



# CALEDON SOCCER CLUB

## SOCCER FIELD LINING REQUEST FOR PROPOSAL

*Documentation prepared by:*  
**Bert Condotta**

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**BE A PART OF OUR TEAM - THE CSC TEAM - WE LOOK FORWARD IN WORKING WITH YOU!**



# REQUEST FOR PROPOSAL

The CSC has been in existence since 1978. We currently have a volunteer Board of Directors which is a non-profit organization providing year round soccer related programs to the residents of the Caledon Community.

We have a large number of volunteer coaches, managers, assistant coaches and conveners for our programs. The CSC programs entail our Recreational Program, and Competitive Program and our Academy Program. Our current annual registered player base is in excess of twelve hundred (1200) members ranging from our Micro Division (3 year olds) league to our Adult league. Please refer to our website for more information: <https://caledonsc.e2esoccer.com/>

At the CSC we take pride in who we are, how we train, develop and how we look. Our facility and fields play a part of our spirit and presentation. We are looking for a relationship with a Contractor that meets our needs from a cost and most of all a quality perspective. Identified in this document are our requirements and our time line requirements.

## OVERVIEW OF REQUIREMENTS

The Caledon Soccer Club (CSC) is seeking proposals for field layout, line painting and net hanging / storage for their soccer fields for a one (1) year period (2020), with the option for a subsequent two (2) year term.

The purpose of this Request for Proposal (RFP) is to solicit proposals from contractors (Proponents) interested in providing the above noted service. Note that the scope may change depending upon budget availability. Based on the evaluation, the CSC intends to select a proponent who, in the sole and unfettered opinion of the CSC, best meets the criteria and needs of the CSC.

The Caledon Soccer Club reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The CSC reserves the right to accept a proposal other than that with the highest evaluated score without stating reasons. By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the CSC to accept or reject any proposal in its sole and unfettered discretion. Without limiting the generality of the foregoing, the CSC may consider any other factor besides capability to perform the work, in its sole and unfettered discretion.

This Request for Proposal does not commit the CSC to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with CSC representatives.

## RFP TIME FRAMES

The RFP will be released to the public for general distribution on **March 11<sup>th</sup>, 2020**

RFP Acknowledgement and confirmation that the Contractor can meet the CSC Timelines stated under Field Lining Requirements on or before **March 18<sup>th</sup>, 2020**

RFP Responses are expected on or before **March 25<sup>th</sup>, 2020 by 9:00 pm.**

**No submissions will be accepted after March 20, 2020 for consideration.**

Notification of contract will be done on or before **April 6<sup>th</sup>, 2020.**

## RFP RESPONSES

Responses are preferred electronically to [info@caledonsoccer.com](mailto:info@caledonsoccer.com) but will also be accepted by post or in person at the CSC Office during office hours.

### **Caledon Soccer Club**

PO BOX 119 STN MAIN CALEDON EAST ON L7C 3L8,

OR

Correspondence may be dropped off at

2 McKee Dr. S, Caledon East

905-584-4033 Fax 905-860-0106

## **ENQUIRIES**

Questions regarding any aspect of this RFP can be directed to the Bert Condotta at [info@caledonsoccer.com](mailto:info@caledonsoccer.com). Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be emailed to all potential contractors. Questions received after the inquiry deadline will not be answered.

## **CONTACTS DURING THE RFP PROCESS**

The Designated Contact Person for the Caledon Soccer Club is the CSC's only representative authorized to communicate and otherwise deal with Proponents and all Proponents must communicate and otherwise deal with that person only. Contact with any other CSC representative, including Members of BOD or employees of the CSC regarding this RFP or a Proponent's submission may result in that proposal being removed from consideration for this and any future competitions.

## **LATE SUBMISSIONS**

Late submissions will not be accepted. The CSC has no obligation to proceed with the contractor of the late submission.

## **NO OBLIGATION TO PROCEED**

Although the CSC fully intends at this time to proceed through the RFP process, the CSC is under no obligation to complete the RFP process. The receipt by the CSC of any information (including any submissions, ideas, or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the CSC.

## **EXAMINATION AND INTERPRETATION OF DOCUMENTS**

Each Proponent shall review all RFP documents and shall promptly report and request clarification of any discrepancies, deficiencies, or errors. Any such request must be submitted at least 5 days prior to the Closing Date. Where such requests result in a change in the RFP, the CSC will prepare and issue an addendum to the RFP.

Request for clarification shall only be by written request emailed to the CSC's designated contact.

## **EVALUATION COMMITTEE**

Evaluation of proposals will be by a committee formed by the CSC.

## **EVALUATION AND SELECTION**

The evaluation committee will check Proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that meet all the mandatory criteria will then be evaluated and scored against the desirable criteria. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding.

## **DOCUMENTS**

A completed set of the forms from Schedule A, and B must be included with the proposal.

## **INSURANCE REQUIREMENTS**

The Contractor shall obtain and maintain during the currency of the contract commercial general liability insurance providing coverage for death, bodily injury, property loss and damage and all other losses arising out of or in connection with the provision of the Services.

## **AUTHORIZED SIGNATOR**

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFP.

## **CHANGES TO PROPOSAL WORDING**

The Proponent shall not change the wording of its proposal after closing and no words or comments will be added to the Proposal unless requested by the CSC for purposes of clarification.

## **PROPONENT EXPENSES**

Proponents are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the CSC. The CSC will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

## **ACCEPTANCE OF PROPOSALS**

This RFP is not an agreement to purchase goods or services. The CSC is not bound to enter into a Contract with any Proponent. Proposals will be evaluated using the mandatory and desirable criteria provided herein. The CSC will be under no obligation to receive further information, whether written or oral, from any Proponent.

## **DEFINITION OF CONTRACT**

Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract.

## **MODIFICATION OF TERMS**

The CSC reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract.

## **OWNERSHIP OF PROPOSALS**

All documents, including Proposals, submitted to the CSC become the property of the CSC. They will be received and held in confidence by the CSC and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## **CONFIDENTIALITY OF INFORMATION**

All Proponents and any other person who through this RFP process gains access to confidential financial information of the CSC are required to keep strictly confidential all information which in any way reveals confidential business, financial or programs, strategies or plans, learned through this RFP or subsequent RFP process. This requirement will continue with respect to such information learned by the successful Proponent, if any, over the course of any Contract for service which arises out of this RFP process. Information pertaining to the CSC obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the CSC.

## **PROPONENTS MEETING**

No Proponents meeting is planned for this RFP.

## **INTERVIEWS WITH PROPONENTS**

The CSC reserves the right to interview any or all Proponents, subsequent to submission of all proposals.

## **EVALUATION PROCESS**

Proposals will be checked against the CSC criteria. Submissions not meeting the criteria will be rejected without further consideration. Submissions that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria.

## **MANDATORY CRITERIA**

The following are mandatory criteria. Proposals not clearly demonstrating that they meet all the mandatory criteria will receive no further consideration during the evaluation process.

Item Mandatory Criteria

- a) Proposal must be received at the closing location by the specified closing date and time.
- b) Schedule "A" and Schedule "B" information completed

## **DESIRABLE CRITERIA**

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Evaluation Team will be final and binding. It is the Proponent's responsibility to ensure that their submitted proposal addresses all evaluation criteria to receive full consideration.

## ASSIGNMENT

The selected Contractor is not permitted to assign the agreement in whole or in part without the expressed written permission of the proponent in writing.

## REJECTION OF PROPOSALS

CSC reserves the right to reject any or all proposals received. Non-acceptance of a Contractor's proposal will mean that one or more proposals were deemed more advantageous to CSC or that all proposals were rejected. Contractor whose proposals are not accepted will be notified after a binding contractual agreement between CSC and the selected Contractor exists, or when/if the CSC rejects all proposals.

## SITE ASSESSEMENT

Proponents shall be solely responsible for visiting the site to familiarize and satisfy themselves with the scope and extent of work prior to submitting a Proposal. The Proponent shall be solely responsible for obtaining all information required for the preparation of the Proposal and the execution and completion of the work.

## CONTRACTOR AGREEMENT

The successful Proponent will be required to sign a contractor agreement prior to commencement of any work.

## REQUIRED WORK PERIOD SCHEDULE

The following activities and dates are proposed by the CSC and shall be considered by the Proponents in the preparation of their Proposal.

1. Pre –Season Requirements will begin – **April 20<sup>th</sup>, 2020**
2. Pre –Season Requirements completed – **May 8<sup>th</sup>, 2020**
3. Season Requirements will begin – **May 15<sup>th</sup>, 2020 (All Fields must be ready by this date)**
4. Season Requirements will end – **August 28<sup>th</sup>, 2020**
5. Post –Season Requirements will begin – **August 31<sup>st</sup>, 2020**
6. Post–Season Requirements will end – **October 2<sup>nd</sup>, 2020**

## REQUIRED WORK SCHEDULE CO-ORDINATION

The Town of Caledon Works Department maintains the cutting of the fields. Schedules from one week to the next may vary due to Statutory Holidays and weather conditions. It would be the successful Proponents responsibility / requirement to coordinate work schedules with the town so fields are not lined then cut. The desired requirement are fields to be cut first and lined after the cut.

## PROJECT SPECIFICATIONS

1. Field line marking paint must be applied in strict accordance to manufacturers written application instructions.
2. Adjacent surfaces of public and private property to be protected from damage caused by cleaning and/or overspray of materials.
3. Upon completion of the work, the contractor must clean-up all materials and equipment from the course of this work and remove from site.
4. There is a total of approximately 25 weeks of work. All work is to be completed within the required schedule identified and all work is to be completed as per the schedule regardless of weather.
5. All work will be completed as per this RFP.

## SPECIFICS OF REQUIREMENTS

The Caledon Soccer Club currently operates its programs in three (3) locations. The two (2) primary locations are as follows;

**Caledon Community Complex**

6215 Old Church Rd.,

Caledon East

First Entrance: 15944 Innis Lake Rd, Caledon East.

Second Entrance: 6311 Old Church Rd, Caledon East.

**Johnston Sports Park**  
 6898 King St. (at Centreville Creek Rd.),  
 Caledon East, ON

And the one (1) secondary location is as follows;

**Caledon Fire Hall**  
 6085 Old Church Rd,  
 Caledon East, ON L7C 1G6

**NUMBER OF FIELDS**

All of our fields are active on weekdays between the hours of 6:00 pm to 11:00 pm and on weekends between 8:00 am to 4:00 pm. At our 3 locations we currently have a total of 32 active fields with the sizes identified in the chart below.

# Of FIELDS	SIZE OF FIELDS
5	Regulation 11 v 11 Size
6	9 v 9 size
6	Mini 7 v 7 Size
10	Micro 5 v 5 Size

**NET REQUIREMENTS**

**Pre-season**

All nets will need to be hung and strapped properly to the posts. The breakdown of the number of nets and the sizes are identified below. Throughout the season the nets will need to be checked and fixed as needed

NETS			
PRE-SEASON WORK - HANGING NETS			
LOCATION	# Of FIELDS	SIZE OF NETS	#OF NETS
FIRE HALL	1	Regulation 11 v 11 Size Nets	2
JOHNSON SPORTS PARK	3	9 v 9 size Nets	6
CALEDON COMPLEX	4	Regulation 11 v 11 Size Nets	8
	3	9 v 9 size Nets	6
	6	Mini 7 v 7 Size Nets	16
	10	Micro 5 v 5 Size Nets	20
IN-SEASON WORK – MAINTAIN ALL NETS			
ALL LOCATIONS		MAINTAIN ALL NETS (Holes, tie down etc)	

**Post-season**

All nets will need to be taken down and stored properly in the storage room at the end of the season. The fields / nets identified in the chart below will remain intact until the end of September. At the end of September, they as well, will need to be taken down and stored.

Any nets that are in bad condition need to be identified so new ones can be ordered.

NETS			
POST-SEASON WORK – TAKING NETS DOWN			
LOCATION	# Of FIELDS	SIZE OF NETS	#OF NETS
CALEDON COMPLEX	3	Regulation 11 v 11 Size Nets	6
	2	Mini 7 v 7 Size Nets	4

## FIELD REQUIREMENTS

### Pre-Season

All fields will need to be laid out and lined in all locations. Identified in the chart below are the approximate field sizes / dimensions and the location. All fields are to be lined in white paint with the exception of overlap fields. The overlap fields will be lined in blue paint.

The three (3) 9 v 9 fields located at the Caledon Community Complex are laid out inside “R2 to R4” 11 v 11 fields with blue paint. The for four (4) 5 v 5 micro fields as well located at the Caledon Complex are laid out inside four of the 7 v 7 mini fields with blue paint.

FIELDS				
PRE-SEASON WORK – FIELD LAYOUT AND LINE MARKING				
LOCATION	# Of FIELDS	SIZE OF NETS	FIELD #	APPROX DIMENSIONS
FIRE HALL	1	Regulation 11 v 11 Size	F1	66.7 x 101 m
JOHNSON SPORTS PARK	3	9 v 9 size	J1 to J3	24.5 x 16 m
CALEDON COMPLEX	4	Regulation 11 v 11 Size	R1 to R5	63 x 98 m
	3	*9 v 9 size	R2 to R4	55 x 75 m
	8	Mini 7 v 7 Size	M1 to M6	36 x 55 m
	10	*Micro 5 v 5 Size	MC1 to MC10	24 x 16 m

\*Overlap fields – laid out in blue paint on the inside larger fields which are lined in white.

### In-Season

All field lines will be maintained weekly Monday to Friday between 9:00 am and 4:00 pm. Fields are in use after 4:00 pm and on weekends. It is important that all fields have lines that are prominent to see for officials. Games are played Monday to Friday and on weekends. It is expected that fields are lined weekly regardless of weather.

FIELDS					
IN-SEASON WORK – MAINTAIN ALL LINES					
LOCATION	# Of FIELDS	SIZE OF NETS	FIELD #	APPROX DIMENSIONS	*RELINING SCHEDULE
FIRE HALL	1	Regulation 11 v 11 Size	F1	66.7 x 101 m	Weekly
JOHNSON SPORTS PARK	3	9 v 9 size	J1 to J3	24.5 x 16 m	Weekly
CALEDON COMPLEX	4	Regulation 11 v 11 Size	R1 to R4	63 x 98 m	Weekly
	3	9 v 9 size	R2 to R4	55 x 75 m	Weekly
	8	Mini 7 v 7 Size	M1 to M6	36 x 55 m	Weekly
	10	Micro 5 v 5 Size	MC1 to MC10	24 x 16 m	Weekly

\*Relining is done weekly Monday to Friday between 9:00 am and 4:00 pm.

**Post-Season**

All field lining will be completed at the end of the season with the exception of the fields identified below. These fields will stay operational for the month of September. They will require to be relined weekly until the end of September.

<b>FIELDS</b>				
<b>POST-SEASON WORK – MAINTAIN ALL LINES</b>				
<b>LOCATION</b>	<b># Of FIELDS</b>	<b>SIZE OF NETS</b>	<b>FIELD #</b>	<b>APPROX DIMENSIONS</b>
<b>CALEDON COMPLEX</b>	3	Regulation 11 v 11 Size	R2 to R4	63 x 98 m
	2	Mini 7 v 7 Size	M5 and M6	36 x 55 m

**WE THANK ALL CONTRACTORS FOR PARTICIPATING!**

**SCHEDULE A - CERTIFICATION DOCUMENT**

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Caledon Soccer Club. We agree to be bound by statements and representations made in this proposal.

**Print Company Name and Address:** \_\_\_\_\_  
\_\_\_\_\_

**Print Name and Title of Authorized Signing Officer(s):** \_\_\_\_\_

**Signature of Authorized Signing Officer(s):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Acknowledgement of Addenda**

We acknowledge receipt of the following addenda which become part of this RFP:

**ADDENDUM #** \_\_\_\_\_

**ADDENDUM #** \_\_\_\_\_

**ADDENDUM #** \_\_\_\_\_

**REFERENCES**

The CSC requests that three (3) references be provided

**REFERENCE 1**

**COMPANY NAME:** \_\_\_\_\_

**NAME#:** \_\_\_\_\_

**CONTACT #** \_\_\_\_\_

**REFERENCE 2**

**COMPANY NAME:** \_\_\_\_\_

**NAME#:** \_\_\_\_\_

**CONTACT #** \_\_\_\_\_

**REFERENCE 3**

**COMPANY NAME:** \_\_\_\_\_

**NAME#:** \_\_\_\_\_

**CONTACT #** \_\_\_\_\_

**SCHEDULE B – PRICING**

**NET REQUIREMENT PRICING**

Please provide pricing for each of the required tasks. Each space is to be filled in accordingly.

<b>NETS</b>				
<b>PRE-SEASON WORK - HANGING NETS</b>				
<b>LOCATION</b>	<b># OF FIELDS</b>	<b>SIZE OF NETS</b>	<b>#OF NETS</b>	<b>PRICE</b>
FIRE HALL	1	Regulation 11 v 11 Size Nets	2	
JOHNSON SPORTS PARK	3	9 v 9 size Nets	10	
CALEDON COMPLEX	4	Regulation 11 v 11 Size Nets	10	
	3	9 v 9 size Nets	12	
	6	Mini 7 v 7 Size Nets	16	
	10	Micro 5 v 5 Size Nets	20	
<b>IN-SEASON WORK – MAINTAIN ALL NETS</b>				<b>PRICE</b>
ALL LOCATIONS		ALL NETS		
<b>POST-SEASON WORK – TAKING NETS DOWN</b>				
<b>LOCATION</b>	<b># OF FIELDS</b>	<b>SIZE OF NETS</b>	<b>#OF NETS</b>	<b>PRICE</b>
FIRE HALL	1	Regulation 11 v 11 Size Nets	2	
JOHNSON SPORTS PARK	3	9 v 9 size Nets	10	
CALEDON COMPLEX	4	Regulation 11 v 11 Size Nets	10	
	3	9 v 9 size Nets	12	
	6	Mini 7 v 7 Size Nets	16	
	10	Micro 5 v 5 Size Nets	20	
<b>TOTAL</b>				

**PRE – SEASON FIELD REQUIREMENT PRICING**

Please provide pricing for each of the required tasks. Each space is to be filled in accordingly. The CSC would like to understand the cost difference between the scope of work with contractor providing service and paint to having the contractor provided the service.

<b>FIELDS</b>						
<b>PRE-SEASON WORK – FIELD LAYOUT AND LINE MARKING</b>						
<b>LOCATION</b>	<b># Of FIELDS</b>	<b>SIZE OF NETS</b>	<b>FIELD #</b>	<b>APPROX DIMENSIONS</b>	<b>PRICE WITH PAINT</b>	<b>WITHOUT PAINT</b>
FIRE HALL	1	Regulation 11 v 11 Size	F1	66.7 x 101 m		
JOHNSON SPORTS PARK	3	9 v 9 size	J1 to J3	24.5 x 16 m		
CALEDON COMPLEX	4	Regulation 11 v 11 Size	R1 to R5	63 x 98 m		
	3	*9 v 9 size	R2 to R4	55 x 75 m		
	6	Mini 7 v 7 Size	M1 to M6	36 x 55 m		
	10	**Micro 5 v 5 Size	MC1 to MC10	24 x 16 m		
<b>TOTAL</b>						

**SCHEDULE B – PRICING (Continued)**

**IN – SEASON FIELD REQUIREMENT PRICING**

Please provide pricing for each of the required tasks. Each space is to be filled in accordingly. The CSC would like to understand the cost difference between the scope of work with contractor providing service and paint to having the contractor provided the service.

FIELDS						
IN-SEASON WORK – MAINTAIN ALL LINES						
LOCATION	# Of FIELDS	SIZE OF NETS	FIELD #	APPROX DIMENSIONS	PRICE WITH PAINT	WITHOUT PAINT
FIRE HALL	1	Regulation 11 v 11 Size	F1	66.7 x 101 m		
JOHNSON SPORTS PARK	5	9 v 9 size	J1 to J5	24.5 x 16 m		
CALEDON COMPLEX	5	Regulation 11 v 11 Size	R1 to R5	63 x 98 m		
	6	*9 v 9 size	R2 to R4	55 x 75 m		
	6	Mini 7 v 7 Size	M1 to M6	36 x 55 m		
	10	**Micro 5 v 5 Size	MC1 to MC10	24 x 16 m		
<b>TOTAL</b>						

**POST – SEASON FIELD REQUIREMENT PRICING**

Please provide pricing for each of the required tasks. Each space is to be filled in accordingly. The CSC would like to understand the cost difference between the scope of work with contractor providing service and paint to having the contractor provided the service.

FIELDS						
POST-SEASON WORK – MAINTAIN ALL LINES						
LOCATION	# Of FIELDS	SIZE OF NETS	FIELD #	APPROX DIMENSIONS	PRICE WITH PAINT	WITHOUT PAINT
CALEDON COMPLEX	3	Regulation 11 v 11 Size	R2 to R4	63 x 98 m		
	2	Mini 7 v 7 Size	M5 and M6	36 x 55 m		
<b>TOTAL</b>						