

REQUEST FOR PROPOSAL FOR THE PROVISION OF PLAYING FIELD MAINTENANCE SERVICES AT THE
HASELY CRAWFORD STADIUM, LARRY GOMES STADIUM, ATO BOLDON STADIUM, MANNIE
RAMJOHN STADIUM AND THE DWIGHT YORK STADIUM

RFP ID # 004-FAC-001-102022



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THE PROVISION OF PLAYING FIELD MAINTENANCE SERVICES
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SECTION 1 – GENERAL INFORMATION

RFP EXCERPT



1.1 GENERAL INFORMATION

The Sports Company of Trinidad and Tobago Limited (SPORTT) is a special purpose company established to implement the goals and the objectives of the National Sport Policy of Trinidad and Tobago whose mission is to “Enrich Our Lives Through Quality Training And Excellence In Sport”.

SPORTT serves as the implementation arm of the Ministry of Sport and is involved in three core areas of focus:

- 1) The construction of high-quality sport and recreation facilities for both communities and high-performance athletes who are called to national service;
- 2) The promotion of the concept of sport for all, by making programs accessible and affordable to all those who want to participate and at the same time encouraging participation in sport at a localised community level and at the national level and;
- 3) Providing oversight to the management of 14 National Sporting Organizations with an aim to building their capacity/membership (talent pool) to ensure the highest level of national competition.

With a substantial operational budget that is released annually, SPORTT is expected to play a pivotal role in the development of sport as an industry and as a mechanism to create a healthy, positively engaged society. The company also must ensure improved performances by national athletes and teams at the highest level of international competition.

1.2 BACKGROUND INFORMATION

It is the desire of SPORTT to conduct business and operations in a safe and secure environment, which is conducive to meeting the needs of its employees, customers and visitors. In this regard SPORTT desires to employ an outside contract agency to provide Playing Field Maintenance Services to assist in pursuing this aim. SPORTT requires that the contractor be committed to maintaining the highest professional standards and as a consequence, adherence to the terms and conditions of service described herein is mandatory for the contractor.

The contract will be for a period of one (1) year.

The facilities under consideration:

- HASELY CRAWFORD STADIUM, PORT OF SPAIN
- LARRY GOMES STADIUM, MALABAR
- ATO BOLDON STADIUM, COUVA



- MANNIE RAMJOHN STADIUM, MARABELLA
- DWIGHT YORK STADIUM, TOBAGO

1.3 NO CONTRACTUAL OBLIGATIONS AS PART OF RFP PROCESS

This is a Request for Proposal (RFP). No contractual obligations will arise between SPORTT and any bidder until and unless SPORTT and a bidder enter a formal, written contract for the bidder to provide the services contemplated in this RFP.

SPORTT reserves the right to reject any or all tenders, in whole or in part, to negotiate changes in the scope of services and waive any technicalities as deemed in its best interest.

1.4 WAIVER AND ALLOCATION OF RISK

Except as expressly and specifically permitted in these instructions to the Bidder, no Bidder shall have any claim for any compensation of any kind whatsoever, as a result of participation in the RFP, and by submitting a tender each Bidder shall be deemed to have agreed that it has no claim.

The Bidder acknowledges and agrees that it is solely responsible for obtaining its own commercial, legal, accounting, engineering, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. The Bidder who submits a Proposal to SPORTT is deemed to have released SPORTT from, and waived any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected or arising out of the contents of this RFP or any such information as is described in this paragraph.

A Bidder who submits a Proposal is deemed to have agreed that it is solely responsible for and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its Proposal.

1.5 CONFLICT OF INTEREST

SPORTT wishes to ensure that there is no Conflict of Interest in this tender. As such, any relationship involving the Bidder and Members of SPORTT Board and Staff must be fully disclosed.

The Bidder shall hold the SPORTT interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. The Bidder shall not qualify for any



assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interests of SPORTT.

Any Bidder who is found to have a conflict of interest with one or more parties in this RFP process shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this RFP process if:

- a. It has, directly or indirectly, controlling shareholders or partners in common; or
- b. Its legal representatives are the same as or have a common party in their executive boards or management, or when the decision-making quorum of their shareholders at assemblies or meetings belongs directly or indirectly to the same natural persons or entities; or
- c. It has a relationship, directly or through common third parties, that puts it in a position where they have access to information or can influence other Proposals or the decision of SPORTT regarding this RFP process; or
- d. It submits more than one (1) application for this RFP process.
- e. It has participated directly or indirectly, in any capacity, in the preparation of the design, feasibility studies, terms of reference, or technical specifications of the works or related services that are the subject of this RFP process.

In particular, any effort by Bidders to influence SPORTT in the process of examination, clarification, evaluation and comparison of Proposals will result in the rejection of the respective Bidder's bid.

In addition, proposals may be rejected if:

- i. The Bidder fails to provide the relevant documents requested in this RFP which supports its ability to successfully complete the services specified herein.
- ii. The Bidder has pending litigation which may adversely affect its ability to provide the services contained in this RFP.

1.6 ACKNOWLEDGEMENT:

Interested parties must indicate via e-mail: tenders@sportt-tt.com that they have collected the RFP. With this acknowledgement, bidders must also indicate the name and contact details of the persons within their organisation who will become the liaison between SPORTT and their organisation for correspondence and queries.



1.7 REQUEST FOR ADDITIONAL INFORMATION:

Any queries in relation to the requirements specified in this document, requests for clarifications or any other aspects relating to the process must be addressed to:

**SECRETARY OF THE TENDERS COMMITTEE
REQUEST FOR PROPOSAL FOR THE PROVISION OF
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**The Sports Company of Trinidad and Tobago (SPORTT)
National Aquatic Centre,
Off Couva Main Road,
Balmain, Couva**

Queries should also be sent via email to tenders@sportt-tt.com. Ensure that the RFP description and number are indicated in the subject line.

A document containing the replies to any request for clarification or additional information (including all previous requests) shall be circulated to all parties who have expressed their intention to tender.

1.8 REQUEST FOR PROPOSAL SCHEDULE:

October 5 th , 2022	Issuance of RFP
October 19 th , 2022	Deadline for Purchase of RFP
October 20 th , 2022 @ 10:00 a.m.	Site Visit at the Ato Boldon Stadium, Couva
October 20 th , 2022 @ 1:00 p.m.	Site Visit at the Mannie Ramjohn Stadium, Marabella
October 21 st , 2022 @ 10:00 a.m.	Site Visit at the Hasely Crawford Stadium, Port of Spain
October 21 st , 2022 @ 1:00 p.m.	Site Visit at the Larry Gomes Stadium, Arima
October 26 th , 2022 @ 11:00 a.m.	Site Visit at the Dwight Yorke Stadium, Tobago
October 26 th , 2022	Deadline Date for Clarifications
October 31 st , 2022	Deadline for Submission of RFP Document

****Please note:**

1. RFP schedule subject to change at SPORTT's discretion. Contacting SPORTT managers or employees to discuss this RFP will disqualify your organization from this RFP process. **
2. All site visits will adhere to **COVID PROTOCOLS**



1.9 FORMAT OF TENDERS:

Tenders shall comprise a **Technical Proposal** and a **Cost Proposal**.

Alterations or erasures on any tender shall be initialled by the bidder or, in the case of a company, partnership or firm, by a duly authorized officer or employee of such company, partnership or firm.

All pages of the tender document must be numbered sequentially.

Each tender package should comprise (1) Original and three (3) copies of each document, along with one (1) softcopy.

All tenders must be submitted in sealed envelopes addressed to and deposited in the cream Tender Box located in the Foyer:

**SECRETARY OF THE TENDERS COMMITTEE
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The size of the opening on the Tender Box is 5.5 cm x 38 cm and tenders must be able to pass through the opening.

1.10 LATE TENDERS:

Late tenders will not be accepted.

1.11 DISCLAIMERS:

SPORTT does not bind itself to accept the lowest or any tender. SPORTT also reserves the right to withdraw the Invitation to Bid at any time in the tendering process even though tenders may have been received as a result of the process. In such circumstances, SPORTT shall not be liable to any persons as a result thereof.

1.12 GOVERNING LAW:

All applicable laws in the Republic of Trinidad and Tobago will apply to any resulting agreement. This tender is open to only locally registered firms.

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SECTION 2 – INSTRUCTIONS TO BIDDERS

RFP EXCERPT



2.6 TECHNICAL PROPOSAL

2.6.1 In preparing the Technical Proposal, Tenderers are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal. All forms included shall be completely filled out, with additional documentation included as required, and returned in response to this RFP.

2.6.2 To be eligible for award of the Contract, the tenderer shall provide evidence satisfactory to SPORTT of its eligibility and adequacy of its resources as well as competency for performing the services effectively. To this end, the Technical Proposal submitted shall include, but not be limited to:

- a) A brief description of the Tenderer's Firm, including copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or joint venture or consortium.
- b) Details of general and specific experience and past performance of the Tenderer in providing similar services for at least two (2) previous projects of similar nature, including any projects currently being undertaken or having been undertaken within the past five (5) years.

The time period (calendar year, months) during which these projects were undertaken, country, client and particulars of the project should be given. The Tenderer should identify references, i.e. contact person by name, title and address, and fax/telephone number for the projects cited with whom SPORTT may establish communication to verify the Tenderer's historical performance.

- c) Project Organisational Chart and Details of the tenderer's project team including its professional personnel – Site Manager, Site Supervisor/Foreman, Safety Officer who shall be committed to the project.
- d) A statement from the Tenderer's Bank that the Tenderer is financially sound and it has access to or has available, liquid assets, lines of credit, and other financial means sufficient to meet the requirements for the contract, taking into account the Tenderer's commitments to other contracts.
- e) Audited Financial Statements for the years 2019, 2020 and 2021.
- f) List of relevant tools and equipment, whether leased or owned. If leased, indicate the lease number and details.
- g) Health and Safety Manual and Statement as well as Quality Assurance/Control Manual and Statement. Description of any OSHA violations, worker's compensation claims, or safety claims must be disclosed.
- h) Information must also be provided in the form of three (3) separate statements on the company letterhead giving a clear position on :



- 1) statement on history of non-performing contracts,
 - 2) statement on pending litigation history including all settled adverse claims, disputes or lawsuits with an owner of a project,
 - 3) statement on past judgements within the last five (5) years
- i) Detailed statement of the proposed **Methodology**, strategies, and **Work Plan** for executing the works, ensuring works will be completed within the time frame:

2.7 COST PROPOSAL

A fixed lump sum price will be paid by SPORTT for all of the Services required to be provided by the Contractor. This cost shall constitute the total cost to SPORTT inclusive of Value Added Tax. All costs shall be in Trinidad and Tobago Dollars. The tenderer shall comply with the following:

- The Cost Proposal must show the total cost for the execution of the Scope of Services detailed in Section 3 – Scope of Services
- The Bidder can opt to bid on one or more of the locations/stadia.
- The Bidder shall complete the relevant Form(s) of Tender and Cost Breakdown Sheet as stipulated.

2.7.1 The Bidder shall also submit, as part of this Tender, the following documents:

- (a) Each Addendum to Tender Documents under Sub Clause 2.3.5 and 2.3.6, if any;
- (b) Qualification and Evaluation Requirements under Sub Clauses 2.10.9.

2.7.2 The completed Tender shall not have any alterations or erasures, except any which may be specified in an Addendum to Tender Documents issued under Sub Clause 2.3.5 of these Instructions. However, if alterations are necessary to correct errors made by the Bidder, these corrections shall be endorsed with the signature of the person signing the Offer.

2.10 TENDER EVALUATION

2.10.1 Prior to the detailed evaluation of Tenders, SPORTT will determine whether each tender is substantially responsive to the requirements of the Tender Documents.

2.10.2 If a Tender is not substantially responsive to the requirements of the Tender Documents, it will be rejected by SPORTT.

2.10.3 SPORTT will only evaluate and compare the Tenders which have been determined to be substantially responsive to the requirements of the Tender Documents.



2.10.4 For the purpose of this clause a substantially responsive tender is one which conforms to all the terms, conditions, and specifications of the Tender Documents without material deviation, and which contains prices which are, in the opinion of the employer, reasonable and balanced.

A material deviation is one which affects in any substantial way the price, scope, quality, completion or timing of the works to be undertaken by the tenderer under the Contract, or which limits in any substantial way, inconsistent with the Tender Documents, the employer's rights or the tenderer's obligations under the Contract, and rectification of which would affect unfairly the competitive position of other tenders who have presented substantially responsive tenders at reasonable prices, unless they were provided the same opportunities.

Reasonable prices are those which can be shown to be built up properly from the costs of resources at the time of tender.

2.10.5 Issues, amongst others, to be considered in relation to responsiveness are: -

A) Submission of completed Form of Tender;

- Submission of Tender Security
- Submission of Contractor's Declaration and Commitment
- Submission of Bank Letter;
- Submission of Current Workload;
- Submission of History of Work Experience;
- Submission of Method Statement
- Submission of Health and Safety & QA/QC Manuals and Statement;
- Submission of Project Organization Chart;
- Submission of CVs of Key Personnel assigned to the project
- Submission of listing of Plant & Equipment
- Submission of valid National Insurance Compliance Certificate, a valid V.A.T. certificate, a valid Board of Inland Revenue Certificate and Annual Returns

2.10.6 For the purpose of evaluating Tenders, SPORTT will determine for each Tender the Evaluated Tender Amount as follows:

- (a) by making any correction for errors as described above; and
- (b) by making an appropriate adjustment for any acceptable-variations, deviations, discounts, or other alternative offers not reflected in the submitted amount or these corrections.

2.10.7 The evaluation of the Tenders shall be based upon the principles outlined in the Evaluation Criteria. Unless specifically stated, no criterion will take precedence over any other criteria, and Tender evaluation shall be based on an overall consideration.

2.10.8 To assist in the examination, evaluation, and comparison of Tenders, SPORTT may ask any Bidder for clarification of his tender, including breakdowns of unit rates and lump sum prices. The request for



clarification and the response shall be in writing. No change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by SPORTT during the evaluation of the Tenders.

2.10.9 The criteria, requirements and scoring for the evaluation of submissions shall be as follows:

NO.	DESCRIPTION	REQUIREMENTS OF CRITERION	MAX SCORE	MIN SCORE
1.	Eligibility of Contractor	Submission of all documentation required by this RFP, inter alia: <ul style="list-style-type: none"> • Certificate of Incorporation, Valid VAT, NIS and BIR Compliance Certificates (As applicable). • Tender Security 	N/A	N/A
2.	Historical Contract Non - Performance	1. History of Non-performing contracts. 2. Pending Litigation. 3. Past judgements within the last five (5) years.	N/A	N/A
3.	Track record of the contractor with respect to similar projects/contracts.	1. Experience in the successful completion of two (2) or more similar projects 2. Equipment Resources	20	10
4.	The experience and knowledge of contractors' key personnel on the project.	1. General Organizational Chart and Organizational Chart of Project Team and Project Role definition. 2. Updated and signed CV's of each Personnel in the Project Team	15	7
5.	Methodology & Project Schedule	1. Methodology for undertaking the project 2. Detailed Schedule / Work Plan	15	7
6.		1. QA/QC Policy Statement	10	5



	HSSE & Quality Assurance/Control	2. QA/QC Manual (ISO Certification) 3. HSE Policy Statement 4. HSE Manual		
7.	Financial Capability	1. Audited Financial Statements for the last 3 years (2021, 2020, & 2019, where available, or management accounts for 2021, if unavailable) 2. Letter(s) of commitment from Bank (s) / Financial Institution that project can be financed.	10	5
8.	Cost Proposal	Costing Proposal Price	30	
TOTAL			100	

Only bidders obtaining the minimum score in each criterion in their Technical Submission will be further considered.

2.10.10 Bidders must note:

- a) A bid can be submitted for one or more stadia/ground. A Form of Tender and Cost breakdown for each stadia/ground wishes to bid on must therefore be completed and submitted.
- b) The costing for each stadia/ground will be scored separately.



SECTION 3 – SCOPE OF SERVICES/TERMS OF REFERENCE

RFP EXCERPT



TERMS OF REFERENCE/SCOPE OF SERVICES

Mowing

- The field should be mowed at least three times per week and even more regularly before all major tournaments.
- The more the grass is mowed, the lower the risk of unsightly scalping of the turf. Mowing heights vary from 6-12mm, depending on the desired ball roll and/or speed of the outfield.
- The Main Field must be mowed with an **11 blade reel type mower and not a rotary mower**. Properly maintained reel type mowers have very sharp cutting blades that float to prevent unsightly scalping. It also exerts very little ground pressure thus preventing compaction of the rootzone.
- **Use a mower with buckets that collect the grass clippings** so that they can be removed instead of adding to the organic matter in the sand.
- **In preparation for major/international games, the field must be mowed daily in order to stripe the field based on FIFA International recommended guidelines.** Please note that a separate **zero turn mower** must be used to cut the practice field to avoid cross contamination of grasses. Please note that Turf tires must be fitted on all field equipment and machinery. There should be mower units designated to each stadium.
- The Main Field should also be edged monthly to prevent the grass from spreading unto the Athletic Track.

Fertility Program

- The intention of using a sand based field construction is to facilitate faster drainage, however as a growing medium, sand does not retain nutrients very well and they leach through the sand very quickly.
- A regular and balanced fertility program is essential to maintaining healthy turf.
- A Slow Release Nitrogen turf fertilizer must be applied every 3-4 weeks. Fertilizer must be evenly applied by use of a granular spreader or calibrated boom sprayer for liquid type application.

Aerification.

- Must be done 3-4 time per year using a 6 inch hollow aerifier equipped with turf tyres.
- Field must then be cleaned of all aerified plugs and prepared for top dressing.



Top Dressing

- Each aerification should also be followed by top-dressing the field with **Guyana Silica Sand** using a **laser grading machine**.
- Guyana sand must be used for all top dressing on Main Field. **(Twice per year; once when aerated then again when verticut.)**
- **Note: Only Guyana Silica Sand must be use on all main fields. Any other sand will contaminate and result in poor drainage issues.**
- **Verticutting: Deep verticut twice per year.**
- Bermuda grass does require verticutting to remove the build-up of thatch and keep the grass lush and healthy. This needs to be done as required but at least twice per annum.
- The use of a 3 reel verticutting equipment that is capable of getting the job done within one day, similarly with aerification and top-dressing thus reducing the time that the field has to be closed.
- **A grass vacuum** must be used to clean the field after verticutting.
- Field must be fertilized using the required fertilizer for grass recovery.
- Top Dress after using GUYANA SIILCA Sand.

Rolling

- Rolling will only be done using a double drum 5 tonne roller as necessary based on the activities taking place on the field and the field conditions in order to avoid compaction issues.

Replanting

- Grass on the playing fields must be replanted as required. A **Sod Cutter** is required to cut the grass to be replanted, unless it is purchased from a nursery.

Pest & Disease Control

- Selective herbicides, labelled specifically for use on Bermuda grass in order to control weeds on the field. These weedicides are intended to eliminate/control the weeds and not the turf.
- These weeds must be brought under control quickly before it becomes unmanageable.
- Other insecticides and fungicides will be applied as necessary based on field observations.
- The turf must be maintained under strict observation by competent personnel to quickly identify pest and disease problems and treat accordingly.
- Use a mechanical boom sprayer that has been calibrated for turf applications.
- A suitable salt must also be used for the prevention of moss build-up.



Irrigation

- During the dry season the field will require irrigation five times per week to allow 12mm of irrigation water to be applied per cycle or a total of 36mm of water per week.
- The contractor will be responsible only for the application of irrigation water to the field and not for the supply of water or the proper functioning of the irrigation system.

Line Marking

- All lines are to be marked using line marker and approved grass paint for all games.

Maintenance of Annulus

- The annulus area that surrounds the Main Field area is also required to be maintained. This includes all activities mentioned previously including but not limited to cutting, roiling, fertilizing, pest/disease control.

Maintenance of Goal Post/Nets & Corner Flags

- The goal posts, nets and corner flags are to be maintained to FIFA International Standards.
- Nets and Corner Flags are to be supplied by the contractor.
- Any necessary repairs to the Goal Posts are to be carried out by the contractor.

Qualified Personnel

- In-depth knowledge and experience of turf management.

Specialized Equipment

- Turfgrass maintenance is a highly specialized industry that requires unique equipment for proper maintenance.
- All equipment necessary for such cultural practices including mowing, aerification, verticutting, rolling, fertilizing, top-dressing and spraying must be provided and approved.
- Stadium Management should assess all machinery before use.