

Bids for Grounds and Utilities Maintenance

Trustees of the Balls Creek Campgrounds

Date of request: August 24, 2009

The Trustees of the Balls Creek Campgrounds are interested in receiving bids for the maintenance of the grounds and the utilities that serve the campground area. The work will generally consist of the mowing of the grounds, keeping the restrooms clean, in good supply and winterizing each restroom, garbage pick-up and dumping and turning the water on and off and draining the system. Also the Trustees may call upon the contractor to perform miscellaneous work not included in the work description as stated above. The work is separated into five categories and is described in detail below.

It is the intent of the Trustees to give priority for the maintenance contract to a person or a company that is associated with the campground and can demonstrate certain knowledge of the campground. The information that must be included with the bid to receive priority shall be as follows:

Provide evidence that you are an owner or part owner of a tent and/or attends the campground regularly.

Demonstrate a working knowledge of the water, bathroom septic systems and electrical system serving the campground, and

Provide work experience that will demonstrate the ability and knowledge needed to perform the work under this contract.

Work required under the contract:

1. Ground Maintenance and Arbor
 - a. Bush-hog or mow the areas along both sides of Buffalos Shoals Road in the late fall following camp meeting.
 - b. Bush-hog or mow all areas on the campground property in the month of May.
 - c. Pick-up and dispose of all fallen limbs and cut-off and remove all low hanging tree limbs at least four weeks prior to the official start of camp meeting on the second Sunday in August.
 - d. Trim shrubs as directed by the Grounds Committee of the Trustees.
 - e. Finish mow and weed-eat all areas on the campground property no later than two weeks prior to the official start of camp meeting.
 - f. Gather leaves in the arbor area and around the "circle" after camp meeting and dispose of either on the campground property or off-site as approved by the Trustees.

- g. Gather leaves in the row between the outside tents on the circle and the next row of tents and dispose of either on the campground property or off-site as approved by the trustees.
 - h. Blow-out the arbor each morning during the camp meeting and on the Saturday afternoon immediately before the first service on Sunday night of the first night of camp meeting.
2. Restrooms- The following must be done at each of the four-restroom buildings:
- a. Clean all (men's and women's) restrooms a minimum of one time per day for the period beginning on the first Sunday and ending on the fourth Sunday in August. This shall include the following:
 - a. Sweep all floors and clean all toilets, urinals and sinks.
 - b. Scour floors using a cleaning agent and water.
 - c. Dispose of all garbage and rubbish.
 - d. Remove all insects and webs from all areas of the restroom.
 - e. Clean wall areas as required.
 - f. Winterize restrooms. As a minimum drain water from the lines and put anti-freeze in all commodes and p-traps.
 - b. Check the restrooms a minimum of two times per day (not counting the daily cleaning) to include the following
 - a. Make sure toilets, urinals and sinks are working properly
 - b. Remove any non-flushable objects from toilets
 - c. Un-stop toilets as required
 - d. Make sure adequate supplies (toilet paper, paper towels, urinal deodorant, etc) are in their proper place.
 - e. Make sure all light bulbs work and replace if necessary.
 - f. Check for water leaks and repair if required.
 - c. Make sure that adequate supplies are in stock. If not inform a member of the Grounds Committee of the Trustees to order.
 - d. Check restrooms by the last week in July and make repairs as necessary to have properly working facilities by the beginning of the first week of August.
3. Garbage collection and dumping
- a. Set garbage containers out beginning the Friday before the start of camp meeting on Sunday in the locations dictated by the Trustees.
 - b. Collect garbage daily at each tent and each trash container beginning the second Monday of August and ending on Tuesday after the fourth Sunday.
 - c. Deposit garbage in the on-site GDS dumpster daily.
 - d. Contact the garbage container provider when dumpster needs emptying.

- e. Pick-up miscellaneous trash around the entire grounds during camp meeting each day and before and during each mowing.
- 4. Turn water on at the water main on Buffalo Shoals Road by July 1st of each year. Must follow the procedures established for turning water on and off and coordinate with the City of Newton. After water is turned on, must monitor water use by observing the meter readings and search for water leaks. Turn water off at tents that have leaks. If the leak cannot be stopped by turning the water off at the tents notify the Trustees of the leak.

Turn the water off at the meter a maximum of one week after camp meeting in coordination with the City of Newton and drain the water system. Shut the drain valve after draining is complete.

- 5. Miscellaneous work including but not limited to minor repairs to restroom including piping, painting, etc. and as mutually agreed to by the contractor and the Trustees.

If you are interested in submitting a bid, please write in the space below a firm price for the following categories. You may submit a bid for all categories but it is not necessary if you are interested in only one category of work. You will be considered only for the category for which you submit a bid.

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| 1. Grounds Maintenance | Fixed amount \$_____ |
| 2. Restroom Maintenance | Fixed amount \$_____ |
| 3. Garbage Collection | Fixed amount \$_____ |
| 4. Turn water on, turn water off and drain system | Fixed Amount\$_____ |
| 5. Miscellaneous work items | Hourly rate \$_____ |

Your bid should be delivered to one of the following by September 15, 2009 to be considered: **GROUNDS COMMITTEE:** Robert Eades, Recil Wright, Paul Beatty, or Edsel Black

It is the intent of the Trustees to award this work to the bidder with the lowest fixed bid amount for each category of work and meeting the bid requirements. This means that it is possible that the Trustees could award each category of work to a different person. The Trustees however would like to work with as few persons as possible and will give priority to those bidders that submit bids for all categories of work. The final selection of the person or persons that will be awarded the work will at the sole discretion of the Trustees and in the best interest of the Balls Creek Campground.

The term of the contract(s) will be for 3 years, renewal each year upon mutual agreement between the Trustees and the contractor.

Payments on the work on the ground maintenance (item 1) will be made on or about January 15, 2010 and payment for the work on the restroom maintenance, garbage collection and turning the water system on and off (items 2, 3, & 4) on or about October 15, 2010 for the first years of the contract(s) and the same dates for each of the following years. Contractor must submit an invoice to the Treasurer of the Trustees and a member of the grounds committee must verify that the work has been satisfactorily completed before payment is made.

The current maintenance contractor will include getting up the leaves for this fall and will then end. The work considered under this contract will begin with the mowing the areas along Buffalo Shoals road this fall and will continue from that point.

If you have any questions, please contact: Recil Wright 828-465-2205 or 828-464-7522, Paul Beatty 828-217-1103, or Edsel Black 828 234 9953.

Please fill in the following information and submit this form to the Grounds Committee:

Bidders Name: _____

Contact Information:

Name: _____
(Please print)

Address _____

Numbers: Home: _____
Cell _____
Fax _____