that the resulting agreement shall be neither transferable nor assignable. Direct employees of the awarded contractor shall perform all work. To assure accountability, no sub-awarded contractors shall be allowed to perform any work related to the contract award.

**IX. BID PROPOSAL REQUIREMENTS:**

- A. Bidder's proposal in response to this RFQ/RFP must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the bid proposal.
- B. Bidders interested in submitting their proposals must submit their responses to this bid by **2:00 p.m. on March 19, 2009** to Jane Mailhot, Purchasing Manager, Southern Connecticut State University, Purchasing Department, Wintergreen Building, 501 Crescent Street, New Haven, CT 06515.
- C. Questions regarding this bid must be received via e-mail to both: [mailhotj1@southernct.edu](mailto:mailhotj1@southernct.edu) and [Hinesj1@southernct.edu](mailto:Hinesj1@southernct.edu) not later than **12:00 noon on March 13, 2009**.
- D. It is the vendor's responsibility to check the SCSU or DAS web site for any addendums to this bid. This information can be viewed by accessing [www.southernct.edu/purchasing/bids](http://www.southernct.edu/purchasing/bids) or [www.das.state.ct.us/purchase/portal\\_bids\\_open\\_cnt.asp](http://www.das.state.ct.us/purchase/portal_bids_open_cnt.asp).
- E. All bidders are required to comply with the below SEEC requirements, and the requirements contained within SEEC form 11 located in this RFP. "With regard to a state contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission or response to the State's solicitation expressly acknowledges receipt of the State Election Enforcement Commission's notice advising prospective state awarded contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice."

**X. IDENTIFICATION:**

- A. The awarded contractor shall make arrangements with the University Facilities Planning and Operations Office, 615 Fitch Street (392-6051), Hamden, CT 06514 for the issuance of identification badges for their employees prior to commencing work. The identification badges must be worn at all times while on campus.
- B. The awarded contractor will be issued a awarded contractor's card which shall be used to record work hours on campus. The awarded contractor shall be required to swipe the awarded contractor's card in a card reader when they begin work and shall also be required to swipe the awarded contractor's card upon completion of all work for any particular work period. The card reader is located at SCSU's University Police Department.

**XI. SUPERVISION:**

- A. The awarded contractor shall provide an on-site supervisor to oversee the projects and the performance of all obligations under the resulting contract. The supervisor shall possess and demonstrate a thorough knowledge and understanding of the

designated work assignments, of the tools and equipment employed in the execution of this contract, and the rules, regulations and standards of the University.

- B. The supervisor must report at the start of each job to the SCSU Agency Representative to review any special problems and to receive instructions relative to the job activities. The supervisor shall meet with the SCSU Agency Representative weekly to complete a walk-thru of the ballfields and to sign a job completion checklist provided by the University. The signed checklist shall constitute a record of the awarded contractor's compliance or noncompliance with the terms of the resulting contract. SCSU reserves the right to revise the checklist and make necessary changes as required.
- C. The supervisor shall have at least five (5) years experience in maintaining either athletic fields or golf course turf at a supervisory level. Bid respondent must submit current resume of supervisor with their bid response.

**XII. EMPLOYEE STANDARDS OF CONDUCT:**

SCSU has developed specific standards of conduct deemed necessary to ensure the orderly and efficient performance of duties and services at the University and to protect the health, safety, and welfare of all members of the University community. In accordance with those standards, the following items are strictly prohibited:

- 1. Use or possession of drugs or alcohol;
- 2. Possession of firearms or other weapons;
- 3. Smoking in University buildings;
- 4. Harassment (sexual, racial or otherwise) or intimidation of any member of the University community;
- 5. Violation of applicable traffic or public safety regulations, or of the University's rules and procedures;
- 6. Unauthorized use of the University's vehicles, equipment or property;
- 7. Use of University telephones for personal business;
- 8. Removal or theft of University property;
- 9. Unauthorized duplication or possession of University keys;
- 10. Transfer of personal identification card or of parking pass to unauthorized personnel;
- 11. Conduct or behavior that endangers the health, safety, and welfare of any member of the public or of the University community;
- 12. Interference with the work of other employees;
- 13. Improper attire;
- 14. Loud, vulgar behavior or the use of profanity.

SCSU may, at its discretion, recommend discharge of any employee of the awarded contractor found to be in violation of these standards.

**XIII. CELL PHONE COMMUNICATION:**

The awarded contractor shall be responsible for providing cellular phone equipment, service plans and other associated costs to their staff while working on-site at the University. The cell phone number of the on-site supervisor shall be provided to the SCSU Agency Representative.

**XIV. INSURANCE REQUIREMENTS:**

Before commencing performance, the awarded contractor shall obtain and maintain at its own cost and expense for the duration of the contract, the following insurance:



- Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include premises and operations, independent awarded contractors, products and completed operations, contractual liability and broad form property damage coverage, if a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.
- Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury.
- Workers Compensation and Employers Liability: Statutory coverage in compliance with the compensation laws of the State of Connecticut. Coverage shall include employer's liability with minimum limits of \$100,000 each accident, \$500,000 disease, policy limit, \$100,000 each employee.

Additional Insured Provision

The awarded contractor shall add the State of Connecticut, the Board of Trustees for the Connecticut State University and Southern Connecticut State University, its officers, agents and employees as additional insured under the commercial general liability policies for purposes of the contract. This document must be submitted to the SCSU Purchasing Department prior to beginning work at the University.

In the event the awarded contractor fails to maintain and keep in force the required insurance, SCSU shall have the right to terminate the contract forthwith and without notice.

The awarded contractor must agree to indemnify and save harmless Southern Connecticut State University, the Board of Trustees for the Connecticut State University, its agents and the State of Connecticut from claims, suits, actions, damages and costs of every name and description, arising out of or resulting from the awarded contractor's performance of the contract.

**XV. WORKING HOURS:**

The awarded contractor's working hours shall be whatever is necessary to meet the requirements of the contract for the maintenance for the fields.

**XVI. SITE CONDITIONS:**

- A. All work must be performed in a safe manner. The awarded contractor shall at its sole expense immediately correct any dangerous conditions caused by or as a result of the awarded contractor's work. In the performance of the awarded contractor's services, any and all dangerous conditions shall be immediately reported to the SCSU Agency Representative.
- B. The awarded contractor shall be held solely responsible for any damages to existing structures; systems, equipment and/or site caused by the awarded contractor's negligence and shall repair or replace same to its original conditions at no additional cost to SCSU. In the performance of the awarded contractor's services, any and all damages shall be immediately reported to the SCSU Agency Representative.
- C. If any shutdown of services is required, the awarded contractor shall contact the SCSU Agency Representative prior to shutdown.
- D. The awarded contractor shall remove all rubbish and dispose of all debris from the work site. The disposal of such materials shall not be on the University's premises.
- E. Parking spaces for the awarded contractor shall be arranged with the SCSU Agency Representative.

**XVII. PURCHASE ORDERS:**

No work shall be performed until a Purchase Order has been issued by SCSU.

**XVIII. BILLING & PAYMENTS:**

Payment shall be made after services have been successfully performed with the approval of the SCSU Agency Representative or appointed designee(s). Invoices shall be on company awarded contractor's stationery and shall be type faced. Hand written invoices shall be deemed unacceptable by the University and shall not be processed for payment. Each invoice shall note the applicable Purchase Order Number for proper payment processing. Invoices shall be sent to:

Southern Connecticut State University  
Athletics - Moore Field House  
501 Crescent St.  
New Haven, CT 06515-1355  
Attn: Joseph (Joe) Hines

**XIX. REFERENCES:**

The awarded contractor shall have at least five (5) years experience in the maintenance of athletic fields in accordance with NCAA collegiate standards. The awarded contractor shall have completed a similar NCAA collegiate varsity field maintenance project within the past five years. References for such projects shall be included in bidder's response to this RFQ/RFP.

**XX. MAINTENANCE PLAN:**

Any changes to the maintenance plan as to methods and materials are to be made only after consultation with and approval by the Agency Representative.

**XXI. CANCELLATION:**

SCSU reserves the right to cancel this bid and the resulting contract award without penalty for any reason.

**READ CAREFULLY**

BID NO.: <b>RFP/RFQ 089-A-SCSU-021</b>	BID OPENING DATE: <b>March 19, 2009</b>	BID OPENING TIME: <b>2:00 p.m.</b>	SURETY AMOUNT:	DATE ISSUED: <b>March 4, 2009</b>
---	--	---------------------------------------	----------------	--------------------------------------

COMMODITY CLASS/SUBCLASS AND DESCRIPTION: **Men's Baseball & Women's Softball Field Maintenance for Southern CT State University**  
TERM OF CONTRACT/DELIVERY DATE REQUIRED

\_\_\_\_\_  
Jane Mailhot  
Purchasing Manager  
(203) 392-6704  
Email: mailhotj1@southernct.edu

\_\_\_\_\_  
Date

**AFFIRMATION OF BIDDER: The undersigned bidder affirms and declares:**

1. That this proposal is executed and signed by said bidder with full knowledge of the standard bid and contract terms and conditions of current issue and in effect on the date of bid issue.
2. Your written signature below indicates agreement of the CSUS standard terms and conditions of which are incorporated herein.

**Bidder Information**

<b>COMPLETE</b> COMPANY NAME (TRADE NAME, DOING BUSINESS AS)	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)
COMPANY ADDRESS      STREET	CITY      STATE      ZIP CODE
CONTACT NAME (TYPED OR PRINTED)	TELEPHONE NUMBER (INCLUDE TOLL-FREE NUMBERS)      FAX NUMBER
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS ON BEHALF OF THE ABOVE NAMED COMPANY	DATE EXECUTED
TYPE OR PRINT NAME OF AUTHORIZED PERSON	TITLED OF AUTHORIZED PERSON
COMPANY E-MAIL ADDRESS AND/OR COMPANY WEB SITE	
IS YOUR BUSINESS A: <input type="checkbox"/> PROPRIETORSHIP (INDIVIDUAL) <input type="checkbox"/> PARTNERSHIP OR <input type="checkbox"/> CORPORATION (TYPE OF CORPORATION )	
IS YOUR BUSINESS CURRENTLY A DEPARTMENT OF ADMINISTRATIVE SERVICES CERTIFIED SMALL BUSINESS ENTERPRISE: <input type="checkbox"/> YES (ATTACH CERTIFICATE TO BID) <input type="checkbox"/> NO	
IF YOUR BUSINESS IS A <b>PARTNERSHIP</b> , YOU <b>MUST</b> ATTACH THE NAMES AND TITLES OF ALL PARTNERS TO THIS BID WHEN RETURNED.	
IF YOUR BUSINESS IS A <b>CORPORATION</b> , IN WHICH STATE ARE YOU INCORPORATED?	
IF YOU ARE A <b>STATE EMPLOYEE</b> , INDICATE YOUR POSITION, AGENCY & ADDRESS:	
HAS YOUR BUSINESS RECEIVED FUNDING FROM THE SMALL BUSINESS ADMINISTRATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>REMITTANCE INFORMATION</b> , IF DIFFERENT FROM ABOVE	

**THIS FORM and REQUIRED PROPOSAL SCHEDULE FORMS MUST BE COMPLETED AND RETURNED WITH BID PROPOSAL.**

# Connecticut State University System



**Central Connecticut State University  
Eastern Connecticut State University  
Southern Connecticut State University  
Western Connecticut State University  
System Office**

## STANDARD TERMS AND CONDITIONS

### I. DEFINITIONS

The following words, when used herein, shall have the following meanings:

1. "Contract" shall mean any agreement negotiated by and between CSU and the contractor selected by CSU as the result of a request for proposal, request for quotation, or request for bid, including, but not limited to, a personal service agreement or purchase order.
2. "CSU" shall refer to the Connecticut State University System, which is comprised of Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University and the System Office, collectively and individually, as the context requires.
3. "Person" shall mean an individual, partnership, corporation or other business entity, as the context requires.
4. "Proposal" shall mean a response to a request for proposal, request for bid, or request for quotation.
5. "Proposer" shall mean a contractor that submits a response to a request for proposal, request for bid, or request for quotation.
6. "RFP" shall mean a request or invitation for proposal, bid, or quotation, as applicable.

### II. TERMS AND CONDITIONS RELATED TO REQUESTS FOR PROPOSALS

#### A. General Conditions

1. CSU reserves the right to amend or cancel an RFP prior to the date and time for the opening of proposals. CSU, in its sole discretion, reserves the right to accept or reject any and all proposals, in whole or in part, and to waive any technicality in any proposal submitted, and to accept any part of a proposal deemed to be in the best interest of CSU.
2. Proposals received from proposers debarred by the State of Connecticut will not be considered for award.
3. CSU does not commit to specific volumes of activity, nor does it guarantee the accuracy of statistical information provided in the RFP. Such information is supplied to proposers for reference only.
4. All responses to the RFP shall be and remain the sole property of CSU.
5. Each proposer shall bear all costs associated with proposer's response to an RFP, including, but not limited to, the costs of any presentation and/or demonstration required by CSU. In addition, answers or clarifications sought by CSU arising out of or in connection with the proposal shall be furnished by the proposer at the proposer's expense.
6. CSU reserves the right to negotiate, as it may deem necessary, with any or all of the proposers that submit proposals.
7. Any alleged oral agreement or arrangement made by any proposer with CSU or any employee thereof shall not be binding.

#### B. Submission of Proposals

1. Proposals must be submitted on forms supplied by CSU. Telephone, facsimile, or email proposals will not be accepted in response to an RFP.
2. The time and date proposals are to be received and opened are stated in each RFP issued by CSU. Proposals received in the applicable CSU purchasing department after the date and time specified in the RFP will be returned to the proposer unopened. Proposal amendments received by CSU after the time specified for opening of proposals shall not be considered.
3. All proposals must be addressed to the location designated in the RFP. Proposal envelopes must clearly state the proposal number as well as the date and time of the opening of the proposals, as stated in the RFP. The name and address of the proposer must appear in the upper left hand corner of the envelope.
4. Proposals must be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil will be rejected.
5. Proposers must answer all the questions set forth in the RFP using the outline and numbering scheme set forth therein. Proposers must furnish all information requested in the RFP and supply all materials required for consideration. Failure of the proposer to answer all questions and supply all information and materials requested may be grounds for rejection of the proposal.
6. All proposals must be signed by a person duly authorized to sign proposals on behalf of the proposer. All signatures on the proposal must be original. Proposals bearing stamp signatures will be rejected. Unsigned proposals will be rejected.
7. Alterations or corrections to the proposal must be initialed by the person signing the proposal or his or her authorized designee. All initials on alterations or corrections to the proposal must be original. In the event that an authorized designee initials an alteration or correction, the proposer must submit a written authorization from the proposal's signatory to the authorized designee, authorizing the designee to make the alteration or correction. Failure to submit such an authorization shall result in rejection of proposal as to those items altered or corrected and not initialed.
8. Conditional proposals are subject to rejection in whole or in part, in the sole discretion of CSU. A conditional proposal is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the RFP.
9. Alternate proposals will not be considered by CSU, unless otherwise noted on the RFP or on the proposal form. An alternate proposal is defined as one that is submitted in addition to the proposer's primary response to the RFP.
10. CSU does not sponsor any one manufacturer's products, but lists equipment by name and model number to designate the quality and performance level desired. Proposers may propose substitutes similar in nature to the

equipment specified. The substitute must, in the sole determination of CSU, be equal in quality, durability, appearance, strength and design to the equipment or product specified in the RFP, or offer a clear advantage to CSU because of improved or superior performance. All proposals including equipment or product substitutes must be accompanied with current descriptive literature on, and data substantiating, the equal or superior nature of the substitute. All final decisions concerning substitutes will be made by CSU prior to any award. The word substitute shall not be construed to permit substantial departure from the detailed requirements of the specifications.

11. Each proposer's prices must be firm for a period up to 120 days from date of the opening of proposals. Prices must be extended in decimal, not fraction, must be net, and must include transportation and delivery charges, fully prepaid by the contractor, to the destination specified in the proposal, and subject only to cash discount.
12. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Accordingly, such taxes must not be included in proposal prices.
13. If there is a discrepancy between a unit price and an extended price, the unit price will govern.
14. By submitting a proposal, the proposer asserts that the offer and information contained therein is in all respects fair and without collusion or fraud and was not made in connection with any competing proposer's submission of a separate response to the RFP. By submitting a proposal, the proposer further asserts that it neither participated in the formation of CSU's solicitation development process nor had any knowledge of the specific contents of the RFP prior to its issuance, and that no employee of CSU participated directly or indirectly in the preparation of the proposer's proposal.
15. It is the proposer's responsibility to check the website of the State of Connecticut Department of Administrative Services ([www.das.state.ct.us/Purchase/Portal/Portal\\_Home.asp](http://www.das.state.ct.us/Purchase/Portal/Portal_Home.asp)) for changes prior to the proposal opening. It is the responsibility of the proposer to obtain all information related to proposal submission including, without limitation, any and all addenda or supplements required.
16. Any person contemplating submitting a proposal who is in doubt as to the true meaning of, or is in need of clarification of, any part of the RFP or the specifications set forth therein, must submit a written request for clarification to CSU. The proposer may rely only upon a response to a request for clarification set forth in writing by CSU.
17. Proposals for the provision of services must include the cost of obtaining all permits, licenses, and notices required by the city or town in which the services is to be provided, and the State and Federal governments..
18. Each proposer must complete and submit with its proposal the following non-discrimination and affirmative action forms: the Notification to Proposers, Contract Compliance, and EEO-1. It shall not be sufficient to declare or state that such forms are on file with the State of Connecticut. Failure to include the required forms shall result in rejection of the proposal.

**C. Samples**

1. Samples, when required by the RFP, must be submitted strictly in accordance with the requirements of the RFP.
2. Any and all required samples shall be furnished by the proposer at no cost to CSU. All samples, unless

otherwise indicated, will become the property of CSU and will not be returned to the proposer unless the proposer states in the proposal that the sample's return is requested. A sample will be returned on the request of the proposer if the sample has not been rendered useless or beyond its useful life. The proposer must pay the costs associated with the return of any sample. Samples may be held by CSU for comparison with actual product deliveries.

3. The making of chemical and physical tests of samples submitted with proposals shall be made in the manner prescribed by CSU.

**D. Bonding Requirements / Guaranty or Surety**

1. If required by this RFP, the proposal must be accompanied by a bid bond or a certified check in an amount that is ten percent (10%) of the bid amount. The bid bond must be executed by an insurance company licensed to do business in the State of Connecticut. Certified checks must be made payable to CSU or the appropriate CSU University.
2. The proposal bond must be executed by the proposer as follows:
  - (a) If the proposer is a corporation - must be signed by an official of the corporation above his or her official title, and the corporate seal must be affixed over the signature;
  - (b) If the proposer is a partnership - must be signed by a general partner;
  - (c) If the proposer is an individual - must be signed by the individual and indicate that he or she is "doing business as . . . ."
3. The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over his or her signature. Signatures of two witnesses for both the principal and the surety must appear on the bond.

**III. CONTRACT AWARD**

1. All proposals properly submitted will be opened and read publicly. Upon award, the proposals are subject to public inspection. CSU will not prepare abstracts of proposals received for distribution, nor will information concerning the proposals received be conveyed by telephone.
2. Award will be made to the lowest responsible qualified proposer who complies with the proposal requirements. Price alone need not be the sole determining factor for an award. Other criteria, listed in the RFP, may be considered by CSU in the award determination.
3. CSU reserves the right to grant an award and/or awards by item, or part thereof, groups of items, or all items of the proposal and to waive minor irregularities and omissions if, in CSU's judgment, the best interests of CSU or the State of Connecticut will be served.
4. CSU reserves the right to correct inaccurate awards resulting from its administrative errors.
5. The Award Notice and Offer (to enter into a formal contract) shall be sent to the awarded proposer by first class certified mail, return receipt requested, to the address provided in the awarded proposal, or by overnight courier. The Notice and Offer shall constitute an offer by CSU to enter into negotiations to come to a formal contract agreement. If the proposer, within ten (10) business days of receipt of said Notice and Offer, declines to begin contract negotiations, then the offer to negotiate a contract may be withdrawn and an offer to negotiate a contract extended to the next lowest responsible qualified proposer, and so on until a contract is negotiated and executed.

6. Each proposal submitted shall constitute an offer by the proposer to furnish any or all of the commodities or services described therein at the prices given and in accordance with conditions set forth in the proposal, the RFP, and these "Standard Terms and Conditions." Acceptance and resulting contract formation shall be in a formal written document authorized by CSU's Purchasing Department and where applicable, approved by the Attorney General, and shall comprise the entire agreement between the proposer and CSU.

#### IV. TERMS AND CONDITIONS RELATED TO CONTRACT WITH SUCCESSFUL PROPOSER

By submitting a response to the RFP, the proposer agrees that any contract negotiated between it (if the successful proposer), as contractor, and CSU may contain the following provisions, as deemed applicable by CSU:

##### A. General Conditions

1. Any product developed and accepted by CSU under a contract awarded as a result of an RFP shall be sole property of CSU, unless stated otherwise in the contract.
2. Data collected or obtained by the contractor in connection with the performance of the contract shall not be shared with any third party without the express written approval of CSU.
3. The contractor shall defend, indemnify and hold harmless CSU, its officers and employees, against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of the agreement, including those arising out of injury to or death of contractor's employees or subcontractors, whether arising before, during or after completion of the services thereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of contractor or its employees, agents or subcontractors. Without limiting the foregoing, the contractor shall defend, indemnify and hold CSU and the State of Connecticut harmless from liability of any kind for the use of any copyright or un-copyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract. This indemnification shall be in addition to the warranty obligations of the contractor and shall survive the termination or cancellation of the contract or any part thereof.
4. The contractor shall: (i) guarantee its products against defective materials and workmanship; (ii) repair damage of any kind, for which it is responsible, to CSU's premises or equipment, to its own work or to the work of other contractors; (iii) obtain and pay for all applicable licenses, permits, and notices; (iv) give all notices and comply with all requirements of the municipality in which the service is to be provided and of the State and federal governments; and (v) carry proper and sufficient insurance to protect the State from loss.
5. The contract shall be interpreted and governed by the laws of the State of Connecticut, without regard to its principles of conflicts of laws.
6. The contractor agrees that it shall be subject to and abide by all applicable federal and state laws and regulations.
7. The contractor agrees that it shall comply with Section 4a-60 of the Connecticut General Statutes and with Executive Orders Nos. 3, 16, 17 and 7C.
8. The contractor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut, the Connecticut State University or the Board Of Trustees arising from a contract with CSU, shall be in accordance with the provisions of Chapter 53 of the Connecticut General Statutes (Claims Against the State) and that no additional legal proceedings will be initiated in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.
9. The contractor agrees that CSU shall have and retain sole and exclusive right and title in and to the forms, maps, and/or materials produced for CSU pursuant to the contract, including all rights to use, distribute, sell, reprint, or otherwise dispose of same. The contractor further agrees that it shall not copyright, register, distribute, or claim any rights in or to said maps and/or materials or the work produced under the contract.
10. The contractor or subcontractor, as applicable, shall offer and agree to assign to CSU all rights, title and interest in and to all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. 15, or under Chapter 624 of the general statutes, arising from the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract; such assignment shall be made and become effective at the time the contract is executed by the parties, without further acknowledgment by them.
11. The contractor shall not assign or otherwise dispose of the contract or its right, title or interest therein, or its power to execute such contract, to any other person without the prior written consent of CSU.
12. CSU reserves the right to inspect commodities for conformance with proposal specifications. When commodities are rejected by CSU, said commodities shall be removed by the contractor, at the contractor's expense, from the CSU premises within forty-eight (48) hours after notification of such rejection, unless public health and safety require immediate destruction or other disposal of such rejected delivery. Rejected items left longer than forty-eight (48) hours shall be considered abandoned by the contractor and CSU shall have the right to dispose of them as its own property.
13. If any provision, term or condition of the contract is prohibited, invalid, or unenforceable then that provision, term or condition shall be ineffective to the extent of the prohibition, invalidity, or prohibition without invalidating the remaining provisions, terms and conditions unless it materially alters the nature or intent thereof.
14. Should the terms of any purchase order or invoice issued in connection with the contract conflict with the terms of the contract, the terms of the contract shall prevail.
15. Failure of the contractor to deliver commodities or perform services as specified in the contract will constitute authority for CSU to purchase these commodities or services on the open market. The contractor shall promptly reimburse CSU for excess costs incurred by CSU due to these purchases, and these purchases shall be deducted by CSU from the quantities contracted for.
16. No right or duty, in whole or in part, of the contractor under the contract may be assigned or delegated without the prior written consent of CSU. The subcontracting or assignment of any of contractor's obligations under the contract to a subcontractor shall require the prior written approval of CSU.
17. Upon termination of the contract by CSU, the contractor shall both immediately discontinue all services (unless the notice directs otherwise) and

deliver to CSU all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the contractor in performing its duties under the contract, whether completed or in progress. All such documents, information, and materials shall become the property of CSU.

18. The State of Connecticut shall assume no liability for payment for services under the terms of the contract until the contractor is notified that the contract has been accepted by CSU and, if applicable, approved by the Office of Policy and Management ("OPM") or the Department of Administrative Services ("DAS") and by the Attorney General of the State of Connecticut.

**B. Insurance**

1. Before commencing to perform services pursuant to the contract, the contractor shall obtain, at its own cost and for the duration of the contract, the following insurance:
  - (a) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. If a general aggregate is used, the general aggregate limit shall apply separately to the project or the general aggregate limit shall be twice the occurrence limit.
  - (b) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
  - (c) Professional Liability: \$1,000,000 limit of liability.
  - (d) Workers' Compensation and Employers Liability: Statutory coverage in compliance with the laws of the State of Connecticut. Coverage shall include Employer's Liability with minimum limits of \$100,000 each accident, \$500,000 Disease - Policy limit, \$100,000 each employee.  
An Excess Liability/Umbrella Policy may be used to meet the minimum limit guidelines.
2. The contractor shall provide copies of its Certificates of Insurance to CSU, if requested to do so. The Certificates shall include the following:
  - (a) The certificate shall clearly identify the State of Connecticut, its officers, officials, employees, agents, boards and commissions as Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the State.
  - (b) The certificate shall clearly indicate the project name and project number or some easily identifiable reference to the relationship to the State.
3. The Certificates shall be signed by a person authorized by that insurer to execute contracts on its behalf. The certificate Accord Form 25 Certificate shall indicate a minimum thirty (30) day endeavor to notify requirement in the event of cancellation or non-renewal of coverage.
4. The contractor shall assume responsibility for payment of any and all deductibles applicable to the insurance policies described in Section IV.B.1 above.
5. The contractor's insurer shall have no right of recovery or subrogation against the State and the described insurance shall be primary coverage.

6. Each required policy of insurance shall provide that it shall not be suspended, voided, cancelled or reduced except after thirty (30) days' prior written notice sent by certified mail to CSU.
7. "Claims Made" coverage shall be unacceptable, with the exception of Professional Liability.

**C. Bonds**

The successful proposer shall submit the following bonds, at the request of CSU, within ten (10) days of the date of receipt of the Award Notice and Offer:

1. A Performance Bond in the amount of one hundred percent (100%) of the total proposal price; and
2. A Labor and Material Payment Bond in the amount of one hundred percent (100%) of the total proposal price.

A company authorized to transact business in the State of Connecticut shall execute the bonds. Checks shall be made payable to CSU or the appropriate CSU University.

**D. Delivery**

1. Unless otherwise specified in the proposal, all products and equipment delivered pursuant to the contract shall be new and shall include any and all manufacturer's warranties.
2. Delivery shall be to the point specified in the contract.
3. All deliveries shall display, in plain sight, any related Purchase Order or Reference/Delivery Number. Failure to display said number may cause the shipment to be rejected and returned at the contractor's expense.
4. All deliveries shall be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.
5. Deliveries shall be subject to reweighing on official sealed scales designated by the State and payment shall be made on the basis of net weight of materials received.
6. Payment terms are net forty-five (45) days after receipt of goods or invoice, whichever is later. State of Connecticut certified small or minority contractors are payable under terms net thirty (30) days.
7. Monies owed to CSU or the Department of Revenue Services (DRS) by the contractor shall be deducted from current obligations.

**E. Inspection and Tests**

1. The inspection of all commodities and the making of chemical and physical tests of samples of deliveries to determine whether or not the contract specifications are being complied with shall be made in the manner prescribed by CSU.
2. Any item that fails in any way to meet the terms or specifications set forth in the contract is subject to be paid for at an adjusted price or rejected, in the discretion of CSU.
3. After delivery and installation of any equipment provided pursuant to the contract, the contractor shall certify to CSU that the equipment has been properly installed and is ready for use. Thereafter, for a test period of sixty (60) days, CSU shall operate the system in accordance with its normal operating practices. The acceptance test shall determine if the equipment's operating characteristics meet the performance standards set forth in the contract.

**F. Advertising**

Reference by the contractor to sales to CSU for advertising and promotional purposes without the prior approval of CSU shall be expressly prohibited.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**  
**CONTRACT COMPLIANCE REGULATIONS**  
**NOTIFICATION TO BIDDERS**

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

---

**INSTRUCTIONS AND OTHER INFORMATION**

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s □□good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.



**MANAGEMENT:** Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

**BUSINESS AND FINANCIAL OPERATIONS:** These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

**MARKETING AND SALES:** Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

**LEGAL OCCUPATIONS:** In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

**COMPUTER SPECIALISTS:** Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

**ARCHITECTURE AND ENGINEERING:** Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

**OFFICE AND ADMINISTRATIVE SUPPORT:** All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

**BUILDING AND GROUNDS CLEANING AND MAINTENANCE:** This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

**CONSTRUCTION AND EXTRACTION:** This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

**INSTALLATION, MAINTENANCE AND REPAIR:** Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

**MATERIAL MOVING WORKERS:** The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

**PRODUCTION WORKERS:** The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
---	---

## BIDDER CONTRACT COMPLIANCE MONITORING REPORT

### PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

### PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? <p style="text-align: right;">Yes__ No__</p>	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? <p style="text-align: right;">Yes__ No__</p>
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? <p style="text-align: right;">Yes__ No__</p>	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? <p style="text-align: right;">Yes__ No__</p>
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy?  Yes__ No__	9. Does your company have a mandatory retirement age for all employees? <p style="text-align: right;">Yes__ No__</p>
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? <p style="text-align: right;">Yes__ No__ NA__</p>
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? <p style="text-align: right;">Yes__ No__ NA__</p>
6. Does your company have a collective bargaining agreement with workers? <p style="text-align: right;">Yes__ No__</p> 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.
6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? <p style="text-align: right;">Yes__ No__</p>	13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

1. Will the work of this contract include subcontractors or suppliers? Yes\_\_ No\_\_

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes\_\_ No\_\_

**PART IV - Bidder Employment Information**

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

\*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
-------------	---------	---------------	-------------



## STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

*Certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2), as amended by Public Act 07-1*

### INSTRUCTIONS:

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution (and on each anniversary date of a multi-year contract, if applicable).

**CHECK ONE:**     Initial Certification                       Annual Update (Multi-year contracts only.)

### GIFT CERTIFICATION:

As used in this certification, the following terms have the meaning set forth below:

- 1) "Contract" means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
- 2) If this is an Initial Certification, "Execution Date" means the date the Contract is fully executed by, and becomes effective between, the parties; if this is an Annual Update, "Execution Date" means the date this certification is signed by the Contractor;
- 3) "Contractor" means the person, firm or corporation named as the contractor below;
- 4) "Applicable Public Official or State Employee" means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
- 5) "**Gift**" has the same meaning given that term in C.G.S. § 4-250(1);
- 6) "Planning Start Date" is the date the State agency began planning the project, services, procurement, lease or licensing arrangement covered by this Contract, as indicated by the awarding State agency below; and
- 7) "Principals or Key Personnel" means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am the official authorized to execute the Contract on behalf of the Contractor. I hereby certify that, between the Planning Start Date and Execution Date, neither the Contractor nor any Principals or Key Personnel has made, will make (or has promised, or offered, to, or otherwise indicated that he, she or it will, make) any **Gifts** to any Applicable Public Official or State Employee.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other principals, key personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

### CAMPAIGN CONTRIBUTION CERTIFICATION:

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:



**STATE OF CONNECTICUT**  
**GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION**

**Lawful Campaign Contributions to Candidates for Statewide Public Office:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

**Lawful Campaign Contributions to Candidates for the General Assembly:**

<u>Contribution Date</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>	<u>Description</u>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Contractor Name

\_\_\_\_\_  
**Signature of Authorized Official**

Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**

**For State Agency Use Only**

_____ Awarding State Agency	_____ Planning Start Date
_____ Contract Number or Description	



STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a State contract for the purchase of goods and services with a value of \$50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b)

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or vendor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. If the bidder or vendor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if the contractor enters into any new consulting agreement(s) during the term of the State contract.

AFFIDAVIT: [ Number of Affidavits Sworn and Subscribed On This Day: \_\_\_\_\_ ]

I, the undersigned, hereby swear that I am the chief official of the bidder or vendor awarded a contract, as described in Connecticut General Statutes § 4a-81(a), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, except for the agreement listed below:

Consultant's Name and Title Name of Firm (if applicable)

Start Date End Date Cost

Description of Services Provided:

Is the consultant a former State employee or former public official? [ ] YES [ ] NO

If YES: Name of Former State Agency Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Name of Bidder or Vendor Signature of Chief Official or Individual Date
Printed Name (of above) Awarding State Agency

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Commissioner of the Superior Court or Notary Public



## STATE OF CONNECTICUT

### AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY

*Affirmation to accompany a large State construction or procurement contract, having a cost of more than \$500,000, pursuant to Connecticut General Statutes §§ 1-101mm and 1-101qq*

#### INSTRUCTIONS:

Complete all sections of the form. Submit completed form to the awarding State agency or contractor, as directed below.

#### CHECK ONE:

- I am a person seeking a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency with my bid or proposal. [Check this box if the contract will be awarded through a competitive process.]
- I am a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the awarding State agency at the time of contract execution. [Check this box if the contract was a sole source award.]
- I am a subcontractor or consultant of a contractor who has been awarded a large State construction or procurement contract. I am submitting this affirmation to the contractor.

#### IMPORTANT NOTE:

Contractors shall submit the affirmations of their subcontractors and consultants to the awarding State agency. Failure to submit such affirmations in a timely manner shall be cause for termination of the large State construction or procurement contract.

#### AFFIRMATION:

I, the undersigned person, contractor, subcontractor, consultant, or the duly authorized representative thereof, affirm (1) receipt of the summary of State ethics laws\* developed by the Office of State Ethics pursuant to Connecticut General Statutes § 1-81b and (2) that key employees of such person, contractor, subcontractor, or consultant have read and understand the summary and agree to comply with its provisions.

\* The summary of State ethics laws is available on the State of Connecticut's Office of State Ethics website at [http://www.ct.gov/ethics/lib/ethics/contractors\\_guide\\_final2.pdf](http://www.ct.gov/ethics/lib/ethics/contractors_guide_final2.pdf)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm or Corporation (if applicable)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Awarding State Agency



## SEEC FORM 11

### **NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN**

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

#### **Campaign Contribution and Solicitation Ban**

*No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;*

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

#### **Duty to Inform**

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

#### **Penalties for Violations**

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

### **Contract Consequences**

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to “State Contractor Contribution Ban.”

#### Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a

business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan or a loan to an individual for other than commercial purposes.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

**REFERENCES**

List the company name, addresses, contact person and telephone numbers of a minimum of three locations where you are currently doing business on a regular basis.

<u>Company Name</u>	<u>Address</u>	<u>Contact Person</u>	<u>Telephone</u>
1 _____	_____ _____	_____	(____)_____
2 _____	_____ _____	_____	(____)_____
3. _____	_____ _____	_____	(____)_____
4. _____	_____ _____	_____	(____)_____
5. _____	_____ _____	_____	(____)_____

This form must be included with your bid.

Project: Men's Baseball And Women's Softball Field Maintenance At Southern Connecticut State University

**Standard Wage Rates Determination  
for Certain Service**

S 11879

**Connecticut Department of Labor  
Wage and Workplace Standards Division**

By virtue of the authority vested in the Labor Commissioner under provisions of Connecticut General Statutes, Section 31-57f the following have been determined to be the minimum rates for each classification adopted from the federal Register of Wage Determinations under the Service Contract Act, Title 29, Part 4 plus a thirty percent surcharge to cover the cost of any health; welfare, and retirement plans. If no such plan is in effect between employees and the employer, an amount equal to thirty percent of the hourly wage shall be paid directly to the employees.

**Project**

**Town** New Haven

Project: Men's Baseball And Women's Softball Field Maintenance At Southern Connecticut State University

<b>OCCUPATIONAL</b>	<b>Minimum Hourly</b>	<b>Benefit Surcharge</b>
Assembler	\$9.56	2.87
Baker	\$15.23	4.57
Bartender	\$10.01	3.01
Boiler Tender	\$28.06	8.42
Busperson	\$7.70	2.31
Carpenter, Maintenance	\$29.07	8.72
Cashier	\$10.53	3.16
Cleaner, Vehicles	\$10.95	3.28

*As of:* 2/27/2009

Project: Men's Baseball And Women's Softball Field Maintenance At Southern Connecticut State University

Cook I	\$13.62	4.09
Cook II	\$14.73	4.42
Counter Attendant	\$9.56	2.87
Dishwasher	\$9.74	2.92
Dry Cleaner	\$11.72	3.52
Electrician, Maintenance	\$36.84	11.05
Elevator Operator	\$10.93	3.28
Fast Food Shift Leader	\$8.27	2.48
Fast Food Worker	\$8.00	2.40
Food Service Worker	\$12.33	3.69
Furniture Handler	\$16.46	4.94
Gardner	\$16.91	5.07
General Maintenance Worker	\$23.64	7.09
Hostess	\$8.66	2.60
Housekeeping Aide	\$13.68	4.11
HVAC	\$22.99	6.90

*As of:* 2/27/2009

Project: Men's Baseball And Women's Softball Field Maintenance At Southern Connecticut State University

Janitor	\$15.30	4.59
Laborer	\$12.96	3.89
Laborer, Grounds Maintenance	\$15.80	4.74
Locksmith	\$22.64	6.79
Maid or Houseman	\$13.68	4.10
Meat Cutter	\$19.00	5.70
Painter, Maintenance	\$25.03	7.51
Parking Lot Attendant	\$9.62	2.89
Pest Controller	\$16.68	5.01
Pipefitter, Maintenance	\$29.16	8.75
Plumber, Maintenance	\$29.85	8.96
Presser, Hand	\$9.56	2.87
Presser, Machine, Drycleaning	\$9.56	2.87
Presser, Machine, Shirts	\$9.56	2.87
Presser, Machine, Wearing Apparel, Laundry	\$9.56	2.87
Refuse Collector	\$15.18	4.55

*As of:* 2/27/2009

Project: Men's Baseball And Women's Softball Field Maintenance At Southern Connecticut State University

Sheet Metal Worker, Maintenance	\$24.10	7.23
Stationary Engineer	\$28.06	8.42
Tractor Operator	\$15.22	4.57
Truck Driver and Snowplow Driver, Heavy Truck - Straight truck, over 4 tons, usually 10 wheels	\$23.19	6.96
Truck Driver and Snowplow Driver, Light Truck - Straight truck, under 1 1/2 tons, usually 4 wheels	\$16.05	4.82
Truck Driver and Snowplow Driver, Medium Truck - Straight truck, 1 1/2 to 4 tons inclusive, usually 6 wheels	\$18.76	5.62
Vending Machine Attendant	\$15.04	4.51
Ventilation Equipment Tender	\$22.86	6.86
Waiter/Waitress	\$9.86	2.96
Washer, Machine	\$10.10	3.03
Window Cleaner	\$16.15	4.85

**Please direct any questions which you may have pertaining to this matter to the Wage and Workplace Standards Division, telephone (860)263-6790.**

*As of: 2/27/2009*



***Southern Connecticut State University***  
***Baseball and Softball Field Maintenance Specification***

February 24, 2008

Prepared for

*Southern Connecticut State University*

*and*

*Connecticut Department of Public Works*

Prepared by

*BL Companies*

## **TABLE OF CONTENTS**

### **1. Overview**

- 1.1 Purpose
- 1.2 Organization of the Baseball and Softball Field Maintenance Specifications
- 1.3 Field Descriptions

### **2. Requirements and Qualifications of the Contractor**

- 2.1 Staging and Equipment Use
- 2.2 Familiarity with Agronomic Principles and Practices
- 2.3 Familiarity with NCAA Baseball and Softball Field Specifications
- 2.4 Additional Submission Requirements

### **3. Play Field Care and Maintenance**

- 3.1 Overview, Uses and Intensity
- 3.2 Contract Limits, Materials and Unit Costs and Surface Areas
- 3.3 Scope of Services to be Provided
  - 3.3.1 Additional Services
  - 3.3.2 Season Start Up
  - 3.3.3 Routine Field Care
  - 3.3.4 Practice Setup
  - 3.3.5 PreGame Setup
  - 3.3.6 Post Game Requirements
  - 3.3.7 Baseball Field Repair
  - 3.3.8 Summer Care
  - 3.3.9 Non-Traditional Fall Season
  - 3.3.10 End-of-Season Maintenance
- 3.4 Non-Turf Maintenance Materials and Methods
  - 3.4.1 Overview
  - 3.4.2 Materials (exclusive of turf and soil mix)
  - 3.4.3 Methods
- 3.5 Turfgrass Care and Maintenance
- 3.6 Removal of Debris and Refuse

## **Appendices**

Appendix A: Game and Event Schedule

Appendix B: Contractor's Bid Form

Appendix C: Fall 2008 Soil Test Results

Appendix D: Contract Limits and Staging

Appendix E: Correspondence Submitted by William M. Dest, PhD.  
dated March 15, 2007

# 1. Overview

## 1.1 Purpose

This *Baseball and Softball Field Maintenance Specification* (the “**Plan**”) has been developed as a baseline document for the purpose of inclusion in a bid solicitation document to qualified Contractors for the maintenance of the baseball field and softball field at Southern Connecticut State University (the “**University**”). The selected maintenance Contractor (the “**Contractor**”) will be responsible for the annual and routine maintenance of each of the two play fields identified in Figure 1 – Context. The specific maintenance requirements and expectations are outlined within this Plan.

In general, the Contractor will be responsible for preseason setup and game assistance, annual turfgrass maintenance, infield care, routine general maintenance, pregame setup, post game care, and end of season care. To assist the Contractor in preparing their bid a *Game and Event Schedule* is provided in Appendix A. The details of Contractor expectations are outlined within this Plan.

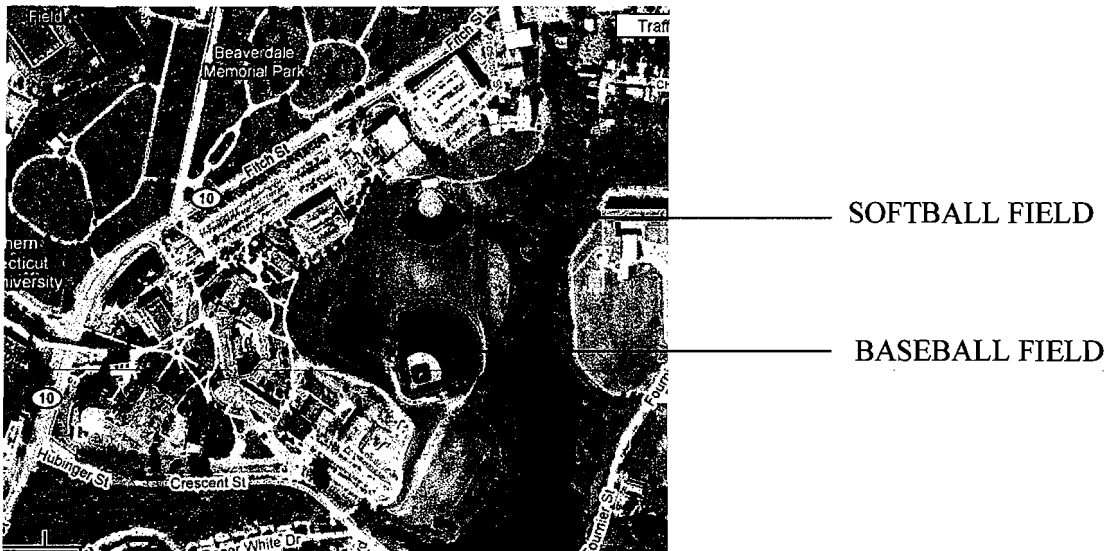


Figure 1 - Context

It must be noted by the Contractor that the maintenance of turfgrass and play surfaces for baseball and softball fields is an organic process with unexpected changing conditions of the play surface occurring. These changes may be a result of a combination of play, weather conditions, and erosion. In addition to routine expected maintenance services and through routine scouting and consultation with the University, the Contractor is expected to identify and address those elements of the play and spectator areas that require maintenance or repair.

## 1.2 Organization of the Baseball and Softball Field Maintenance Specification

The Plan is organized in five sections. The sections are not intended to be stand-alone as they are interrelated. The success of implementing the Plan requires the Contractor's understanding and adherence to the information within each section and professional judgement. In general sections contain the following:

Section 1. Overview introduces the purpose of the Plan and general expectations of the Contractor. It is not intended to cover all requirements of the Plan or the specific expectations of the Contractor.

Section 2. Requirements and Qualifications of the Contractor defines the specific requirements of the Contractor's business practices. This section describes the expected conduct and procedures the Contractor is expected to follow while on University property and using, maintaining and staging equipment. This section supplements all other requirements of this RFD.

Section 3. Play Field Care and Maintenance defines the annual, routine and game day requirements of the Contractor. Section 3 covers all aspects of the infield, play areas, line striping, warning track and spectator areas maintenance.

Section 3.5. Turfgrass Care and Maintenance covers the minimum care and maintenance requirements of the play area turfgrass. Turfgrass care and maintenance requires knowledge of horticultural principals and soil chemistry. This section provides only guidance for the Contractor as a baseline for preparing bids. Based upon information in this section, the prospective Contractor is required to submit an Integrated Turf and Pest Management Plan (the "ITPMP") as part of this bid response.

Section 4. Appendices contain the necessary schedules and bid form that are referred to throughout the Plan and will assist in preparing bids.

## 1.3 Field Descriptions

This Plan covers the maintenance requirements associated with the baseball and softball fields located southeast of Fitch Street and northeast of Beaver Pond at Southern Connecticut State University. The University teams are within the Northeast – 10 Conference. The University is a member institution of the National Collegiate Athletic Association and therefore, the fields must adhere to NCAA rules and regulations.

## **2. Requirements and Qualifications of the Contractor**

### **2.1 Staging and Equipment Use**

The Contractor will utilize the designated staging area for all temporary equipment use, fueling or minor repair or maintenance. (Refer to Appendix E: Contract Limits and Staging) Damage caused by the Contractor either at the staging area or within the maintenance areas which are the responsibility of the Contractor shall be repaired at the Contractor expense. If at any time a spill of fuel, oil or other material occurs the Contractor shall immediately clean the surface with an appropriate absorbing material, sweep, remove from site and disposed of within applicable laws and regulations. Under no circumstance shall maintenance, including refueling, be completed on turfgrass.

### **2.2 Familiarity with Agronomic Principals and Practices**

The Contractor is expected to hold all necessary licenses and registrations for the application of pesticide, herbicide, fungicide, fertilizer and similar chemicals/substances. Furthermore, the Contractor is required to be familiar with agronomic principals including, but not limited to, general maintenance, equipment use and care, soil chemistry, turfgrass species, identification of weeds, diseases and insects and their control or elimination.

### **2.3 Familiarity with NCAA Baseball and Softball Field Specifications**

The fields are governed by the NCAA rules and regulations. All field dimensions, surface requirements, expectations and line painting are detailed in these rule books. The Contractor is expected to understand and follow these requirements. Some deviations may occur between the minimum requirements to correspond to the specific field and surrounding conditions. The Contractor shall be familiar with these deviations and the specific requirements of the field and each coach. The minimum requirements for each of the play areas are incorporated by reference and the Contractor shall refer to the diagrams and text set forth in the publications.

### **2.4 Additional Submission Requirements**

In addition to any other information requested as part of this RFP the prospective Contractor shall submit company qualifications attesting to their past successful relevant experience, company information and staff qualifications. This shall at minimum include:

- a. Letter of Interest
- b. Company Overview
- c. Company Structure and Management
- d. Field Crew Organization and staff appointed to the field maintenance, including contact information for field supervisor.
- e. Hourly rates of appointed field crew
- f. Contractor's Bid Form (Refer to Appendix B)
- g. Overview on approach to management, communication with the University and understanding of agronomic principals and NCAA requirements.
- h. Information on key individual's education and relevant maintenance experience
- i. Relevant experience for work performed similar in nature as described herein

### **3. Play Field Care and Maintenance**

#### **3.1 Overview, Uses and Intensity**

The following section outlines the services, materials and methods to be executed by the Contractor. The Contractor's Bid Form can be found in Appendix B.

The schedule of games and practices are included within Appendix A.

#### **3.2 Contract Limits, Materials and Unit Costs and Surfaces Areas**

The Contract Limit is generally 25' from the outermost limit of improvements associated with each of the fields. The contract limit is depicted in Appendix D. Contractor shall supply a unit cost for each material, application or hourly rate for labor as depicted in Appendix B. To assist the Contractor with formulating their bid the areas of turf, infield and warning track are provided in Appendix D.

#### **3.3 Scope of Services to be Provided**

In general there are seven divisions of maintenance to be provided by the Contractor. They include preseason start up, routine field care, practice care and setup, pre-game care and setup, post game care, summer care, and the non-traditional fall season. The Contractor shall contact the University by February 1 to confirm the beginning of the season and ascertain practice and game schedules for the year.

The services to be provided will be bid on a lump sum or unit cost basis or combination. The services are categorized based upon the bid format. Lump sum bids are for those services which are quantifiable. Unit cost bids are for services which cannot be quantified at this time or may not be required on a routine basis.

Services includes such tasks which requires the fields to be maintained to the highest level of competition, maintaining the integrity of play, and conforming with the requirements of the NCAA.

The Contractor shall provided the following services:

Supplies, including but not limited to, infield mix, top dressing soil, seed, limestone, fertilizer materials, weed control materials, clay, insecticides, pesticides, and fungicides shall be supplied by the awarded Contractor. The bidder shall submit a list of such chemicals to be used with its bid response. The bidder must provide MSDS (material safety data sheets) with its bid response

### 3.3.1 Additional Services

When inspections are conducted and it is determined a repair or additional maintenance is required, said repair/maintenance shall be brought to the University's attention. The Contractor shall submit a cost proposal to the University for the additional services. All additional services shall be performed at the hourly rates and unit cost submitted as part of this proposal as noted on the Contractor's Bid Form, Appendix B.

### 3.3.2 Season start-up

Beginning generally mid February and weather permitting, the Contractor shall conduct a walk-through of the fields with the University to review the field conditions and ascertain the level of maintenance/repairs required. At minimum the Contractor shall conduct the following:

(The following shall be bid on a lump sum basis.)

- a. Install windscreens and backstop pads.
- b. Empty and realign trash receptacles, remove leaves and debris from stands, bull pen areas, on the playing field, and at the base of all perimeter fencing.
- c. Remove chewing gum from dugouts, benches and spectator areas (including walkways and floors). Inspect for graffiti.
- d. Measure and inspect the baseball field pitcher's mound for conformance with NCAA pitcher mound specifications and dimensions.
- e. Measure and inspect infield dimensions and edges.

(The following shall be bid on a Unit Cost basis.)

- f. Repair damaged windscreens and backstops.



- g. Repair and Renovate the pitcher's mound to conform with NCAA standards.
- h. Renovate infield-skinned areas, base lines, home plate area and pitcher's mound at a time weather conditions permit. Method of renovation will depend upon field conditions.
- i. Edge infield, baseline, warning track, pitcher mound and home plate area.
- j. Weed infield and warning track.
- k. Remove snow and ice from play area, dugouts, spectator stands, bullpens and batting cages, pedestrian and vehicular access areas (if applicable) by manual and mechanical means so as to not damage surface materials. Dispose of on site near baseball field.
- l. Address additional requirements as a result of the preseason walk-through.

### 3.3.3 Routine Field Care

Routine Field Care will be conducted between March 1 and June 1 for both baseball and softball fields. The Contractor shall perform the following tasks/inspections as outlined below at the time of each mowing. All routine field care and repairs shall be executed as outlined below or per manufacturer specifications of the product.

Contractor shall perform the following at each mowing:

(The following shall be bid on a lump sum basis.)

- a. Mow per specification in Section 3.5.
- b. Scout for disease, pest, weeds, etc as defined in Section 3.5.
- c. Inspect infield skinned areas, warning track and bullpen for weeds and remove.
- d. Inspect infield (including home base) for uneven/eroded surfaces.
- e. Inspect edge condition between turf and baseline/infield/warning track. Maintain a clean straight edge. All edges must be maintained within the NCAA standards.
- f. Inspect lip condition between infield and turf.
- g. Inspect perimeter fencing for significant defects or damage.
- h. Inspect batting cages for debris and proper fencing installation and repair.
- i. Inspect turf for wear or uneven surfaces.
- j. Monitor infield clay surfaces for excessive compaction, erosion, and uneven surfaces.
- k. Monitor for graffiti.

(The following shall be bid on a Unit Cost basis.)

- l. Application of appropriate pesticide, herbicide, insecticide as needed based upon scouting results.
- m. Repair eroded or worn areas of the infield or warning track.
- n. Edge infield, baseline, warning track, pitcher mound and home plate area.
- o. Recondition infield lip.
- p. Repair fencing.
- q. Repair batting cage.
- r. Repair turf.
- s. Recondition infield-skinned areas, base lines, home plate area and pitcher's mound at a time weather conditions permit. Method of renovation will depend upon field conditions.
- t. Remove graffiti.

#### 3.3.4 Practice Setup

The Contractor shall complete the following on the day of practice and not less than one-half hour prior to the beginning of practice and in the order listed below. Practices occur during the regular Spring Season and in the Fall from September 1 – November 1.

(The following shall be bid on a lump sum basis.)

- a. Empty and realign trash cans and place trash in dumpster.
- b. Remove chewing gum from dugouts and benches.
- c. Sweep and wash dugouts and benches.
- d. Hand rake, level and roll baselines, and add clay if needed.
- e. Hand rake, level and roll home plate, and add clay if needed.
- f. Hand rake, level and roll pitcher's mound, and add clay if needed.
- g. Check irrigation heads to confirm they are recessed and irrigation control boxes are firmly in place
- h. Groom infield.
- i. Hand rake edges of infield to remove clay from turf to prevent build up of infield mix which may have entered the turf during grooming.
- j. Water clay areas.
- k. Install bases.

#### 3.3.5 Pre-Game Setup

The Contractor shall complete the following on the day of a scheduled game. The field shall be made ready for play one hour before a scheduled game time to allow for pre-game practice. The Contractor shall remain on the premises to assist with monitoring/repairing the field during the game time.

(The following shall be bid on a lump sum basis.)

- a. Remove chewing gum and graffiti from dugouts and benches and stands.
- b. Empty and realign trash receptacles, remove debris from stands, dugouts, bullpen area, batting cages, on the playing field, and at the base of all perimeter fencing and within the contract limits.
- c. Check irrigation heads to confirm they are recessed and irrigation control boxes are firmly in place.
- d. Sweep and wash dugout and benches.
- e. Groom warning track.
- f. Hand rake, level and roll baselines, and add clay if needed.
- g. Hand rake, level and roll home plate, and add clay if needed.
- h. Hand rake, level and roll pitcher's mound, and add clay if needed.
- i. Groom remaining infield.
- j. Hand pick clay off grass edges at perimeters of infield prior to the game.
- k. Water clay areas to have firm base and soft cushion (first ½" of clay).
- l. Install bases and inspect for tears and ensure anchors are secure.
- m. Ensure pitcher's rubber and home plate are securely installed.
- n. Wash baselines and paint fair lines on grass.
- o. Lime infield lines and batter's box, paint home plate, and pitcher's mound rubber.
- p. Re-hand rake baselines, home plate, and pitcher's mound and groom infield per f-j above following pregame practice.
- q. Hose down the skinned area of the infield and the batter's box, pitcher's mound, and warning track as necessary based upon weather conditions and between innings.
- r. For double header: Complete items b, e through k, and m through q above, and wash and paint bases.

### 3.3.6 Post Game Requirements

The following shall be executed upon completion of each game.

(The following shall be bid on a lump sum basis.)

- a. Remove chewing gum from dugouts and benches and stands.
- b. Empty and realign trash receptacles, remove debris from stands, dugouts, bullpen area, back cages, on the playing field, and at the base of all perimeter fencing. Dispose of litter within the dumpster located at Pelz Gym.
- c. Sweep and wash dugout and benches.
- d. Remove bases.

- e. Inspect infield, lip, turf, fencing, bases and base anchors for wear/damage. Repair at a time interval that will not impede playability.

### 3.3.7 Baseball Field Repair

The following items have been identified as necessary to repair deficiencies at the baseball field. These items shall be executed at a time approved by the University and so as to not impede field playability.

(The following shall be bid on a lump sum basis.)

- a. Edge pitcher's mound to restore 9 foot radius.
- b. Edge baselines to restore 36 inch width.
- c. Restore base arcs to 13 feet radius.
- d. Restore coaches' boxes to recommended 5 x 20 feet at a distance offset from the each baseline as recommended by NCAA.

### 3.3.8 Summer Care

Summer requires less care of the fields as it pertains to playability. Therefore, the focus of summer care is turf health and includes the following:

(The following shall be bid on a lump sum basis.)

- a. Mow per specification in Section 3.5
- b. Scout for disease, pest, weeds, etc as defined in Section 3.5.
- c. Inspect infield skinned areas and warning track for weeds and remove.
- d. Monitor for graffiti.

(The following shall be bid on a Unit Cost basis.)

- e. Application of appropriate pesticide, herbicide, insecticide as needed based upon scouting results.
- f. Remove graffiti.

### 3.3.9 Non-Traditional Fall Season

The non-traditional fall season runs from the first week of September to the end of October. Each team has an Alumni game as well as intersquad scrimmages and competition against other institutions. These normally occur on weekends and do not total more than 4 scrimmages for baseball and 8 for softball.

(The following will be billed on a lump sum basis.)

- 1. Follow all requirements for pre-game setup as found in section 3.3.5.
- 2. Drag fields daily when practices are scheduled.

3. Line fields twice a week during the entire non-traditional fall season.

#### 3.3.10 End-of-Season Maintenance

At the end of each baseball and softball season, specific site amenities shall be removed and stored in a location as noted by the owner.

(The following will be bid on a lump sum basis.)

1. Remove and store all backstop netting.
2. Remove and store all field pads.
3. Remove and store all windscreens.

### 3.4 Non-Turf Maintenance Materials and Methods

#### 3.4.1 Overview

The following describes the materials to be used and furnished by the Contractor and methods to be employed for installation or maintenances for all non-turf requirements.

The Contractor shall follow the guidelines provided in Section 3.5. Integrated Turf and Pest Management Plan.

#### 3.4.2 Materials (exclusive of turf and soil mix)

The Contractor shall utilize the following products:

- a. Baseball Infield Mix: Beam Clay Baseball Diamond Mix; Pro Premium Infield Mix.
- b. Baseball Pitcher's mound Mix: Beam Clay Pitcher's mound Clay – Red.
- c. Baseball Home Plate Mix: Beam Clay Home Plate Clay.
- d. Warning Track: Beam 3/16" Warning Track Mix.
- e. Softball Infield Mix: Native processed clay mixed with washed sand and free of all debris.
- f. Windscreen: Vinyl coated equal in size, color, and material of existing windscreen.
- g. Fencing: Shall be comparable quality, size and installed in a similar manner as the existing fencing.
- h. Drying Agent: Beam Diamond Dry.
- i. Line Markings: Pulverized Lime for skinned areas and white paint for turf.

### 3.4.3 Methods

The following are recommended minimum methods of maintenance and installation of materials.

- a. Lip Care: Remove infield material which may have migrated through erosion or play from the infield, baselines, coaches, box, home plate or pitcher's mound and warning track from turf through hand removal or flexible steel fan rake so as to not damage turf or promote migration of clay into topsoil.
- b. Edging: Edging shall be done with an appropriate edger that defines a clean and sharp edge. All edging shall be done with guides in place to ensure proper dimensions of the field play area are maintained. Contractor shall confirm proper dimensions following edging.
- c. Pitcher's Mound: Pitcher's mound renovation and repair (including bullpens) must adhere to the guidelines of the NCAA. Refer to the NCAA specifications for all dimensions, elevations and slopes.
- d. Warning Track, Infield and Baseline Grooming: Groom utilizing a rigid or flexible infield drag mat fashioned with a leveling bar. Baselines, coaches' boxes, on-deck circles, pitcher's mound and home plate shall be groomed using a hand drag groomer.
- e. Warning Track, Infield and Baseline Weeding: Contractor shall inspect and remove weeds from the warning track, infield, and baselines by hand or mechanical means and restore surface to a satisfactory playing condition.
- f. Infield Renovation: Infield renovation shall be completed by mechanical tilling or nail dragging. The selected method will depend on the condition of the infield. When restoring the infield to its final grade use laser guided equipment to a tolerance of 0.5%.
- g. Dugouts: All dugouts shall be hand swept with stiff bristled broom or metal rake and debris removed. Litter, chewing gum and other debris shall be removed and disposed of as identified in *3.6 Removal of Debris and Refuse*. Power washing of surface may be required to remove excessive build up of sediments. Structural maintenance is not the responsibility of the Contractor.
- h. Spectator Seating: All spectator seating areas shall be hand swept with stiff bristled broom or metal rake and debris removed. Litter, chewing gum and other debris shall be removed and disposed of as identified in *3.6 Removal of Debris and Refuse*. Structural maintenance is not the responsibility of the Contractor.
- i. Walkways: Walkways within the contract limits hand or mechanical means. Litter, chewing gum and other debris shall be removed and disposed of as identified in *3.6 Removal of Debris and Refuse*. Pavement repair and maintenance is not part of this Contract.

- j. Fencing: Any repairs of fencing shall be performed in accordance with manufacturer/supplier specifications and comparable to existing materials and methods.
- k. Pitcher's Rubber, Home plate and Bases: If at anytime the pitcher's rubber, home plate or a base must be removed, repair or replaced the Contractor shall do so following the manufacturers recommended installation methods.

### 3.5 Turfgrass Care and Maintenance

As part of this submittal the interested Contractor shall submit an Integrated Turf and Pest Management Plan ITPMP. In accordance with Connecticut General Statutes Section 22a-661, this ITPMP will be the basis of turf management for the softball and baseball fields. The awarded Contractor shall provide the ITPMP on an annual basis to the University by February 1.

Please note that the University has been mandated by the Governor's office to use environmentally-preferred "green" products. In accordance with Executive Order No. 14, the awarded Contractor shall utilize EPP (environmentally preferable products) in the development and implementation of the ITPMP. The bidder shall submit a list of such chemicals to be used with its bid response. The bidder must provide MSDS (material safety data sheets) with its bid response.

The following is considered the minimum requirements of the ITPMP and will be incorporated into the Contractor's ITPMP by reference. The Contractor shall supplement this information based upon the ITPMP outline provided within the Contractor's Bid Form, Appendix B.

#### a. Introduction

This ITPMP is a guide for the use by the Contractor for the maintenance of the turfgrass associated with both the baseball field and softball field. Because of the evolving nature of turfgrass management and the application of treatment methods the Contractor shall be responsible for ensuring the content of this ITPMP conforms to applicable laws and regulations for the use, storage, application and disposal of equipment, debris and chemicals. The Contractor's introduction should be a statement of understanding and intent.

#### b. Goals and Objectives

The goal of the ITPMP is to maintain the fields to the highest level of playability through quality and healthy turf that is managed in a cost effective manner with reduced environmental risks and conscious of owner capital costs. Because the maintenance of turf for an athletic field is labor intensive,

sometimes utilizing a higher than average quantity of chemicals, it is to the benefit of the University and Contractor to define and implement an ITPMP; an ITPMP will help minimize the use of large quantities chemicals by targeting areas of treatment on an as-needed basis. As opposed to a blanket-coverage traditionally utilized in fields. The Contractor shall state the goals and objectives of the ITPMP and how the bidder anticipates the ITPMP will adhere to the above goals and objectives.

c. Best Management Practices

The best assurance and most cost effective means to healthy turfgrass that performs to the standards of play associated with collegiate baseball and softball is the implementation of best management practices (BMPs). The bidder shall list the BMPs to be employed. Common BMPs include:

- Mowing to a proper height, frequency and direction
- Soil Testing annually
- Irrigation to ensure soil moisture content
- Scouting for pests and weeds and monitoring thresholds
- Utilizing environmental preferred products

d. Turf Maintenance Materials, Equipment and Methods. The following are the required minimum materials, equipment and methods to be employed as part of the ITPMP – exclusive of the application of herbicide, pesticide, fungicides, insecticide and other cultural management control practices not covered within this section.

- i. Turf Seed Mix: Contractor shall furnish seed mixture as necessary to conduct repairs and renovations per the Seed Mixture specification outlined on page 12 of the correspondence submitted by William M. Dest, PhD, dated March 15, 2007
- ii. Topsoil: The topsoil borrow for use on the field shall be a sandy loam containing between a 4 to 7% organic matter content and no stones over one-half inch (1/2") in diameter. The topsoil shall be free of clods, vegetative matter such as sods and woods, containments that affect plant growth and all other foreign material (concrete, tar residues, glass, etc). The topsoil shall be taken from an A or Ap horizon of a naturally occurring soil and not compounded by intentional mixing of component soils. The topsoil shall not be handled or moved when excessively wet or in a frozen condition. The awarded Contractor shall furnish a report to the Agency Representative showing the soil particle size, textural classification and organic matter content and chemical composition of the



topsoil from a laboratory certified by the American Association for Laboratory Accreditation.

iii. Mowing

1. Mower and Settings: The awarded Contractor shall mow the fields with reel mowers set to mow at 1½ inch cutting height. Any changes to the mowing height shall be at the discretion of the Agency Representative and the changes carried out by the awarded Contractor upon notification. The clip of the reel on the mowing units must closely match the mowing height and this information be supplied to the Agency Representative. The ground speed of the mower while moving shall not to exceed the speed recommended by the manufacturer. The reel mower shall be capable of cutting between 6' and 9' in width, with a floating deck to reduce scalping. Gang mowers are not permitted. Mow height shall be set at 3" during summer maintenance to assist in maintaining moisture content.
2. Mowing Schedule: Mowing shall be done at approximately three to five day intervals and removing no more than 1/3 of the turf height during the growing season or at intervals as directed by the University.
3. Perimeter Cutting: The awarded Contractor shall be responsible for cutting the grass around non-play areas to twenty-five feet (25') beyond the fence surrounding the fields. A rotary mower set at a height of 3 inches may be used exterior of the field fence in none play areas.
4. Patterns: Mowing directions shall be changed with each successive mowing so that at least four (4) mowing patterns are used on the field.
5. Clippings: Grass clippings shall be returned to the turf unless objectionable clumps are left on the surface that may cause injury to the turf or interfere with play (such as ball-to-surface properties). Grass clippings not returned to the turf shall be recycled. The awarded Contractor shall provide the name and address of the processing facility used for recycling the clippings and also provide monthly tonnage figures to the attention of SCSU's Recycling Coordinator, Heather Stearns ([Stearnsh1@southernct.edu](mailto:Stearnsh1@southernct.edu)), 203-392-6931.
6. Dethatching. Dethatching of both fields was completed on August 22, 2007. Dethatching of the fields maybe recommended to the University by the Contractor based upon scouting and best management practices. The awarded Contractor shall obtain the University's approval prior to

starting this process. Material brought to the surface shall be swept up and removed from the playing surface immediately.

7. Aeration. Awarded Contractor shall aerify the fields with an aerifier with hollow tines spaced at least three inch to three and one-half inch (3" to 3-1/2") centers and a coring depth of approximately four inches (4") once in the spring when the baseball season ends (approximately mid – May) and again prior to the start of the playing season in early September. At the University's request deep tine aeration to a depth of a minimum of 9 inches may be required to assist in surface drainage. When such a request is required the Contractor shall utilize equipment capable of penetrating to such a depth and achieve the desired results. All aeration shall be completed when adequate moisture content is obtained within the soil. Soil cores shall remain on the surface and shall be pulverize by use of a drag mat.
8. Top Dressing. Where low spots or depressions occur in the field, the fields must be top-dressed with a material that matches the texture of the material within the root zone. Topdressing may also be used in areas that need re-seeding. In this case, seed is broadcast over the surface area, followed by a top-dressing of 1/4" depth of rootzone mixture. See Turf Repair and Overseeding below.
9. Turf Repair and Undulations. The Contractor shall repair worn turf and repair undulations and uneven turf by appropriate methods and at a time which will not impede playability. Contractor shall be responsible for maintaining new turf establishment until accepted by the University. Repair of turf may require overseeding or removing existing turf and replacing with sod. Thick cut sod may be required if repairs are required during the play season.
10. Overseeding. If at anytime the health of the turf has deteriorated as a result of ware, disease, pest or other means overseeding may be required. The Contractor shall overseed using a slice seeder and after the end of the Spring season.
11. Soil Testing. A soil test was completed in the Fall of 2008. The results are provided in Appendix C. In general the soils are a loamy sand with medium organic content. pH ranges from 5.8 – 6.1 and nutrient content is optimal. The Contractor is expected to conduct an annual soil test for each field in September of each year. Three samples shall be taken separately from each field. The samples shall be combined into one sample (one each field) and delivered to an approved soil testing facility to determine pH, calcium, magnesium,

phosphorous, potassium, boron, copper, iron, manganese, zinc and aluminum. Recommendations shall be reported to the University including cost proposals for the application of necessary fertilizers and adjustments to soil pH which may vary from the program identified below.

12. pH/Liming. The awarded Contractor shall apply palletized lime to the field as required based on soil test results from a rate of 50 pounds per 1000 sq.ft. Limestone treatments shall be applied in late fall after the playing season is completed and when the ground is not frozen. Treatment must be approved by the University prior to its application.
13. Fertilization. The soil analysis in the fall of 2008 was a minimum recommendation based upon general lawn maintenance. Since no significant depletions in soil nutrients were detected the Contractor shall follow the application schedule noted on page 10 of the correspondence submitted by William M. Dest, PhD, dated March 15, 2007.
14. Rolling. The Contractor shall roll the fields as required and after approval from the University. Rolling typically would occur after spring thaw to depress frost heaves. Rolling shall be done utilizing equipment substantial enough to reduce heaves and to the satisfaction of the University. Draining of water from rollers is to be done outside of play and spectator areas.
15. Irrigation. Irrigation shall be the responsibility of the awarded Contractor and appropriately licensed as required in Connecticut GS 20-330. The University shall provide an irrigation schedule to the awarded Contractor. This schedule shall disclose when the irrigation system shall be turned on for the Spring and when the irrigation system shall be winterized for the Fall/Winter season. The awarded Contractor shall be responsible for the setting and re-setting of the irrigation times as appropriate, and depending on field conditions and power outages. The awarded Contractor shall repair all broken parts of the irrigation system as needed. The awarded Contractor shall provide copies of invoices for all parts purchased for repairs in order to be reimbursed and shall be submitted within 30 days of purchase to the Agency Representative. The awarded Contractor shall keep the University informed as to the condition and adequacy of the irrigation pipe.
16. Pest Control. Pest control is critical to the health and maintenance of these fields. The Contractor shall provide a detailed plan of pest

control within its ITPMP as noted. The following are general guidelines that must be followed in the development of this plan.

- a. Procedure: For all pests, it is important to first determine the actual pest present. After the pest is identified, the Contractor shall choose the safest, most effective control. In the case of pesticides, herbicides, and insecticides, proper, safe application includes an analysis of scheduling and coordination with practices and games. Safe, effective control also means following appropriate directions for application rates, applying controls when they will be most effective, and treating only areas in need.
- b. Broadleaf Weed Control: It may be necessary to apply broadleaf herbicides for the control of knotweed, clover, dandelion, plantain, and other pests. Applications should be per manufacturer's specifications.
- c. Pre-emergent Herbicides: It may be necessary to apply pre-emergent herbicides to control crabgrass, goosegrass, and foxtail.. All applications should be made in the spring and should follow manufacturer's recommendations for rates and timing.
- d. Post-emergent Herbicides: It may be necessary to apply post-emergent herbicides to control summer annual and perennial grasses, broadleaf weeds and sedges. All applications should be completed in the summer months according to manufacturer's specifications. Applications should also occur when grasses are actively growing, have adequate moisture and the temperature is less than 85 degrees Fahrenheit. Avoid applications in mid-summer or during periods of severe drought.
- e. Fungicides: It may be necessary to apply fungicides to control diseases such as brown-patch disease. Applications should be per manufacturer's specifications.
- f. Insecticides: It may be necessary to apply insecticides to control white grubs or other pests. Applications should be per manufacturer's specifications.
- g. Flight Control: It may be necessary to apply Flight Control to control geese populations. Applications should be per manufacturer's specifications.

### 3.6 Removal of Debris and Refuse

Dispose of litter within the dumpster located at Pelz Gym. Leaves to be disposed of at an appropriate recycling facility by the awarded Contractor. The Contractor shall submit to the SCSU's Recycling Coordinator all tonnage figures and receipts of all material disposed of off-campus.

## **Appendix A: Game and Event Schedule**

**2009 SOUTHERN CONNECTICUT State University  
BASEBALL SCHEDULE**

Saturday	14 <sup>th</sup>	2:00PM	Georgia College and State	Milledgeville, GA	2-9's
Sunday	15 <sup>th</sup>	12:00PM	Georgia College and State	Milledgeville, GA	
Saturday	1-9 28 <sup>th</sup>	10:00AM	Dominican College	Petersburg, VA	1-9/1-7
<b><u>March</u></b>					
Sunday	1 <sup>st</sup>	9:00AM	CW Post	Petersburg, VA	1-9/1-7
Wednesday	4 <sup>th</sup>	3:00PM	Bloomfield College	SCSU	1-9
Thursday	5 <sup>th</sup>	3:00PM	Post University	SCSU	1-9
Saturday	7 <sup>th</sup>	12:00PM	Mercy College	SCSU	1-9
Tuesday	10 <sup>th</sup>	3:00PM	Concordia College	SCSU	1-9
Friday	13 <sup>th</sup>	TBD	Felician College	Boca Raton, FL	1-9
Saturday	14 <sup>th</sup>	TBD	Adelphi University	Boca Raton, FL	1-9
Tuesday	17 <sup>th</sup>	3:00PM	*ST Rose	Boca Raton, FL	1-9
Friday	20 <sup>th</sup>	TBD	Caldwell College	Boca Raton, FL	1-9
Saturday	21 <sup>st</sup>	TBD	*St. Rose	SCSU	1-9
Tuesday	24 <sup>th</sup>	TBD	ST Thomas Aquinas	Boca Raton, FL	2-7's
Wednesday	25 <sup>th</sup>	TBD	University of Bridgeport	Winter Haven, FL	2-9's
Thursday	26 <sup>th</sup>	7:00PM	Florida Southern College	Lakeland, FL	1-9
Tuesday	31 <sup>st</sup>	3:00PM	Florida Southern College	Lakeland, FL	1-9
			University of Tampa	Tampa, FL	1-9
			*Pace University	SCSU	1-9
<b><u>April</u></b>					
Thursday	2 <sup>nd</sup>	3:00PM	*Pace University	Pleasantville, NY	1-9
Saturday	4 <sup>th</sup>	12:00PM	*University of New Haven	SCSU	2-9's
Sunday	5 <sup>th</sup>	12:00PM	*Franklin Pierce University	SCSU	2-9's
Tuesday	7 <sup>th</sup>	3:00PM	*Assumption College	Worcester, MA	1-9
Wednesday	8 <sup>th</sup>	3:00PM	*Franklin Pierce University	Rindge, NH	1-9
Thursday	9 <sup>th</sup>	3:00PM	*Assumption College	SCSU	1-9
Saturday	11 <sup>th</sup>	12:00PM	*UM Lowell	SCSU	2-9's
Monday	13 <sup>th</sup>	3:00PM	*UM Lowell	Lowell, MA	1-9
Tuesday	14 <sup>th</sup>	3:00PM	*Merrimack College	North Andover, MA	1-9
Thursday	16 <sup>th</sup>	3:30PM	*Merrimack College	SCSU	1-9
Saturday	18 <sup>th</sup>	12:00PM	*AIC	Springfield, MA	2-9's
Sunday	19 <sup>th</sup>	1:00PM	*AIC	SCSU	1-9
Tuesday	21 <sup>st</sup>	3:30PM	*ST Anselm College	Manchester, NH	1-9
Thursday	23 <sup>rd</sup>	3:30PM	*ST Anselm College	SCSU	1-9
Saturday	25 <sup>th</sup>	12:00PM	*Stonehill College	Easton, MA	2-9's
Sunday	26 <sup>th</sup>	1:00PM	*Stonehill College	SCSU	1-9
Tuesday	28 <sup>th</sup>	3:30PM	*Bentley College	Waltham, MA	1-9
Wednesday	29 <sup>th</sup>	3:30PM	Adelphi University	SCSU	1-9
Thursday	30 <sup>th</sup>	3:30PM	*Bentley College	SCSU	1-9
<b><u>May</u></b>					
Saturday	2 <sup>nd</sup>	12:00PM	*SNSU	Manchester, NH	2-9's
Sunday	3 <sup>rd</sup>	1:00PM	*SNSU	SCSU	1-9
<b>Playoffs</b>	<b>May 4 – May 15</b>		<b>TBA</b>		

\* indicates NE-10 conference games



## Southern Connecticut State University Spring 2009 Women's Softball Schedule



\*\* All games are double-headers, bolded games are home

<u>Dates</u>	<u>Day</u>	<u>Opponent</u>	<u>Game Times</u>	<u>On Field/Bus Time</u>
<b>MARCH</b>				
<b>3/5/2009</b>	<b>Thursday</b>	<b>Post University</b>	<b>1:00p</b>	<b>11:30a</b>
<b>3/15/2009</b>	<b>Sunday</b>	<b>NYIT</b>	<b>12:00p</b>	<b>10:30a</b>
<i>Florida Spring Trip At Florida Gulf Coast</i>				
		Travel Day	Depart to Airport	6:00am
3/19/2009	Thursday	Molloy College At FGCU	10:00a	
3/20/2008	Friday	Bridgeport At FGCU	10:00a	
3/25/2009	Wednesday	At Adelphi	3:00p	11:30a
3/26/2009	Thursday	CW Post	2:30p	1:00p
3/28/2009	Saturday	** Saint Anselms	1:00p	11:30a
3/29/2009	Sunday	** Saint Michael's	1:00p	11:30a
3/31/2009	Tuesday	** At Saint Rose	3:00p	10:00a
<b>APRIL</b>				
4/1/2008	Wednesday	NYIT	2:30p	
4/4/2009	Saturday	** Southern New Hampshire	1:00p	11:30a
4/5/2009	Sunday	** Umass Lowell	1:00p	11:30a
4/8/2009	Wednesday	** At AIC	3:00p	12:00p
4/10/2009	Friday	** Pace	11:00a	8:30a
4/11/2009	Saturday	** At Franklin Pierce	1:00p	7:00a
4/14/2009	Tuesday	** At Assumption	3:00p	11:15a
4/18/2009	Saturday	** At Stonehill	1:00p	7:30a
4/19/2009	Sunday	** At New Haven	1:00p	11:15a
4/25/2009	Saturday	** Bentley	1:00p	11:30a
4/26/2009	Sunday	** Merrimack (SENIOR DAY)	1:00p	11:30a
<b>MAY</b>				
5/1/2009	Friday	NE-10 Playoffs	TBA	
5/2/2009	Saturday	NE-10 Playoffs	TBA	
5/3/2009	Sunday	NE-10 Playoffs	TBA	
5/7/08-5/11/08		NCAA Division II Regionals	TBA	
5/14/08-5/19/08		NCAA Division II Finals	TBA	

**Appendix B: Contractor's Bid Form  
(Pricing Schedule)**



**Routine Services to Be Provided**

The following bid items are on a lump sum basis (LS) per occurrence.

a. Season start up:

Baseball \$ \_\_\_\_\_ LS per occurrence

Softball \$ \_\_\_\_\_ LS per occurrence

b. Routine Field Care

Baseball \$ \_\_\_\_\_ LS per occurrence

Softball \$ \_\_\_\_\_ LS per occurrence

c. Practice

Baseball \$ \_\_\_\_\_ LS per occurrence

Softball \$ \_\_\_\_\_ LS per occurrence

d. PreGame

Single Game

Baseball \$ \_\_\_\_\_ LS per occurrence

Softball \$ \_\_\_\_\_ LS per occurrence

Double Header (in addition to above)

Baseball \$ \_\_\_\_\_ LS per occurrence

Softball \$ \_\_\_\_\_ LS per occurrence

e. Post Game Requirements

Baseball \$ \_\_\_\_\_ LS per occurrence

Softball \$ \_\_\_\_\_ LS per occurrence

f. Baseball Field Repair and Recommendations

Baseball \$ \_\_\_\_\_ LS per occurrence

g. Summer Maintenance

Baseball \$ \_\_\_\_\_ LS per occurrence

Softball \$ \_\_\_\_\_ LS per occurrence

**Non Turf Maintenance Materials and Methods**

The following bid items are on a unit cost basis for materials, supplies, labor and installation:

a. Baseball Infield Mix:

\$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per bag; \_\_\_\_\_ lbs per bag

b. Baseball Pitcher's mound Mix:

\$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per bag; \_\_\_\_\_ lbs per bag

c. Baseball Home Plate Mix:

\$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per bag; \_\_\_\_\_ lbs per bag

d. Warning Track:

\$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per bag; \_\_\_\_\_ lbs per bag

e. Softball Infield Mix:

\$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per bag; \_\_\_\_\_ lbs per bag

f. Drying Agent:

\$ \_\_\_\_\_ per ton

\$ \_\_\_\_\_ per bag; \_\_\_\_\_ lbs per bag

g. Lip Care:

Baseball \_\_\_\_\_ LF per occurrence

Softball \_\_\_\_\_ LF per occurrence

h. Edging:

\$ \_\_\_\_\_ per SF

i. Warning Track Grooming

Baseball \_\_\_\_\_ LS per occurrence

j. Infield and Baseline Grooming:

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

k. Warning Track and Infield Weeding

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

l. Infield Renovation (excluding infield mix):

Nail dragging

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

Rototilling

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

m. Pitcher's Rubber, Home plate and Bases

\$ \_\_\_\_\_ per base installation

**Turf Maintenance Materials, Equipment and Methods**

a. Turf Seed:

\$ \_\_\_\_\_ per LB

b. Topsoil:

\$ \_\_\_\_\_ per CY

c. Mowing

Play Field

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

Perimeter

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

d. Detaching.

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

e. Aeration.

4" Core

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

9"+ Core

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

f. Top Dressing

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

g. Turf Repair.

Over seeding \$ \_\_\_\_\_ per SF

Sod – regular Cut \$ \_\_\_\_\_ per SY

Sod – Thick Cut \$ \_\_\_\_\_ per SY

h. Overseeding

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

i. Soil Testing.

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

j. pH/Liming.

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

k. Fertilization.

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

- l. Rolling
  - Baseball \_\_\_\_\_ LS per occurrence
  - Softball \_\_\_\_\_ LS per occurrence
  
- m. Irrigation.
  - Per Contractor's hourly rate schedule
  
- n. Pest Control
  - Broadleaf Herbicides
    - Baseball \_\_\_\_\_ LS per occurrence
    - Softball \_\_\_\_\_ LS per occurrence
  - Pre-Emergent Herbicides
    - Baseball \_\_\_\_\_ LS per occurrence
    - Softball \_\_\_\_\_ LS per occurrence
  - Post-Emergent Herbicides
    - Baseball \_\_\_\_\_ LS per occurrence
    - Softball \_\_\_\_\_ LS per occurrence
  - Fungicides
    - Baseball \_\_\_\_\_ LS per occurrence
    - Softball \_\_\_\_\_ LS per occurrence
  - Insecticides
    - Baseball \_\_\_\_\_ LS per occurrence
    - Softball \_\_\_\_\_ LS per occurrence

Flight Control

Baseball \_\_\_\_\_ LS per occurrence

Softball \_\_\_\_\_ LS per occurrence

### **Integrated Turf and Pest Management Plan (ITPMP)**

In addition, the prospective Contractor shall submit an ITPMP based upon the provisions of Section 3.5 of this Plan and following the outline provided below:

- a. Introduction
- b. Goals and Objectives
- c. Best Management Practices
- d. Turf Maintenance Materials, Equipment and Methods.
- e. Management and Control of Turfgrass Disease, Cultural Problems, Insects, Weeds
  - i. Anticipated and Common Disease, Cultural, Insect and Herbaceous Problems
    1. Annual and Seasonal
    2. Other Common Issues
  - ii. Scouting, Thresholds
  - iii. List of proposed control methods and rates of application
    1. Environmentally Preferred Products
    2. Proven Biological Controls
    3. Chemical Controls
- f. Reporting and Record Keeping
- g. Mixing and Application of Control Methods
- h. Equipment to be utilized
- i. Applicator and Copy of applicable licenses and registrations
- j. Allowance costs for additional items not noted above

### **Hourly Rates for Additional Services**

The Contractor shall submit a list of hourly rates for employees, by type, to be used in the negotiations by the University for additional maintenance services not explicitly defined in this contract.

#### **MISCELLANEOUS SERVICES:**

The provision of any service not specifically addressed by this RFP/RFQ for which the awarded Contractor seeks to be paid in excess of the rate set forth in this section shall be the subject of an amendment to the contract to be negotiated with the awarded Contractor. Any such amendment shall be set forth in a writing signed by the Contractor and the University and approved by the office of the Attorney General. These services will be negotiated based upon the Contractor's hourly rate scheduled submitted above.



**Appendix C: Fall 2008 Soil Test Results**



# University of Connecticut Department of Plant Science

Soil Nutrient Analysis Laboratory, 6 Sherman Place, Box U-102, Storrs, CT 06269-5102,  
Phone : 860-486-4274, Fax : 860-486-4562.

<b>GROWERS ADDRESS</b>		<b>SAMPLE ID</b>	
JAMES FIELDING BL COMPANIES 150 TRUMBULL ST 6TH FLOOR HARTFORD, CT 06103		SCSU WOMENS SOFTBALL	
<b>LAB ID</b>	<b>RECEIVED</b>	<b>REPORTED</b>	
8253	11/20/08	11/26/08	
<b>SALES AGENT</b>			

### NUTRIENTS EXTRACTED FROM YOUR SOIL (MODIFIED MORGAN EXTRACTABLE)

		BELOW OPTIMUM	OPTIMUM	ABOVE OPTIMUM
pH	6.1			
Calcium	2536 lbs/acre	*****	*****	
Magnesium	378 lbs/acre	*****	*****	*****
Phosphorus	36 lbs/acre	*****	*****	*****
Potassium	113 lbs/acre	*****		

Element	ppm	Soil Range
Boron (B)	0.30	0.1-2.0
Copper (Cu)	0.40	0.3-8.0
Iron (Fe)	3.90	1.0-40.0
Manganese (Mn)	2.90	3.0-20.0
Zinc (Zn)	7.80	0.1-70.0
Aluminum (Al)	26	10-300

Estimated Total Lead: Low, typical background levels

### LIME AND FERTILIZER RECOMMENDATIONS

**CROP OR PLANT ESTABLISHED LAWN**

**LIMESTONE (GROUND, GRANULAR, PULVERIZED OR PELLETTED):**

Apply 50 lbs. per 1000 sq. ft. to raise the pH level. Have your soil re-tested in 3-4 years.

**FERTILIZER:**

Phosphorus and Potassium levels are adequate. Therefore, follow the recommendations for maintenance fertilizers shown on the enclosed sheet. Use a lawn fertilizer, such as 10-6-4, 19-4-4, 28-3-8 or 30-4-4.

**COMMENTS:**

Soil texture classification: Loamy sand  
Organic content classification: Medium

If you have questions about this report or about any other plant or soil problem, contact the University of Connecticut Home & Garden Education Center, Department of Plant Science, U-115, Storrs, CT 06269-4115. Phone: (877) 486 6271 (toll-free).



University of Connecticut  
*College of Agriculture and Natural Resources*

Department of Plant Science  
Soil Nutrient Analysis  
Laboratory

## RESULTS REPORT

November 26, 2008

**Company Name :** JAMES FIELDING  
BL COMPANIES  
150 TRUMBULL ST 6<sup>TH</sup> FLOOR  
HARTFORD, CT 06103

**Lab Number :** MA08- 247  
**Sample Name :** SCSU WOMENS SOFTBALL

### Textural Analysis

Percentages are Based on the Fine Earth Fraction (Less than 2mm)

<b>Sand :</b>	78.0 %
<b>Silt :</b>	14.0 %
<b>Clay :</b>	8.0 %

According to USDA criteria, this sample classifies as a **LOAMY SAND**. Classification is based on particles that are sand size or finer (i.e. Less than 2 millimeters in diameter.)

### Organic Matter

The organic matter as determined by loss on ignition is 4.0%

### Soluble Salts

The soluble salts are 0.19 mmhos/cm.

*An Equal Opportunity Employer*

Union Cottage  
6 Sherman Place Unit 5102  
Storrs, Connecticut 06269-5102 USA  
Telephone: (860) 486-4274  
Facsimile: (860) 486-4562  
web: [www.soiltest.uconn.edu](http://www.soiltest.uconn.edu)



# University of Connecticut Department of Plant Science

Soil Nutrient Analysis Laboratory, 6 Sherman Place, Box U-102, Storrs, CT 06269-5102,  
Phone : 860-486-4274, Fax : 860-486-4562.

<b>GROWER'S ADDRESS</b>			<b>SAMPLE ID</b>		
JAMES FIELDING BL COMPANIES 150 TRUMBULL ST 6TH FLOOR HARTFORD, CT 06103			SCSII MENS BASEBALL FIELD		
<b>LAB ID</b>	<b>RECEIVED</b>	<b>REORDERED</b>			
8252	11/20/08	11/26/08			
<b>SALES AGENT</b>					

### NUTRIENTS EXTRACTED FROM YOUR SOIL (MODIFIED MORGAN EXTRACTABLE)

		BELOW OPTIMUM	OPTIMUM	ABOVE OPTIMUM
pH	5.8			
Calcium	1880 lbs/acre	*****		
Magnesium	334 lbs/acre	*****	*****	*****
Phosphorus	37 lbs/acre	*****	*****	*****
Potassium	119 lbs/acre	*****		

Element	ppm	Soil Range
Boron (B)	0.20	0.1-2.0
Copper (Cu)	0.40	0.3-8.0
Iron (Fe)	4.60	1.0-40.0
Manganese (Mn)	3.10	3.0-20.0
Zinc (Zn)	4.70	0.1-70.0
Aluminum (Al)	23	10-300

Estimated Total Lead: Low, typical background levels

### LIME AND FERTILIZER RECOMMENDATIONS

#### CROP OR PLANT ESTABLISHED LAWN

#### LIMESTONE (GROUND, GRANULAR, PULVERIZED OR PELLETED):

Apply 30 lbs. per 1000 sq. ft. to raise the pH level. Have your soil re-tested in 3-4 years.

#### FERTILIZER:

Phosphorus and Potassium levels are adequate. Therefore, follow the recommendations for maintenance fertilizers shown on the enclosed sheet. Use a lawn fertilizer, such as 10-6-4, 19-4-4, 28-3-8 or 30-4-4.

#### COMMENTS:

Soil texture classification: Loamy sand

Organic content classification: Low

If you have questions about this report or about any other plant or soil problem, contact the University of Connecticut Home & Garden Education Center, Department of Plant Science, U-115, Storrs, CT 06269-4115. Phone: (877) 486 6271 (toll-free).



University of Connecticut  
*College of Agriculture and Natural Resources*

Department of Plant Science  
Soil Nutrient Analysis  
Laboratory

## RESULTS REPORT

November 26, 2008

**Company Name :** JAMES FIELDING  
BL COMPANIES  
150 TRUMBULL ST 6<sup>TH</sup> FLOOR  
HARTFORD, CT 06103

**Lab Number :** MA08- 246  
**Sample Name :** SCSU MENS BASEBALL FIELD

### Textural Analysis

Percentages are Based on the Fine Earth Fraction (Less than 2mm)

<b>Sand :</b>	85.0 %
<b>Silt :</b>	9.0 %
<b>Clay :</b>	6.0 %

According to USDA criteria, this sample classifies as a **LOAMY SAND**. Classification is based on particles that are sand size or finer (i.e. Less than 2 millimeters in diameter.)

### Organic Matter

The organic matter as determined by loss on ignition is 2.9%

### Soluble Salts

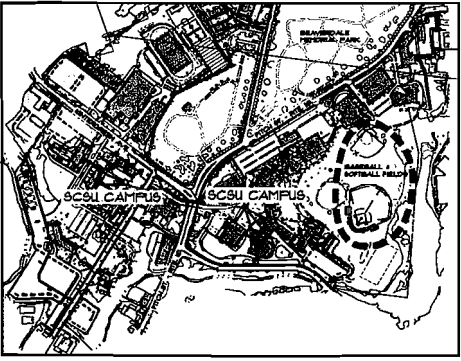
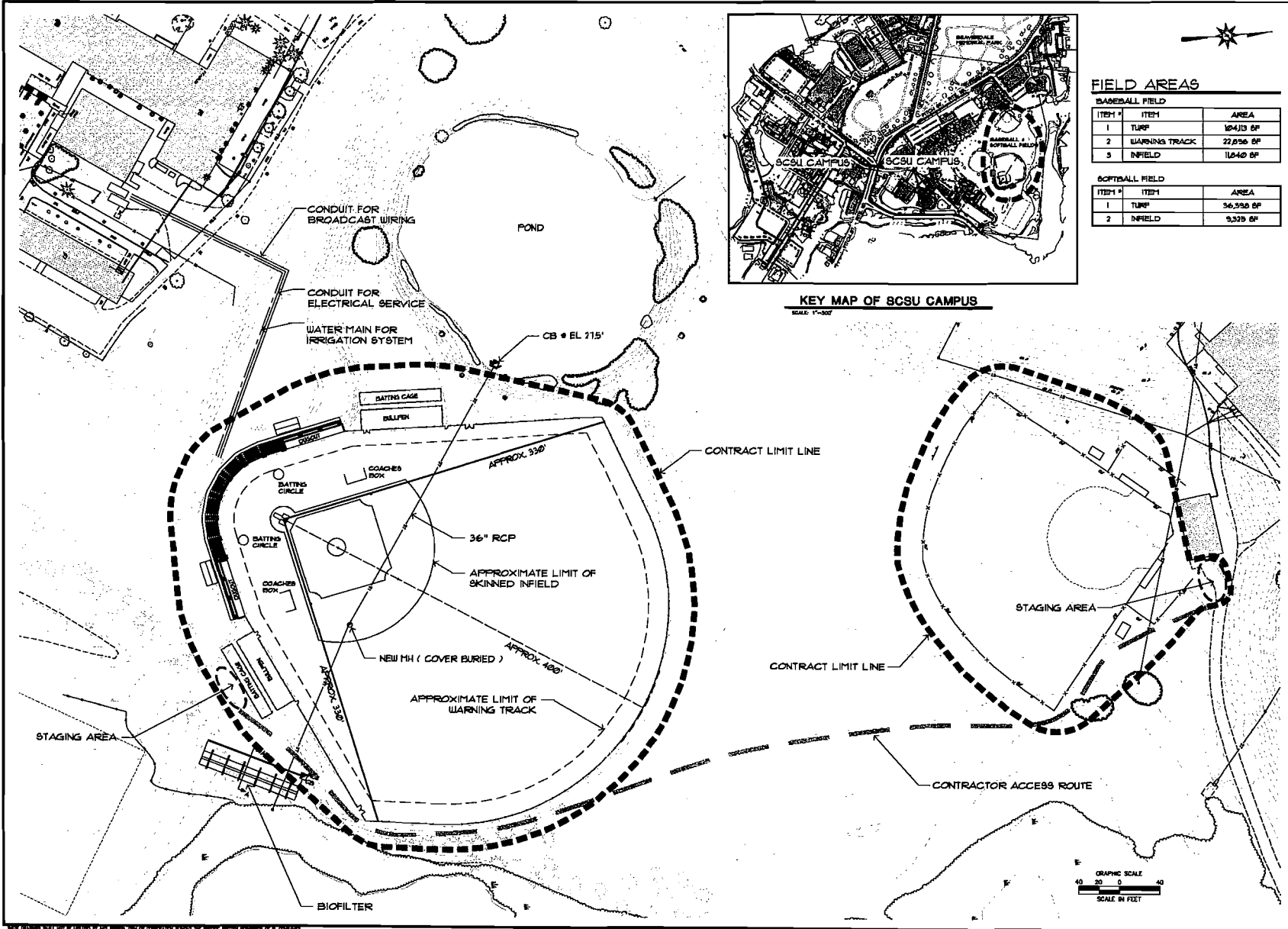
The soluble salts are 0.17 mmhos/cm.

*An Equal Opportunity Employer*

Union Cottage  
6 Sherman Place Unit 5102  
Storrs, Connecticut 06269-5102 USA

Telephone: (860) 486-4274  
Facsimile: (860) 486-4562  
web: [www.soiltest.uconn.edu](http://www.soiltest.uconn.edu)

**Appendix D: Contract Limits and Staging**



KEY MAP OF BCSU CAMPUS

SCALE 1"=300'



**FIELD AREAS**

**BASEBALL FIELD**

ITEM #	ITEM	AREA
1	TURF	18,413 SF
2	WARNING TRACK	22,856 SF
3	INFIELD	11,648 SF

**SOFTBALL FIELD**

ITEM #	ITEM	AREA
1	TURF	56,538 SF
2	INFIELD	9,325 SF

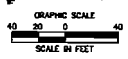


SOUTHERN CONNECTICUT STATE UNIVERSITY  
501 CRESCENT STREET  
NEW HAVEN, CT

DESIGNED BY: O.G.G.  
CHECKED BY: M.S.L.  
APPROVED BY:  
PROJECT NO.: 080201  
DATE: 12/2/08  
CAD FILE: 080201.dwg

**CONTRACT LIMITS**

Sheet No. **CL-1**



THIS PLAN SHALL BE VOID IF NOT PRINTED AND COPIED BY THE OFFICE OF THE ARCHITECTURAL RECORDS OF THE UNIVERSITY OF CONNECTICUT

**Appendix E: Correspondence Submitted by William M. Dest, PhD. dated March 15, 2007**



*William M. Dest, Ph.D.  
Agronomist/Soil Scientist  
53 McMullen Avenue  
Wethersfield, CT 06109*

March 15, 2007

Robert G. Sheeley  
Assistant Vice President for Capital Budgeting & Facilities Operations  
Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06515-1355

Dear Mr. Sheeley:

Re: Southern Connecticut State University Baseball Field

The report summarizes our measurements made to determine if the University's baseball field meets the specifications set out by the NCAA Rules and Interpretations, assessment of field conditions, response to inquiries regarding condition and maintenance of the baseball field review of current bid specifications with recommended changes to the present bid specifications for ongoing maintenance to the field.

### **Field Measurements**

Field measurements included 1) the distance and height between home base and pitcher's rubber, 2) dimensions of the pitcher's mound, 3) distances between the bases, 4) base path width inside and outside the foul line along 1<sup>st</sup> and 3<sup>rd</sup> base, 5) radius of base arcs, 6) elevation differences between and within the 1<sup>st</sup> and 3<sup>rd</sup> base paths, 7) radius of the skinned infield arc, 8) radius of the catcher's circle, 9) distance of the coach's boxes from the foul line and the box dimensions, 10) distance from the on deck circle from home base and 11) the edges where the skinned infield meets the turf areas to determine any lip buildup.

Measurements were made depending on the area examined using a steel tape in units of 100<sup>th</sup> foot, a carpenter's ruler in units of 1/16th inch, a line level, transit level and straight edge.

#### **1. Height and Distance Between Home Plate and Pitcher's Rubber**

The distance between the back point of home base and the near edge of the pitcher's rubber measured 60.50 feet (steel tape) or 60 feet 6 inches. The height of the pitcher's rubber from the top of home plate was 10 inches based upon elevation differences using the transit level. Both measurements meet NCAA specifications.

## 2. Pitcher's Mound

A line level was used to check the grade of the pitcher's mound and a steel tape to determine the radius of the circle. The top of the mound from 6 inches in front of the rubber to 22 inches behind the rubber was flat except for a slight rise of 0.25 inches (1/4 inch) out to 6 inches behind the rubber. There was a slight difference of 0.376 inches (3/8") at the front to 0.562" (9/16") at the back of the 5 foot wide flattened top area to its edges. The differences are not critical, therefore the flat top of the mound is within the NCAA specification.

Beginning at the front of the flattened area of the mound, the mound sloped 1 inch per foot for the first 4 feet, 1 1/4" in the next foot and 1/2 inch in the final foot. The change in slope for the first 4 feet met the NCAA standard, was 1/4 inch greater in the 5<sup>th</sup> foot and was 1/2 inch less than the 1 inch per foot in the last foot, possibly due to some soil erosion.

The radius of the pitcher's circle was measured in 4 directions from the center of the circle (18 inches in front of the pitcher's rubber). Each direction starting at a line between home base and the center of the rubber were equidistant from one another. Starting at the front and continuing in a clockwise direction, the radii were 8 feet 4 inches, 7 feet 1 inches, 9 feet 8 inches and 8 feet. The pitching circle will require re-edging to restore its radius of 9 feet.

## 3. Distances between bases

The distances between the bases using the steel tape are:

home plate to 1 <sup>st</sup> base	=	90.20 feet
home plate to 3 <sup>rd</sup> base	=	90.20 feet
home plate to 2 <sup>nd</sup> base	=	127.50 feet
1 <sup>st</sup> base to 2 <sup>nd</sup> base	=	90 feet
2 <sup>nd</sup> base to 3 <sup>rd</sup> base	=	90 feet

The distances from home plate to 1<sup>st</sup> and 3<sup>rd</sup> base are off by 2.4 inches from the 90 foot specification. The distance from home plate to 2<sup>nd</sup> base is off by approximately 2.6 inches. The NCAA specification for this distance is 127 feet 3 3/8 inches. Although we used a steel tape, our measurements may be slightly off given the few inches difference in length over the distance measured. The difference in distances for all practical purposes is negligible.

#### 4. Base path widths

##### Statistical Summary Base Path Widths (inches)

	outside each baseline	inside each baseline
No. samples	8	8
mean value	35"	31"
standard deviation	1.6"	1.7"
minimum value	31"	28"
maximum value	35"	32"

The skinned base path width inside the 1<sup>st</sup> and 3<sup>rd</sup> base lines had a mean value of 31 inches with a minimum of 28 inches and a maximum of 32 inches. The recommended width by the NCAA is 15 inches wide with the width no greater than 36 inches. The skinned width to the outside of the base lines had a mean value of 33 inches with a minimum of 31 inches and a maximum of 35 inches. The NCAA recommended width outside each baseline is 36 inches. The outside edge of the baseline will require edging to restore its proper width. The width was measured using a carpenter's wooden ruler.

#### 5. Radius of base arcs

##### Statistical Summary Radius of Base Arcs (feet)

No. Samples	9
mean value	13.30'
standard deviation	0.65'
minimum value	12.60'
maximum value	14.80'

The base arcs were measured using the steel tape. The mean value of the radius for the base arcs (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> base) is 13.30 feet with a minimum value of 12.60 feet and a maximum value of 14.80 feet. The mean value is 3.6 inches greater than the 13 feet recommended by the NCAA. The minimum value was 4.8 inches shorter and the maximum value 22 inches greater than the NCAA recommended value. The radius of the arcs are likely from construction. We would not expect the two arcs to be greater than 13 feet given that it's more likely to find a shortening of the skinned infield as the turf encroaches, similar to what was found along the 1<sup>st</sup> and 3<sup>rd</sup> base paths.

#### 6. Elevations between and within 1<sup>st</sup> and 3<sup>rd</sup> base paths

Three locations along each base path were checked with a transit level to determine if there were elevation differences or depressions where water could accumulate. Elevations were identical

along and within each baseline except midway along the 1<sup>st</sup> baseline which was approximately 1 inch lower than its surrounds and appear to be accumulating water. This can be repaired by sweeping out loose material and filling in with new material to bring to grade. See results from Clegg Impact Tester in section on Assessment of Field Conditions.

**7. Radius of skinned infield arc**

**Statistical Summary  
Radius of Skinned Infield Arc (feet)**

No. samples	10
mean value	95.03'
standard deviation	0.19'
minimum value	94.80'
maximum value	95.50'

The skinned infield arc was measured using a steel tape. The mean value of the radius is 4/10 of an inch greater than the 95 feet specified. The minimum value of 94.50 feet is 9.6 inches shorter and the maximum value is 6 inches greater than the 95 feet specified. These values are not significant given the distance of the arc from the mound.

**8. Radius of the catcher's circle**

**Statistical Summary  
Radius of Catcher's Circle**

No. samples	7
mean value	15.20'
standard deviation	0.46'
minimum value	14.30'
maximum value	15.70'

The arc was measured with a steel tape. The mean value was 15.20' or 2.4 inches greater than the original 15 feet. The minimum value was 8.4 inches shorter and the maximum value 8.4 inches larger than the 15 foot radius. The recommended radius is 13 feet by NCAA Rules and Interpretations. The present radius is a result of the original design and constructed to conform to it.

**Distance of the coaches' boxes from the foul line and the box dimensions**

The distances of the coaches' boxes from the foul line were 15.9 feet and 15.0 feet for the 1<sup>st</sup> and 3<sup>rd</sup> base lines respectively. The dimension of the 1<sup>st</sup> base box was 3.1 x 19.2 feet and the 3<sup>rd</sup> base box was 3.7 x 18.7 feet. The recommended size is 5 x 20 feet. The boxes will need to be edged

and enlarged to return them to the recommended size.

10. Distance from the on deck circle from home base

The on deck circles are within the recommended distance of 37 feet from home plate with approximates diameter of 6.7 feet.

11. Skinned area-turfgrass boundary

Statistical Summary  
Lip Buildup (inches)

No. samples	9
mean value	0.67"
standard deviation	0.13"
minimum value	0.50"
maximum value	0.75"

A straight edge was placed across the skinned and turfgrass boundary and then the height in inches from the bottom of the straight edge to the skinned area measured wherever the boundary between the two were not flush. There was a slight lip buildup of infield material ranging from ½ to ¾ inches, although some of the difference is due to erosion of the material from the interface. The slight buildup indicates that the edge between the skin and turf area has been maintained, otherwise it would have been greater. Even though the edges are maintained, some buildup of material will occur periodically in which measures such as removal of sod from the edges and regrading will be required. We checked for contamination of the infield material that was deposited and filtered into the turf along the edge of the grass area with the topsoil. There was a depth of 1 to 2 inches of infield material that accumulated although some of the contamination with the topsoil may have occurred during field construction. See review of and recommended changes and additions to the present bid specifications.

**Field Surface Assessment**

An assessment was made of the condition of the playing surface. The assessment included grass species composition, percent grass cover (turf density), percent weeds, smoothness of surface, depressions and stones at the surface. A rating system was used and is shown with the codes below. The field ratings are the average of 2 independent ratings. Also shown is surface hardness of the skinned infield, using a Clegg impact soil tester. The results are reported in g•max, the higher the g•max the harder the surface.

**Rating system with codes**

**Vegetative Rating Codes**

**Percent grass cover (turf density)**

0 = 10%	5 = 51-60%
1 = 11-20%	6 = 61-70%
2 = 21-30%	7 = 71-80%
3 = 31-40%	8 = 81-90%
4 = 41-50%	9 = >90%

**Percent weeds**

1 = <10%
2 = 10-30%
3 = 30-50%
4 = >50%

**Field Surface Rating Codes**

**Smoothness**

- 1 = smooth surface with no irregularities
- 2 = smooth surface with some irregularities
- 3 = surface is uneven with irregularities that will moderately affect play
- 4 = surface is very uneven with irregularities and vegetative clumps that will greatly affect play
- 5 = surface is extremely uneven with holes and vegetative clumps that will greatly affect play and are hazardous

**Depressions**

- 0 = none
- 1 = few
- 2 = moderate
- 3 = many
- 4 = extreme

**Stones at the surface**

- 0 = none
- 1 = few
- 2 = many

**Overall field rating code**

Overall field condition (condition of sports turf and surface conditions)

- 1 = excellent
- 2 = good
- 3 = fair
- 4 = poor
- 5 = unusable

**The field ratings are :**

	<u>infield turf</u>	<u>outfield</u>
percent grass cover	8.5	9
weeds	1	1
smoothness	1	1
depressions	0.5	1
stones at surface	0	0
overall field rating	1.5	1.5

The ratings for the infield also include outside the foul line. The grass species were comprised of predominately Kentucky bluegrass with some annual bluegrass encroaching outside the foul line on the 1<sup>st</sup> base side. The turf density was just shy of 100 percent cover because of some thinness directly in back of the catcher's circle and around the pitcher's mound. However, this was not affecting play given the smooth surface in which there were no irregularities. There were no weeds. Although annual bluegrass is defined as a weed under some conditions, the populations on the baseball field are so small and confined to a single area that it is not a major concern. There were no stones at the surface. There was a slight depression in front of the pitcher's circle and along the first base path which accounted for the 0.5 point increase in the rating for depressions. However the front of the pitching circle had been repaired and resodded. The overall infield rating was 1.5 or very good. The ½ point increase in the overall rating was largely a function of some loss of turf density behind the catcher's circle and around the pitcher's mound and the slight depression along the 1<sup>st</sup> base path.

Turf density in the outfield was excellent and there were no weeds. The grass population is largely comprised of Kentucky bluegrass although there were some patches of annual bluegrass along the first base foul line. The surface is smooth with no irregularities and there were no stones at the surface. The somewhat higher rating (½ point) for depressions is due to depressional areas in the turf one to two feet outside the infield arc and along the first base foul line. These are areas that settled over time from construction and will need to be repaired. These depressions were not caused by field maintenance. The overall field rating (1.5) is very good. The ½ point increase is a result of the depressional areas mentioned above.

The 1<sup>st</sup> and 3<sup>rd</sup> base paths and the skinned infield were measured separately by the Clegg soil impact tester. Often the base paths are kept firmer because it provides better traction. The mean g•max for the base paths was 147 with a minimum of 93 and a maximum of 220 g•max. The minimum value was from the depressional area along 1<sup>st</sup> base which is wetter than the path either side of it. The g•max either side was 125 and 134 g•max. Difference in hardness can result from differences in soil texture, soil strength, soil moisture content and soil bulk density (density).

The skinned infield had a g•max value of 110 with a minimum of 84 and a maximum of 147 g•max. The mean g•max was lower than most of the skinned infields I've measured. However the measurements I took on skinned infields previously were made in the summer when soil conditions were drier due to high evaporation rates compared to our measurements made in late December 2006. Also the mean values included measurement from the base paths unlike the separate measurement at Southern Connecticut State University. Interestingly, the lower g•max values ( 3 out of the 12 measurements) were near the 1<sup>st</sup> base side. This area was always somewhat wetter than the other sections of the field even prior to construction when we did the preliminary soil study.

**Statistical Summary**  
**Surface Hardness (g•max)**

	base paths	skinned infield
No. samples	8	12
mean value	147	110
standard deviation	39	22
minimum value	93	84
maximum value	220	147



## **Recommended Changes and Additions to Bid Specifications**

### 1.04 General Instructions

G. **Materials and Supplies**: Supplies such as infield mix, top dressing soil, seed, limestone, fertilizer materials and pesticides will be supplied by the Contractor. The Contractor is to submit MSDS product information sheets for pesticides.

H. **Chemical List**: **THE UNIVERSITY HAS BEEN MANDATED BY THE GOVERNOR'S OFFICE TO USE ENVIRONMENTALLY PREFERRED PRODUCTS "GREEN," IN ACCORDANCE WITH EXECUTIVE ORDER #14. THEREFORE, CONTRACTOR IS**

**EXPECTED TO USE EEP PRODUCTS.** The Contractor is to list chemicals that will be used for insect, disease and weed control in the Integrated Pest Management (IPM) plan with unit pricing.

**1.05 SOIL TESTING LIMING, FERTILIZATION:**

**A. Liming:** Apply Dolomitic limestone to the field if required at a rate based on soil test results from soil samples taken in September. Limestone treatments will be applied in late fall after the playing season is completed. Treatment must be approved by the Agency prior to its application.

**B. Soil Testing:** Soil samples from the field are to be taken once every 2 to 3 years in September and sent to the soil test laboratory at the University of Connecticut at Storrs to determine soil pH and soil available phosphorus and potassium. The cost of any limestone or additional fertilizer phosphorus and potassium recommended from the soil test results and their recommended rate of application will be provided to the Agency and approved by the Agency before treatment.

**C. Fertilizing:** Apply the fertilizer grades according to the schedule below. The exact dates shown are a guide. The date of application may vary within several days from the scheduled day. Additional fertilizer that may be requested by the Agency will be based on unit prices.

Month/Day	Fertilizer Grade	Fertilizer Rate/Acre	Lbs. Nutrient Applied/Acre		
			N	P <sub>2</sub> O <sub>5</sub>	K <sub>2</sub> O
April 20	31-0-0 <sup>1</sup>	142	44		
June 1	5-2-4 <sup>2</sup>	880	44	17.6	35.2
August 1	5-2-4	880	44	17.6	35.2
September 15	31-0-0	142	44		
		Total	176	35.2	70.4

1 IBDU - Slow release fertilizer source of nitrogen

2 Sustain - A composted natural organic fertilizer source

Other slow release nitrogen sources may be substituted for the 31-0-0 and 5-2-4 fertilizer above. These may include sources such as sulfur or polymer coated urea and other composted natural organic fertilizers such as Ringer (6-1-3), Nature Safe (8-3-5) and Harmony (8-2-5).

**1.08 Weed Control**

Change this section (A, B, C, D, E, F) to request from the contractor an Integrated Pest Management Plan (IPM) stated under Note. The plan should include:

1. anticipated pest problems - insects, diseases, weeds
2. monitoring protocol for each pest
3. biological control strategies that have proven successful
4. a list of pesticides and herbicides selected from an environmental risk assessment model to comply with executive order No. 14.
5. guidelines for safe use and handling of pesticides

#### H. Field Undulations and depressions

- ~~2. Maintain the edges between the skin and turf areas level and with a clear and sharp edge on the baseball field.~~
- ~~3. Control weeds within the warning track and maintain a smooth and level surface on the baseball field.~~

Note: place 2 and 3 under I. Skinned Portion of Infield and Warning Tracks.

#### I. Skinned Portion of Infield and Warning Tracks

The following work is to be done before each baseball game. **(Note games may be played on the weekends. Rainout games may be played as a Double Header on the weekend.)**

5. Check home plate, pitcher's rubber, bases for torn edges, anchors and irrigation heads to ensure they are recessed..

The following work is to be done between game events, the schedule of work to be designated by the Agency.

1. Fill depressions and holes in the infield after removing loose material. Add new soil material to bring to grade with surrounding areas. Tamp or roll these areas to adequately firm the fill materials.
2. Maintain the edges between the skin and turf areas level and with a clear and sharp edge.
3. Edge baselines to maintain proper width.
4. Control weeds within the warning tracks and maintain a smooth and level surface with a clean and sharp edge between the warning track and turf area.
5. Maintain a cover on the pitcher's mound and home plate area.

The following work is to be done between seasons, the schedule of work to be designated by the Agency.

1. The Back Stop Netting, Field Pads and the Outfield Batters Eye wind screen shall be installed at the start of the spring and fall seasons and removed at the end of the spring and fall seasons.
2. Renovation - Skinned Infield

The following work will be done in part or in whole at the discretion of the Agency.

- a) Check the surface grades and add infield material to correct for any low spots to improve surface drainage. Maintain a 0.5% slope.
- b) Till the infield top mix if the surface becomes too compact. Add additional infield material if required and re-grade. Maintain a 0.5% slope.
- c) If a substantial lip builds up where the skinned area meets the sod, strip the sod containing the lip, remove soil material, re-grade and resod.

### **Baseball Field Maintenance Material Specification**

#### **Seed Mixture**

Species and Cultivars Purity	% by Weight in Mixture	Purity	Min. % Germination
* Cutter perennial ryegrass	20	97	90
Elf Limousine Kentucky Bluegrass	40	98	80
Princeton Kentucky Bluegrass	20	98	80
Baronic Kentucky Bluegrass	20	98	80

\* high endophyte

The seed mixture is to have no noxious weeds or other crop seeds. Other cultivars of Kentucky bluegrass or perennial ryegrass may be substituted for the above listed cultivars with the approval of the Agency, however substitutes for the Kentucky bluegrass cultivars must show good wear tolerance based on the National Kentucky Bluegrass Test - 2000 National Turfgrass Evaluation Program and must contain the same number of species and cultivars with their percentage by weight in the mixture as specified above.

#### **Additional Recommendation - Work to be Done in 2007**

Fill in depressions behind the skinned infield and re-grade the skinned infield if required.

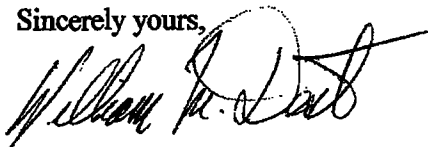
- 1) Strip the sod behind the skinned area beyond the depressions. Fill, re-grade and resod.
- 2) Check the surface grades on the infield skinned area and re-grade if required using laser guided equipment. This can be done at the same time as filling the depressions. Add new infield material if required.
- 3) Restore the 9 foot radius of the pitcher's mound.
- 4) Widen the outside of the 1<sup>st</sup> and 2<sup>nd</sup> base paths to 36 inches from the baseline. Fill the depression along the 1<sup>st</sup> base path.

## Summary

I have reviewed maintenance record and they are fulfilling their obligation per the specifications. The field is in very good condition based upon our assessment. Although some of the measurements are off and need to be addressed, they are not negatively affecting play. There will always be some renovation related to the skinned area that takes place as the occasion warrants even after one season of heavy use. A new section under field renovation is recommended as an addition to the specifications to address this.

Please do not hesitate to contact me if you have any questions concerning the report.

Sincerely yours,

A handwritten signature in black ink, appearing to read "William M. Dest". The signature is written in a cursive style with a large, prominent initial "W" and a long, sweeping horizontal stroke at the end.

William M. Dest, Ph.D.  
Agronomist/Soil Scientist

*William M. Dest, Ph.D.  
Agronomist/Soil Scientist  
53 McMullen Avenue  
Wethersfield, CT 06109*

RECEIVED  
MAR 22 2007  
FACILITIES OPERATIONS

March 15, 2007

Robert G. Sheeley  
Assistant Vice President for Capital Budgeting & Facilities Operations  
Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06515-1355

Dear Mr. Sheeley:

Re: Southern Connecticut State University Baseball Field - Correction

In 2. Pitcher's Mound - The second paragraph, the last sentence should read, The change in slope for the first 4 feet met the NCAA standard, was a 1/4 inch greater in the 5<sup>th</sup> foot and was 1/2 inch less than the 1 inch per foot in the last foot possibly due to some soil erosion in the 5<sup>th</sup> foot and deposition in the last foot.

Sincerely yours,



William M. Dest, Ph.D.  
Agronomist/Soil Scientist