

Request for proposal to maintain tennis courts & surrounds at Leederville Tennis Club Inc

1 Introduction

1.1 Introduction

Leederville Tennis Club Inc (**LTC**) seeks proposals for the supply of maintenance services for the 10 grass courts, entry, gardens and surrounds at Bourke Street Leederville (**Premises**).

An overview of the scope of services is set out section 3 below.

1.2 Request for proposal reference

This document is known as "Request for Proposal Leederville Tennis Club".

All correspondence or enquiries associated with this Request for Proposal (**RFP**) should quote "LTC RFP Groundskeeper".

1.3 Contents of Request for Proposal

This RFP consists of the following documents:

- Request for Proposal (this document)
- Form of proposed contract for maintenance of the tennis courts (**Contract**)

1.4 Inspections

The Courts can be inspected by arrangement with LTC. Please contact club secretary, Allan Inkpen on 0420 415 855.

1.5 About LTC

LTC is an established Tennis West affiliated tennis club in the City of Vincent. LTC was established in 1920 and maintains 10 grass courts, 4 floodlit synthetic grass courts and 2 floodlit hard courts. LTC participates in the Tennis West league competition (predominantly summer) with teams competing on grass on Wednesday mornings, Saturday and Sunday afternoons. Social play occurs year-round on grass and synthetic/hard courts on Wednesday evenings, Thursday mornings and Saturday afternoons. Pennant team training is held Thursday afternoons. LTC's club coach runs year-round programs requiring maximum court access during school terms on Saturday mornings and Wednesday and Friday afternoons.

2 Timing and lodgement

2.1 Timing

Proposals must be received no later than 31 March 2019.

2.2 Lodgement of Proposals

A Proponent may submit a proposal by letter addressed to Allan Inkpen, Club Secretary, Leederville Tennis Club, PO Box 229, Leederville, 6903. Two copies of the letter are to be provided: one in hard copy and the other in electronic form by email to club.secretary@leedervilletennisclub.com.au.

The letter should deal with the following:

- (a) the name and address of the Proponent;
- (b) a description of the Services referred to in item 3.1 and 3.2;
- (c) the name of the Proponent's Representative and the Curator / Groundsman;
- (d) the fixed annual fee for which the Proponent is prepared to provide the Services. The annual fee should specify separate amounts per annum for the following:
 - \$ per grass court
 - \$ for the Entry, Gardens & Surrounds
- (e) an estimate of the Products to be used for the first year, including any recommended initial remediation of courts and surrounds;
- (f) a copy of the Proponent's:
 - (1) occupational health and safety policy and environmental policy;
 - (2) all current insurances;
 - (3) details of other tennis clubs for whom the Proponent provides services similar to the Services;
 - (4) two references; and
 - (5) list of all personnel and qualifications and experience.
- (g) Any other information that the Proponent may wish to include in its Proposal.

3 Scope of services sought

Each Proponent is asked to set out, in reasonable detail, the frequency and manner in which the services will be carried out in the order set out below.

3.1 Maintenance of 10 grass courts

- mowing courts and surrounds
- removing rubbish and debris from courts and surrounds
- watering of the grass courts including repairs of irrigation system
- rotation of the grass courts (up and down and side to side)
- bounce and consistency across the grass courts
- line marking to comply with tennis rules and be maintained throughout the year for courts available for play, in particular for specific events such as league fixtures, tournaments etc.
- nets, posts and tie downs to comply with tennis rules and specific events
- plant nutrition, moisture readings and reporting
- soil testing
- monthly maintenance Schedule

Availability of grass courts

- all courts are to be available for play across seasons and year including social and league play on all days (other than watering day) or in accordance with rotation program, as agreed with LTC representative and if agreement cannot be reached as decided by LTC representatives.

Renovation of grass courts

- soil testing with results provided to LTC
- coring, verti-mowing, top dressing, grooming, verti draining and resting of courts
- monthly renovation schedule

Spraying programme for grass courts

- sprays, fungicides and agents to be used to promote growth and control of weeds and grass and insects
- monthly spraying schedule

Fertilising programme for grass courts

- application of maintenance and correctional fertiliser (slow release or conventional) and brand to be used
- indicate intended use of slow release, conventional or liquid depending on soil report
- fertilising schedule

3.2 Maintenance of Entry, Gardens & Surrounds - club house entry, banks, gardens and hedges

- planting, weeding, pruning, watering, clearing rubbish, fertilising and trimming of hedges
- monthly maintenance schedule
- list products and estimated cost per annum

3.3 Equipment to provide services

- list all equipment (type, age and make) to be used to provide the services

3.4 Groundsman

- specify name and experience of the person who will be responsible for day to day supervision of the services and the hours that the groundsman will be present at the Courts
- Note: groundsman will be required to be present at the Courts according to an agreed schedule and on call in the event of an unforeseen adverse event

3.5 Products

- list products and estimated cost per annum

3.6 Other

- any other information that the Proponent considers will enhance the Services

3.7 Management meetings

- Proponent is to nominate a representative to attend meetings with the LTC committee (or provide a formal written condition report) on a quarterly basis relating to the performance of the Services to the required standard.
- The Proponent is to have regular informal dialogue with LTC's house and grounds manager on ongoing court condition and LTC court requirements.
- A representative of LTC can call a meeting at any time to discuss how an adverse or extreme conditions affecting the courts can be practically dealt with to ensure performance of the Services to the required standard.
- The adverse conditions may include extensive rain, heat, pre and post tournament / event conditions, pests such as ground pearl and other issues concerning the condition of the courts and their surrounds.

3.8 Standards

- LTC will require that the Services be performed with the degree of skill, care and diligence required to keep the club entry, gardens and surrounds tidy and presentable and grass courts in a healthy condition commensurate with the tournament, league and social play standards. Contractor to provide grass court performance measurement process to test if the standard has been met.

4 Term and Pricing

4.1 Term

- (a) The Contract will be for a term of [3] years, commencing on [insert date]
- (b) LTC and the successful Proponent are to negotiate the terms of any extension of the Contract at least 6 months prior to the end of the initial term.

4.2 Pricing

- (a) LTC will pay a fixed annual sum for the Services payable by 12 equal successive instalments, the first instalment is to be made on the 7th day of each month for the Services provided in the immediately preceding month.
- (b) The annual sum is to be adjusted annually for movements in CPI, the first adjustment to be made on 1 June 2020 by the movement in CPI from 31 May 2019 to 1 June 2020.
- (c) In addition to the annual sum, LTC will reimburse the costs incurred to supply the materials referred to in clause 4.3(a) and (b) of the Contract on evidence of such costs.

5 Conditions of RFP

- (a) Two copies of the RFP will be provided: one in hard copy and the other in an electronic form by email.
- (b) The Proponent is to pay all costs incurred by it to prepare its proposal in response to the RFP.
- (c) No binding legal relationship will exist between any of the Proponents and LTC to provide the Services until signing of the Contract.
- (d) LTC may in its absolute discretion:
 - (1) cancel or vary the RFP at any time; or
 - (2) select one or more preferred Proponents to enter into further negotiations with LTC based on this RFP.