



# IDAHO STATE UNIVERSITY

## ITB # 5242024

ATHLETICS DEPARTMENT SOFTBALL FIELD TURF INSTALL

Invitation To Bid

FOR IDAHO STATE UNIVERSITY MILLER RANCH STADIUM

1850 Bartz Way, Pocatello, ID 83209

Issue Date: May 24, 2024

**ITB ADMINISTRATIVE INFORMATION**

ITB Title: ISU Athletics Softball Field Turf Install	ISU Athletics Dept. Softball Field Turf Install
ITB Project Description:	To Install Field Turf At Miller Ranch Stadium
ITB Lead:	Randy Jones, Sr. Buyer Idaho State University 921 S. 8 <sup>th</sup> Ave., Stop 8110 Pocatello, ID 83209 randyjones@isu.edu O 208-282-3411
Questions – Attachment - 4	Questions are due June 3, 2024 by 5 PM MT.  Questions will be aggregated and answers will be posted by June 6, 2024 by 5 PM MT at <a href="https://www.isu.edu/purchasing/vendor-resources/solicitation-process/solicitation-opportunities/">https://www.isu.edu/purchasing/vendor-resources/solicitation-process/solicitation-opportunities/</a>
Email bids to:  Or mail via postal service to the ITB Lead address above.	randyjones@isu.edu
ITB Closing Date (Bids Due):  ITB Opening Date:	June 27, 2024 by 5 PM MT  5 PM MT the next business day after closing date.

**List of attachments:**

- |  |           |
|--|-----------|
| 1 – Specifications / Requirements – Attachment 1 | Mandatory |
| 2 – References – Attachment 2                    | Mandatory |
| 3 – ISU Signature Page – Attachment 3            | Mandatory |
| 4 – Vendor Questions – Attachment 4              |           |
| 5 – ISU Logo/Color – Attachment 5                |           |
| 6 – Miller Ranch Field Schematic – Attachment 6  |           |

Failure to include any of the above mandatory attachments may result in your bid being found non-responsive.

## **1 PURPOSE**

The purpose of this Invitation to Bid is to receive bids from qualified vendors to install turf on Miller Ranch Stadium Softball Field to include infield, outfield, batting cages near home dugout, and home and visitor bullpens, with an approximate square footage of 52,100 S.F. We are seeking a vendor who can prepare the site, provide material and equipment, and install the turf to the specification requirements.

## **2 BACK GROUND**

Idaho State University (ISU or the University) intends to upgrade its softball field at Miller Ranch Stadium with a new turf that will include coverage for infield, outfield, batting cages near home dugout, and home and visitor bullpens. The field will display field name, University logo and outfield logos. The install will have the awarded vendor responsible for design services, existing subgrade preparation, new subgrade materials, drainage, curbing, seams, warranty, field turf and markings. Vendors must be able to submit a proposed project schedule with the ability to provide start and completion dates.

## **3 SPECIFICATIONS / REQUIREMENTS**

**See Attachment 1.** These specifications are the minimum mandatory requirements that your Bid must meet in order for the University to consider your Bid for award. Failure to meet these minimum requirements may result in your bid being found non-responsive. Instructions are on the attachment. Please do not modify the Specifications/Requirements Sheet or submit it on any form other than the attachment provided. Doing so may cause your Bid to be found non-responsive.

## **4 REFERENCES**

**See Attachment 2.** Provide contact information for 3 companies for whom your firm has provided similar services. Universities or Colleges are preferred. Idaho State University (ISU) staff will contact your references at their discretion. ISU may contact other companies whether you have listed them as a reference or not. Information gathered from references will be used in determining which Bid/s offer the most value to ISU.

## **5 COST**

Provide your Total Costs detailed on your bid to include all exclusions within the estimate or items will be considered included within the scope of work.

## **6 BILLING PROCEDURE**

The Contractor must provide a signed invoice upon service completion. The invoice [and respective reports] must be submitted no later than thirty (30) calendar days after service was provided. No invoice will be accepted or paid without receipt of required documentation. Invoices submitted without the required documentation will be returned to the Contractor for resubmission.

The Contractor must provide the following information with each invoice:

1. Idaho State University Purchase Order number
2. Identification of billing period
3. Total amount billed for the billing period
4. Detailed description of services/products provided
5. Name of authorized individual and contact information for Contractor

Invoices and reports are to be submitted to:

Contact Person: Pauline Thiros, Athletic Director  
Address: Idaho State University  
Holt Arena  
921 S. 8<sup>th</sup> Ave., Stop 8173  
Pocatello, ID 83209

## **7 SUBMISSION REQUIREMENTS**

The current versions of the Idaho State University Standard Contract Terms and Conditions and Solicitation Instructions to Vendors are incorporated, by reference into this solicitation, and any resulting contracts if set forth in their entirety. Both documents can be downloaded at <https://www.isu.edu/purchasing/vendor-resources/solicitation-process/solicitation-opportunities/>; or copies obtained by contacting Idaho State University Purchasing Services at 208.282.3111. Failure, by any submitting vendor to obtain a copy of these documents will in no way constitute or be deemed a waiver by Idaho State University of any term, condition or requirement contained in the referenced documents; and no liability will be assumed by Idaho State University for a submitting vendor's failure to consider the Idaho State University Standard Contract Terms and Conditions and Solicitation Instructions to Vendors in preparing its response to the solicitation.

Your submitted bid must contain the following:

- 7.1 Specifications / Requirements Attachment 1
- 7.2 References Attachment 2
- 7.3 Idaho State University Signature Page Attachment 3
- 7.4 Vendor Bid Cost Bid Proposal
- 7.5 Bidders must be willing to register their company with Payment Works, ISU's vendor on-boarding system. I agree to register with Payment Works Yes \_\_\_\_\_ No \_\_\_\_\_

Failure to include any of the above required items or agree to 7.5 may result in your Bid being found non-responsive.

## **8 BID SUBMISSION METHODS**

Bids may be submitted manually by postal mail to:

Idaho State University  
921 S. 8<sup>th</sup> Ave., Stop 8110  
Building 10, Room 114  
Pocatello, ID 83209  
Attn.: Randy Jones, Sr. Buyer

Or emailed to:

[randyjones@isu.edu](mailto:randyjones@isu.edu)

## 9 AWARD

The University recognizes that an offered low price is not always indicative of the greatest value. The award will be made to the vendor whose Bids will yield the best overall value and cost to ISU, and who can best meet the specifications and requirements. Best overall value will be determined by ISU staff based on information contained on all Bid submittal items listed in #7 above. The solicitation will be awarded based on value and cost, whichever is in the best interest of the University.

## 10 INSURANCE REQUIREMENTS

Within five (5) days of notification of award, the apparent successful vendor will provide certificates of insurance to the University required herein and will maintain the insurance during the life of the Contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the five (5) business day period may cause your Bid to be declared non-responsive or your Contract to be canceled.

Contractor shall carry liability and property damage insurance that will protect it and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them.

Contractor shall not commence work under the Contract until it obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until the Contract is terminated.

## 11 SUBCONTRACTS

Use of subcontractors is subject to approval by the University, which shall not be unreasonably withheld. The University reserves the right to approve or disapprove any subcontractor.

## 12 AUDIT RIGHTS

The Contractor agrees to allow Idaho State University purchasing staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

## 13 QUESTIONS

Questions relating to this ITB must be submitted in writing to the ITB Lead, by the date and time noted in the ITB Administration Information section at the beginning of this ITB in order to be considered. **See Attachment 4 – Vendor Questions.**

Official answers to all written questions will be posted on the Idaho State University Purchasing web page <https://isu.edu/purchasing/vendor-resources/solicitation-process/solicitation-opportunities/> as an addendum to this ITB by the date shown on the ITB Administrative Information Page.

Any questions regarding the **Terms and Conditions found within this ITB** and the Idaho State University Standard Contract Terms and Conditions, found at <https://isu.edu/purchasing/vendor-resources/terms-and-conditions/>, must also be submitted in writing, using **Attachment 6 - Vendor Questions**, by the deadline identified in ITB Administration Information section. The University will not consider proposed modifications to these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

- 1.The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency);
- 2.Recommended verbiage for the University's consideration that is consistent in content, context, and form with the University's requirement that is being questioned;
- 3.Explanation of how the University's acceptance of the recommended verbiage is fair and equitable to both the University and to the party submitting the question.

**Bids that condition the bid based upon the University accepting other terms and conditions not found in the ITB, or which take exception to the University's terms and conditions, may be found non-responsive, and no further consideration of the Bid will be given.**