

Invitation to Submit Request for Proposals

Warren Fiscal Court will receive and open RFP's at 10:00am on 06/22/2026 at the Office of Warren County Judge Executive Doug Gorman, 2nd floor, Warren County Courthouse, 429 E. 10th Street, Suite 201, Bowling Green, KY 42101 for the proposal listed:

RFP for Construction / Installation of Ten (10) artificial / synthetic turf infields (baseball / softball)

Proposals will be opened immediately thereafter in the Fiscal Courtroom. Proposals must be received by the designated date and time, and none will be considered thereafter.

Proposals may also be picked up at the Office of Warren County Judge Executive, Doug Gorman.

Warren County Fiscal Court reserves the right to reject any and all proposals and to accept the best evaluated. The evaluated proposal will allow 5% for a primary business located in Warren County and make a choice that it deems necessary in the public interest. The successful proposing company shall be an Equal Opportunity Employer.

Crystal Cummings

Fiscal Court Clerk

Request for Proposal

Warren County Parks and Recreation Department

Project Title: Request for Proposal for construction / installation of ten (10) artificial / synthetic turf infields (baseball / softball)

Issued By: Warren County Parks and Recreation Department / Warren County Fiscal Court

Section 1 - Introduction:

The Warren County Parks and Recreation Department / Warren County Fiscal Court (hereinafter referred to as the Owner) is requesting proposals from companies (hereinafter referred to as the Proposer) interested in providing all design, engineering / architectural, construction and installation services for synthetic / artificial infield turf at the following Warren County Parks and Recreation Department locations:

1. Michael O. Buchanan Park Upper Complex (Address: 9222 Nashville Road, Bowling Green, KY 42101), including the following fields:
 - a. Blue Field (300-foot field, current dirt infield)
 - b. Green Field (300-foot field, current dirt infield)
 - c. Red Field (300-foot field, current dirt infield)
 - d. Gray Field (300-foot field, current dirt infield)
 - e. All fields at this location should have pitching distances and circles at 35 feet, 40 feet, 43 feet, 46 feet, and 50 feet.
 - f. All fields at this location should have bases distances at 60, 65, 70 feet
2. Phil Moore Park Complex (Address: 7101 Scottsville Road, Alvaton, KY 42122), including the following fields:
 - a. Field 1 (210- foot field, current dirt infield)
 - i. This field should have pitching distances and circles at 35, 40, 43 feet, 46 feet
 - ii. This field should have base distances at 60, 65 feet.
 - b. Field 2 (200-foot field, current grass infield – little league field)
 - i. This field should have pitching distances and circle at 35, 40, 46 feet
 - ii. This field should have base distances at 60 feet
3. Ephram White Park Complex (Address: 885 Mount Olivet Road, Bowling Green, KY 42101), including the following fields:
 - a. Field 2 (225 – foot field, current dirt infield)
 - b. Field 3 (225 – foot field, current dirt infield)
 - c. All fields at this location should have pitching distances and circles at 35 feet, 40 feet, 43 feet, 46 feet, and 50 feet.
 - d. All fields at this location should have bases distances at 60, 65, 70 feet
4. Basil Griffin Park Complex (Address: 2055 Three Springs Road, Bowling Green, KY 42104), including the following fields:
 - a. Field 2 (300 – foot field, current dirt infield)
 - b. Field 3 (300 – foot field, current dirt infield)

- c. All fields at this location should have pitching distances and circles at 35 feet, 40 feet, 43 feet, 46 feet, and 50 feet.
- d. All fields at this location should have bases distances at 60, 65, 70 feet

In general, this project involves the Proposer's removal of the existing infield dirt and the establishment / install of the proper drainage system, base and synthetic infield turf on ten (10) Owner fields. The Proposer will also be completely responsible for ensuring that any areas disturbed for this project are put back to pre-construction condition, including all walkways, outfield areas, all existing irrigation systems, warning tracks, fence areas, irrigation valve and control systems, fencing, electrical and drainage systems. The Proposer will be completely responsible for ensuring that all existing utilities, drainage systems, and irrigation systems are integrated into the design and project cost for each field. The owner has limited site plans and maps that will be provided upon request.

The proposal submitted should clearly and easily demonstrate how the Proposer can best satisfy the requirements listed in this RFP. The Owner shall reserve complete right to choose the proposal which is most advantageous to the Owner's constituents and the citizens of Warren County, KY.

Section 2 - Rules of Preparation:

The submitted proposals must follow the rules and format established by this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to comply with any portion of this request may result in the rejection of the proposal.

Section 3 - Proposer Inquiries:

The Owner has prepared this RFP and has designated Chris Kummer, Director of Parks, as the primary contact for this project (Project Manager). Please direct any questions or comments concerning this RFP / project to him, contact information below:

- Chris Kummer, Director of Parks
- Address: 2055 Three Springs Road, Bowling Green, KY 42104
- Cell Phone Number: 270-791-1860 (24 Hr. On Call)
- Office Phone Number (M-F, 8:00am-4:00pm); 270-842-5302
- Email: chris.kummer@ky.gov

To ensure a timely response, questions should be emailed to the Project Manager directly.

The Project Manager will maintain a "proposers list" for this project. Please provide the project manager with contact information for your company or firm so that you receive timely addenda and general updates for this project.

Section 4A - Submission of Proposals:

Please prepare and submit three (3) copies of the proposal. Completed proposals should be sealed and clearly marked "Warren County Parks and Recreation Department Artificial / Synthetic Turf Project". All proposals must be submitted to the Owner prior to the due date.

Proposals received after the due date and time will be considered late and will not be accepted. Proposals will be evaluated objectively based on the vendor’s responses to the RFP.

The Owner will not pay any costs incurred in the proposal preparation, including but not limited to the costs for printing, demonstration, negotiation process, travel and accommodation, etc. All costs for the preparation of the proposal shall be borne solely by the proposing company or business.

The proposer understands that there are two methods for proposal submittal. They are listed below:

- Option 1 - Proposals can be submitted electronically by sending to Warren.county@ky.gov by 10:00am on Monday, June 22, 2026.
- Option 2 - Proposal can be mailed via US Postal Service, UPS, Fed Ex to the Warren County Court House, Attn. Crystal Cummings, 429 E. 10th Street, Bowling Green, KY 42101.
- All proposals must be submitted by the due date issued by the Owner. Any proposal received after this time; we be disqualified from this project.
- It is the full responsibility of the proposing company to ensure that all RFP packets and information are submitted on time and by the date / time requested by the Owner.

The following is the projected schedule:

Event:	Date:
RFP Opens; RFP packets can be downloaded off the Warren County, Kentucky, Government website at warrencountyky.gov , select “business tab and then click on Bids / RFP’s”; RFP packets may also be picked up Monday through Friday at the Basil Griffin Park Administrative Office, located at 2055 Three Springs Road, Bowling Green, KY 42104, from 8am to 5pm daily.	Monday, June 1, 2026
Pre- Bid – RFP Mandatory Meeting with Owner; call to schedule appointment during time frames listed; only those companies that attend a pre-bid meeting will be able to submit a proposal. Proposing companies that do not attend will have proposals automatically rejected.	Available Meeting Times for Owner: Thursday, June 4, 2026 @ 11:00am – 3:00pm CDT Wednesday, June 10, 2026 @ 1:00pm-4:00pm CDT Tuesday, June 16, 2026 @ 1:00pm-4:00pm CDT Thursday, June 18, 2026 @ 1:00pm-4:00pm CDT
RFP Proposals Due to Owner	Monday, June 22, 2026, by 10:00am (see below for opening information)
RFP Proposals Opened	Monday, June 22, 2026 – 10:00am – Judge Executive Doug Gorman Office, 429 E. 10th Street, Bowling Green, KY 42101, 2 nd floor office.

Owner review period (up to 30 days from time of opening)	Possible 30-day period of review
Potential approval of selected RFP by Owner (dates and times subject to change by Owner)	Fiscal Court Meeting – June 25, 2026, July 9, 2026, or July 23, 2026
Notice to Proceed sent to selected Proposing Company / Business (dates and times subject to change by Owner)	June 29, 2026, July 10, 2026, or July 24, 2026
Mobilization / Construction Start at predetermined times and locations as listed in RFP	September 31, 2026
Substantial Completion of Project (all locations) – final walkthrough and punch list item meeting required by Owner with Proposer prior to this date.	April 15, 2027
Final Completion of Project (all locations)	April 31, 2027
Liquated damages Begin (all locations)	May 1, 2027

Please note that the Owner will be closing the facilities listed in this RFP in a sequential order based on already booked events and functions scheduled for 2026 / 2027. The owner requests that the project begin at Phil Moore Park (September 31, 2026), then proceed to Michael O. Buchanon Park Upper Complex (October 26, 2026), then proceed to Ephram White Park and Basil Griffin Park once the first six fields are completed.

Owner requests that the project window be from September 31, 2026, through April 15, 2027, to have all ten (10) fields completed and sites prepared for high usage beginning in and around this April 15, 2027 date.

Liquidated damages will be assessed at a rate of \$2500.00 for each calendar day beyond the final completion date stated above. Any pre-scheduled Owner event effected by the project not being completed on time will incur a penalty of \$5,000.00 per event day.

Section 4B – Proposal Format

To facilitate the analysis of responses to this RFP, proposers are required to prepare their proposal in accordance with the instructions outlined in this section.

Each proposer is required to submit the proposal documents in response to the RFP in a sealed envelope. Vendors whose proposals deviate from these instructions may be considered nonresponsive and may be disqualified at the discretion of the Owner.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the contractor’s capabilities to satisfy the requirements of the RFP.

The proposer should respond to each section of this RFP in sequential order as addressed in this RFP.

Expensive bindings, color displays, promotional material, etc., are not necessary or desired.

EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT

Section 5 - Notification of Withdraw of Proposal:

Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for proposal submission. Otherwise, proposals will be considered valid for at least 60 days from the opening date. Submitted proposals will become the property of the Owner after the proposal submission deadline (RFP Opening Date).

Section 6 - General Specifications and General Scope of Project:

The proposer shall provide all design, engineering, architectural design, site prep, construction, installation services for synthetic infield turf on ten (10) fields within the Warren County Parks and Recreation Department system as listed in the introduction section of this RFP.

The following is for informational use only to prepare the proposal and shall not be considered an estimate or complete projection of current or future needs. It is the responsibility of the proposer to ensure that they understand the needs of the Owner via communication with the Project Manager.

A site visit / Pre-Bid meeting is REQUIRED for this project prior to the RFP submission / opening date. Proposers will need to contact the Project Manager to setup a date and time at the already established dates and times listed in the "Submission of Proposals" section of this RFP.

Change orders will not be approved and no additional costs will be paid to the proposer for their failure to understand and provide a proposal for a fully functional turnkey installation of infields and the components thereof, including the moving of existing irrigation heads and the creating of a transition zone from the synthetic turf field to the existing Bermuda grass outfield area.

This RFP may not define all the work necessary to complete the project, however, it is the proposer's sole responsibility to review the RFP information and visit each site to determine the full scope of work required to cover all aspects of the intended project. Again, all proposers must schedule a site visit with the Project Manager prior to the submission date.

Proposals shall include all aspects of design, site preparation, construction, and installation required for each location within this project to be a success and to be considered a turnkey event. In addition, a detailed list of what items will be provided by the proposer to make this project successful will be included in this RFP.

A detailed list of warranty terms for all items included in this project shall be included in the proposers' RFP submittal.

Necessary permits, if required, will be provided by the Owner.

All mobilization and training is to be included in the RFP submitted, including general daily, weekly, monthly turf and drainage system maintenance, mound and home plate maintenance, base changing and mound install, infield turf dragging and sweeping instruction.

Section 7 - Bid Bond:

A bid bond in the amount of five percent (5%) of the total proposal price, including any alternates, shall be submitted by all proposers to ensure faithful performance with the conditions of this RFP. Bid security must be one of the following: (1) certified check or cashier check; or (2) a properly executed bid bond payable to the Owner. Bid Bond will be returned to the bidders after the Owner has accepted the Bid. All bids shall remain open for sixty (60) days after the date of the opening.

Section 8 - Performance Bond

The proposer must submit a performance bond in the amount of 100% must be furnished by successful proposer within ten (10) days after the award of the RFP / bid. Bonds will come from a surety company with an A+ best rating.

Section 9 - Labor and Material Payment Bonds

The proposer must submit a labor and material payment bond in the total amount of the contract and must be furnished within ten (10) days after the award of RFP / bid. Bonds will come from a surety company with an A+ best rating.

The proposer shall furnish evidence of insurance in forms and amounts acceptable by the owner.

The proposer shall be fully qualified and specialized in sports field construction and capable of providing all aspects of design, site preparation and installation (grading, drainage, rock base, turf, irrigation repair and adjustment of current system).

All products provided under the terms of this contract shall be new and free from defects in material and workmanship.

It is the proposer's responsibility to clearly list any exclusions to the requirements that they cannot meet.

Section 10 - Base Bid / Scope of Work:

1. The proposer will work with the Owner to decide the best location to gain access to each field in this project that will limit damage to the existing infrastructure. All equipment should use the appointed area, including warning track areas when permissible to access each field. The proposer shall include the request for entry into each facility as part of this RFP once they have made an onsite visit to each location. Proposer will be required to use good judgement following moisture events to avoid unnecessary damage to the warning track, outfield, and existing paving infrastructure. The proposer will be responsible and shall include in the RFP all cost to ensure each location is put back into pre-project condition by the end of the project per site location. If fencing needs to be removed, this is also the responsibility of the proposer to remove, replace, and install back once each field is completed.
2. Proposers will be required to remove any dirt / infield dirt to a site they coordinate off park grounds. Owner is requesting that at each location (Phil Moore Park, Michael O. Buchanan Park, Ephram White Park, and Basil Griffin Park) that the proposer moves 50 tons (x 2 – 25 ton dump truck loads) of infield topsoil to an Owner approved site within each park area for future use.

3. Owner will remove all existing bases and pitching mounds prior to the proposer beginning any work. Proposers will be required to supply all new bases, portable pitching mounds, pitching mats per field, and appropriate pitching circles, batter box areas, running lanes as defined by this RFP. This will be required at all field locations within this RFP.
4. The proposer will be responsible for capping all irrigation lines, ensuring that existing irrigation lines and heads are moved to new locations based on layout of new synthetic turf fields. All irrigation systems for each field listed in this project will be the proposer's responsibility to ensure they are modified to match the new field layout and infield / outfield edges so that the grass outfields will remain fully watered / irrigated at the end of this project.
5. No live irrigation lines, underground, within the work area will remain on during the project. They will be capped at the beginning of the project by the proposer and repaired, installed, and fully functional at the end of the project.
6. Proposers will need to provide portable toilets for all contractors to utilize during this project and must schedule weekly cleaning.
7. Owner will have staff cleaning other parts of the project area throughout the week, including but not limited to parking lots, walkways, trails, disc golf course areas, and surrounding areas around each complex. Proposers will be required to always ensure a clean and tidy work site. All construction debris, trash, parts, dirt, turf material, equipment, trailers, etc. must be kept clean and trash picked up daily. Failure to respect the Owners property could result in a \$500.00 per day penalty if documented trash and other debris is not maintained in a controlled space / dump trailer / construction dumpster.
8. The proposer may request progress payments every 30 days, if necessary. Checks will be processed every two weeks when Warren County Fiscal Court meetings. These dates and times are subject to change. To accurately assess payment requests, bidders shall provide a schedule of costs for the various project components prior to construction.
9. Proposer shall provide all surveying, design, staking, plotting, site preparation work, construction, installing, cleaning, irrigation system retrofitting, engineering, training, and site cleaning for this project.
10. The proposer shall provide engineered stamped construction drawings prior to the beginning of the work.
11. The proposer will be responsible for ensuring that the new infield turf transitions smoothly and with proper grade / slope to the existing outfield grass areas. The proposer should ensure that all infield and outfield grading and slopes are correct to allow for proper drainage. Proposer shall include all drainage, grading, and slope plans with this RFP.
12. Contractor shall provide as built drawings upon final completion, both two (2) hard copy sets and digital sets for the Owner.
13. Proposer shall provide supervision of all staging areas, materials, and equipment.
14. Proposer will be held responsible for any damage to existing structures, work, materials, or equipment because of their operations and shall repair or replace any such damaged structures, work, materials, or equipment to the satisfaction of, and at no additional cost to the Owner. This includes all site utilities as well, including all electrical components, water, sewer, and lighting components.
15. Proposer shall protect, shore, brace, support, and maintain all underground pipes, conduits, drains, and other underground construction uncovered or otherwise affected by the construction work performed. All surfacing, driveways, roads, curbs, walkways, buildings, utility poles, guy wires, scoreboards and cabling, and other surface structures affected by construction operations in connection with the performance of the contract,

together with all sod, shrubs, trees in the area crossed by or adjacent to the right of way, shall be maintained and, if removed or otherwise damaged, shall be restored to the original condition. All replacements of such underground construction and surface structures or parts thereof shall be made with new materials conforming to the requirements of these specifications.

16. Proposer is required to provide a standard eight (8) year minimum synthetic turf warranty plus an eight (8) year 3rd party insured synthetic turf warranty. Please provide warranty information with this RFP. Please include all details of the Warranty Terms. Proposer must specify terms of drainage and base warranty as well. Warranty shall cover all materials, including UV degradation.
 - a. Proposer shall be required to ensure that all workmanship and materials are covered under warranty terms and must be specified.
 - b. Warranty must have a provision to either make a cash refund or repair or replace such portions of the installed materials that are no longer serviceable to maintain a serviceable and playable surface.
 - c. The Proposer shall provide a warranty to the Owner that covers defects in materials and workmanship of the turf for a period of eight (8) years from the date of substantial completion. The turf manufacturer must verify that their representative has inspected the installation and that the work conforms to the manufacturer's requirements. The manufacturer's warranty shall include general wear and damage caused by UV degradation. The warranty shall specifically exclude vandalism and acts of God beyond the control of the Owner or the manufacturer. The warranty shall be fully third-party insured; prepaid for the entire 8-year term and be non-prorated. As concerns the designated high-traffic areas, which include, but are not limited to the home plate, pitcher's mound, pitcher's lane, catcher's box, batting cage and bullpen areas, the foregoing Warranty does not apply. Notwithstanding anything contained herein, the base areas and slide zones, which also constitute as high traffic areas, shall be covered by this Warranty, except that the applicable Warranty period shall be limited to a two (2) year Manufacturer's Warranty. The Contractor shall provide a warranty to the Owner that covers defects in the installation workmanship, and further warrant that the installation was done in accordance with both the manufacturer's recommendations and any written directives of the manufacturer's representative. Prior to final payment for the synthetic turf, the proposer shall submit to owner notification in writing that the field is officially added to the annual policy coverage, guaranteeing the warranty to the Owner. The insurance policy must be underwritten by an "AM Best" A rated carrier and must reflect the following values:
 - Pre-Paid 8-year insured warranty from a single source.
 - Maximum per claim coverage amount of \$28,000,000.
 - Minimum of twenty-eight million dollars (\$28,000,000) annually.
 - Must cover full 100% replacement value of total square footage installed, minimum of \$14.00 per sq ft. (in case of complete product failure, which will include removal and disposal of the existing surface)

- Provide a sample copy of insured, non-prorated warranty and insurance policy information.
 - Policy cannot include any form of deductible to be paid by the Owner.
17. The proposer shall complete all work on the synthetic turf system in accordance with the published project schedule.
 18. Proposers will be required to provide and maintain their own electrical outlets and temporary power as needed. This will be at the proposer's expense.
 19. Proposers will be required to provide their own access to bulk water and will be at the proposer's expense. Proposer may utilize existing fire hydrants onsite if permitted directly with the Warren County Water District and meter established. This will be at the proposer's expense.
 20. Proposer will be required to provide closeout maintenance training of owner personnel at each location in this project.
 21. Proposer shall review all site location maps included in Appendix A of this RFP.
 22. Proposer shall and will need to conform with requested requirements listed in Appendix B for Materials and Products – Infield Clay Areas.
 23. Proposer shall and will need to conform with requested requirements listed in Appendix C for Materials and Products – Grass Areas (Infield Diamond, if applicable, outfield and foul territory apron).
 24. Proposer shall and will need to conform with requested requirements listed in Appendix D for Quality Assurance.
 25. Proposer will need to ensure and verify that batter / catchers' boxes meet the following requirements:
 - a. Carpet made of polyethylene fibers tufted into a perforated backing.
 - b. Infill: controlled mixture of graded sand and ambient rubber which partially cover the carpet.
 - c. Glue, thread, paint, seaming fabric and other materials used to install and mark the artificial grass synthetic turf.
 - d. Batters / catchers boxes should use a Velcro Removable System
 - i. Velcro must be adhered onto the perimeter of each removable piece. Turf carpet is infilled with SBR / sand infill. Under the turf is a rubber pad or horse mat for added stability.
 - ii. The initial turf carpet should be installed on the three home plate areas, and four (4) additional complete sets per infield should be provided as extra pieces with Velcro pre-attached. This is requested for each field that is part of this project (a total of ten {10} fields will need these set requirements).
 26. Proposer agrees to provide the following related to field groomers and field sweepers:
 - a. The Proposer agrees to provide a total of six (6) field groomers and six (6) field sweeper units as part of this RFP.
 - b. Proposer shall ensure the field sweepers and field groomers provide the following:
 - i. Field groomer shall include a towing attachment compatible with a field utility vehicle.
 - ii. Field Groomer shall be a groomer designed and made for the specific synthetic field turf being installed, preferred Field Turf Groom Right type of equipment.

- iii. Field sweeper shall include a towing attachment compatible with a field utility vehicle.
 - iv. Field sweeper shall be a sweeper designed and made for the specific synthetic field turf being installed, preferred Field Turf Field Sweep type of equipment.
 - v. Both sweeper and groomer hardware should be fully assembled by the proposer prior to turning equipment over to the Owner.
 - vi. Proposer will provide training on all applications of both the field sweeper and groomer to the Owner at all site locations that are part of this RFP.
27. Proposer agrees to ensure that fields listed in section 1 of this RFP have the proper foul lines, running lanes, bases / base distances, pitching distances / circles, coaches' boxes installed at the proper industry standard specifications and distances.
 28. Proposer agrees to install all base systems in appropriate industry standard locations and will provide all pitching mounds, base systems, and home plates at each field located in section 1 of this RFP.
 29. Proposer agrees to provide one portable mound that can be moved to various pitching distances that is designed for the synthetic turf system being installed. The Owner is requesting twelve (12) mounds to be included in this RFP. A detailed specification sheet for each mound should be included in this RFP.
 30. Proposer will need to verify infield size prior to submitting a proposal.
 31. Proposer will need to ensure and agree to properly align infield arc per field dimensions and type. Proposer will ensure that there is a graded and properly designed synthetic turf / real grass transition section to be no less than six (6) feet on each field listed in this RFP.
 32. The proposer agrees and understands that the proposal should be created to include turfed infields using the approximate location of the existing grass / dirt line / areas as a guideline for field size. There may be some small variances with current grass edges.
 33. Proposers will be allowed to propose other colors and designs as part of this RFP.
 34. Proposer will be required to thoroughly inspect all materials delivered to the site for both quality and quantity.
 35. Proposer will provide Owner with enough infill to last for the first twelve (12) months. The amount needed per field listed in this RFP shall be included.
 36. Proposer will provide a detailed / easy to understand explanation of how synthetic turf system will be installed and how curbing / seaming will occur per field location for this RFP.
 37. Proposer will provide detailed information on how drainage systems will be installed per field and how infill materials shall be spread per field in this RFP.
 38. Proposer will provide examples of type of infill materials that will be used on synthetic turf surface.
 39. Proposer will ensure that turf will be raked and brushed as infill material is being applied. Infill material will only be applied to dry turf.
 40. Proposer shall ensure that installation of all new materials shall be performed in strict accordance with the manufacturer's written installation instructions.
 41. Prior to ordering materials, proposer must provide the following:
 - a. Product data including independent test lab results.
 - b. Installation details
 - c. Warranty information requested
 - d. Field layout and striping plans, including base locations, mound locations, pitching circles, batting / catching boxes, coaching boxes, infield / grass transition areas, all curbing

- e. Details on how construction will take place
42. Prior to the turf installation, the proposer / manufacturer / installer of the synthetic turf shall inspect the subbase and supply a Certificate of Subbase Acceptance for the purpose of obtaining manufacturer's warranty for the finished synthetic playing surface.
 43. Upon completion of the project, proposer shall provide four (4) maintenance manuals with instructions on how to properly care for and maintain the new synthetic turf including painting and striping.
 44. Proposer shall provide all shop drawings to the owners for approval prior to the manufacturing of the materials. Shop drawings shall include installation details for the various components of the synthetic turf. Drawings should also contain layouts for field lines, markings, and boundaries, etc.
 45. Proposer is responsible for ensuring that they have a Certified Field Builder on staff as defined by the American Sports Builder Association. Must be provided in RFP.
 46. Proposer shall include two (2) 12 inch by 12-inch samples of the product to be utilized with this project and include samples of all infill materials and surface material that is going to be utilized. Supporting documentation of the specifications of the samples should be included with this RFP.
 47. The proposer will be required to maintain suitable measures to ensure the safety of park patrons at each location while the project is ongoing, including but not limited to fencing, tape, signage, etc.

Section 11- Contractual Obligations

The proposer understands that if their proposal is approved and accepted by the owner, their submitted RFP will be part of the final project contract and all responses and information provided will become integrated into the final project contract.

The proposer will be required to list all costs for this project, per location, in section 20 of this RFP. All costs must be detailed. No additional charges will be allowed unless so specified in the proposal.

If awarded the contract, the proposer understands that they will be required to maintain and shall require all subcontractors to maintain general aggregate insurance with limits of not less than \$1,000,000.00 per accident. A copy of the insurance shall be submitted to Warren County Parks and Recreation Department as part of the RFP packet.

Section 12 – Right of Warren County Parks and Recreation Department / Warren County Fiscal Court to Reject Proposals

The Owner reserves the right to reject all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project which may include portions of the originally proposed project as the Owner may deem necessary in its best interest. The Owner also reserves the right to negotiate with any proposing company, contractor, all or part of any proposal that is in the best interest of the Owner.

Section 13 – Evaluations

The committee evaluating the RFP’s will base the evaluation on the Proposal that will best serve the community of Warren County, KY.

Section 14 - Non-limitations to RFP

The format of the RFP must be followed, and all requested information must be submitted as indicated; however, the Owner is receptive to any additional suggestions pertaining to services development and any alternative methods for providing related services. Any exceptions to the RFP terms and conditions must be included in writing in the proposal.

Section 15 – Interpretation and Addenda

No interpretation made to any respondent as to the meaning of the RFP shall be binding on the Owner unless repeated in writing and distributed as an addendum by the Owner. Interpretations and/or clarification shall be requested in writing from the Owner, Project Manager (Chris Kummer, Park’s Director).

Section 16 – The submitted proposals should be organized into the following major parts:

- Executive Summary - A brief and non-technical narrative describing the proposal.
- Company Background - Information regarding the contractor's stability, length of time in business, past history, future plans, company size, organization.
- Responses to Functional Requirements - Responses to the requirements listed in this RFP must be provided. Notes of explanation or clarification must be included with specific reference to the item in question / section of proposal.
- Client References - Provide at least ten (10) client references that are similar in nature, size or complexity to that described in this RFP. Municipality references preferred. Must include reference agency contact person, phone number, address, and email address of contact. See section 20 of this RFP.

Section 17 – Confidentiality of Documents

All responses to the RFP submitted by proposers shall be deemed public documents at the time opened by the Owner. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the Owner to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

Section 18 – Legal Notice

Unless specifically waived in its request for bids or request for proposals, or included as alternate provisions to be bid or proposed, the Owner shall not award contracts nor let bids to individuals or entities unless the vendor, contractor or individual agrees to indemnify and hold the Warren County Parks and Recreation Department / Warren County Fiscal Court (Owner), harmless from any and all losses, damages or expenses of any kind arising out of any and all claims, demands, or causes of action initiated against the Warren County Parks and Recreation Department / Warren County Fiscal Court (Owner), by competing entities bidding on the project which is the subject of the RFP / contract.

Proposer must complete and attach with RFP submittal a copy of the Prohibition Against Conflicts or Interest, Gratuities, and Kickback required by Kentucky Revised Statute.

Proposer acknowledges that Warren County Parks and Recreation Department is an Equal Opportunity Employer.

At any time, the Owner may elect to abandon the project. At that time, the proposer would be compensated only for all items previously completed.

Section 19 – Qualifications and Financial Information

PLEASE PROVIDE THE FOLLOWING INFORMATION. SEPARATE ATTACHMENTS MAY BE USED. FAILURE TO SUBMIT THIS INFORMATION WILL RESULT IN REJECTION WITHOUT FURTHER CONSIDERATION.

- 1) Company Name, Address, Contact Information (name, email and phone) and type of organization (Corporation, Partnership, etc.).
- 2) The years in business under the present company name and the name and years in business of any predecessor Respondents.
- 3) Name and address of current bonding company and agent.
- 4) Provide your current bonding capacity and amount available.
- 5) Provide your most recent audited financial statement.
- 6) A minimum of ten (10) construction/references (municipality references are a plus) of similar work completed in the five years preceding the date of this RFP stating for each Owner name, address, contact person, phone number, contract amount, the class of work and the date completed.
- 7) List projects your organization has committed to construct or that are in progress, as of the date of this RFP. Please specify name/address of owner/agent, contract amount, type of Work, percentage completed and anticipated completion date.
- 8) List any projects within the last five (5) years that resulted in substantial dispute i.e., mediation, arbitration or litigation with the Owner. Please specify name/address of owner/agent, contract amount and type of work. Include detail of dispute and resolution.
- 9) Have you ever failed to complete a project or had to replace a field due to product failure? If so, provide details.
- 10) Have you ever been assessed for liquidated damages? If so, provide details.
- 11) List the principal individuals of your company, their current job title, the total years of experience they have in the construction industry, and their current primary responsibility for your company.
- 12) Does Respondent have any outstanding judgments pending against it? If yes, explain.

13) Has either Respondent or synthetic turf manufacturer ever been at any time in the last ten years the debtor in a bankruptcy case? If yes, explain.

14) Has Respondent or any employee or agent of your company been convicted under state or federal antitrust laws (i.e.: price fixing, bid rigging, geographic market allocation, monopolization, predatory pricing, etc.). If yes, explain.

15) Provide resumes of proposed personnel and descriptions of job responsibilities for this project.

16) Provide copy of American Sports Builders Association Certified Field Builder certificate(s) held by Respondent / Proposers personnel.

Section 20 – Proposer’s Questionnaire

This proposer’s questionnaire shall be completed in full and submitted by the proposer / Turf Contractor with this RFP. A notarized original must be submitted.

1) Does the Turf Contractor have a proper contractor’s license and authority to do business in the state bidding (Warren County, Kentucky), which have never been revoked?

Yes_____ No_____

2) Has the Turf Contractor ever had a surety or bonding company finish work on any contract within the last ten (10) years?

Yes_____ No_____

3) Has the Turf Contractor or Manufacturer ever replaced a field due to product failure?

Yes_____ No_____

4) Is the Turf Contractor or Manufacturer currently involved with any patent or trademark litigation?

Yes_____ No_____

5) Has the Turf Contractor been a member of American Sports Builders Association (ASBA) for more than 10 years?

Yes_____ No_____

6) Has the Turf Contractor submitted copies of ASBA Field Builder Certificates? (Please include in RFP)

Yes_____ No_____

7) Has the Turf Foreman/Superintendent been employed by the Turf Contractor for at least 8 years?

Yes_____ No_____

8) Has the Turf Contractor submitted a resume for the Turf Foreman/Superintendent?

Yes_____ No_____

9) Is the Turf Contractor a member in good standing of the Synthetic Turf Council?

Yes_____ No_____

10) Does the Turf Contractor have a liability insurance policy with aggregate umbrellas liability coverage of at least \$10,000,000?

Yes_____ No_____

11) Does the Synthetic Turf Warranty provide coverage for a minimum of eight (8) years and is there a third-party insurance policy of at least eight (8) years?

Yes_____ No_____

12) Has the Turf contractor submitted Third Party Testing of Synthetic Turf, demonstrating conformance to specifications detailed herein?

Yes_____ No_____

13) Has the Turf contractor submitted specifications, samples and promotional literature on synthetic turf and infill proposed?

Yes_____ No_____

14) Has the Turf contractor submitted third party accelerated wear testing of specified synthetic turf material and infill combination, tested to a minimum of 100,000 certified Lisport cycles?

Yes_____ No_____

15) Has the Turf Contractor submitted third-party heavy metal analysis showing that infill meets US Consumer Product Safety Commission limits for Antimony, Arsenic, Barium, Cadmium, Chromium, Mercury, Lead, and Selenium?

Yes_____ No_____

16) Has the Turf contractor submitted two assembled samples of synthetic turf and infill, minimum 12" x 12"?

Yes_____ No_____

17) Do all turf fibers (including colors) use 100% C6 or C8 resin for linear low-density polyethylene?

Yes_____ No_____

18) Has turf contractor submitted a notarized affidavit with the proposal certifying that the fibers use 100% C6 or C8 resin and 10,000 ppm UV stabilizer?

Yes_____ No_____

Section 21 – Pricing Sheet

The proposer is submitting the following pricing for the project described in this RFP. These figures are final and will be held in place during this project per the timeline indicated in section 4 of this RFP. The proposer fully understands and agrees that pricing indicated below will be set for the duration of this project. The proposer understands that any issued Addendum to this RFP that may be issued by the Owner is required to be submitted with this RFP to verify receipt of Addendum.

Location – Description	Price
Michael O. Buchanon Park Blue Field	\$_____.

Michael O. Buchanon Park Green Field	\$ _____ . _____
Michael O. Buchanon Park Red Field	\$ _____ . _____
Michael O. Buchanon Park Gray Field	\$ _____ . _____
Phil Moore Park Field 1	\$ _____ . _____
Phil Moore Park Field 2	\$ _____ . _____
Ephram White Park Field 2	\$ _____ . _____
Ephram White Park Field 3	\$ _____ . _____
Basil Griffin Park Field 2	\$ _____ . _____
Basil Griffin Park Field 3	\$ _____ . _____
Six (6) Field Groomers	\$ _____ . _____ Price Per Groomer \$ _____ . _____ Total Price for Six (6) Groomers
Six (6) Field Sweepers	\$ _____ . _____ Price Per Sweeper \$ _____ . _____ Total Price for Six (6) Sweepers
Twelve (12) Portable Synthetic Turf Mounds	\$ _____ . _____ Price Per Mound \$ _____ . _____ Total Price for Twelve (12) Mounds
Twelve (12) home plate mats for practices (1 per field covering both the home plate and catching area, made for synthetic turf field being installed	\$ _____ . _____ Price Per Mat \$ _____ . _____ Total Price for Twelve (12) Mats
Surface Infill for the first twelve (12) months for all ten fields, indicate how many bags are needed per field.	\$ _____ . _____

Section 22 – Signatures

As the proposing representative, duly authorized to provide and sign for the proposing contractor / company, I hereby declare, swear, and affirm, under penalty of law, that the statements in the Proposer’s Questionnaire and RFP submission packet are true and correct.

Signature of Authorized Representative of Proposing Company and Title

Printed Name of Authorized Respresentatvie of Proposing Company

Proposing Company Name

Proposing Company Address

Authorized Representative Email Address

Authorized Representative Contact Phone Number / Cell Phone Number

_____/_____/2026

Date

Section 23 – Appendix A – Maps of Proposed Project Locations

Section 24 – Appendix B -Materials and Products – Infield Clay Areas

Section 25 – Appendix C – Materials and Products – Grass Infield Areas

Section 26 – Appendix D – Quality Assurance

Section 27 – Appendix E – Prohibition Against Conflicts of Interest, Gratuities, and Kickbacks

Appendix A – Maps of Proposed Project Locations

Attached are basic site maps of the ten (10) fields discussed in this project.

The approximate infield areas are outlined in green.

The proposer acknowledges that they must confirm field size, grading, layout, design prior to project beginning to ensure distances are understood.

Ephram White Park

Field 2 (approximate 225' to foul post)

Field 3 (approximate 225' to foul post)

Legend

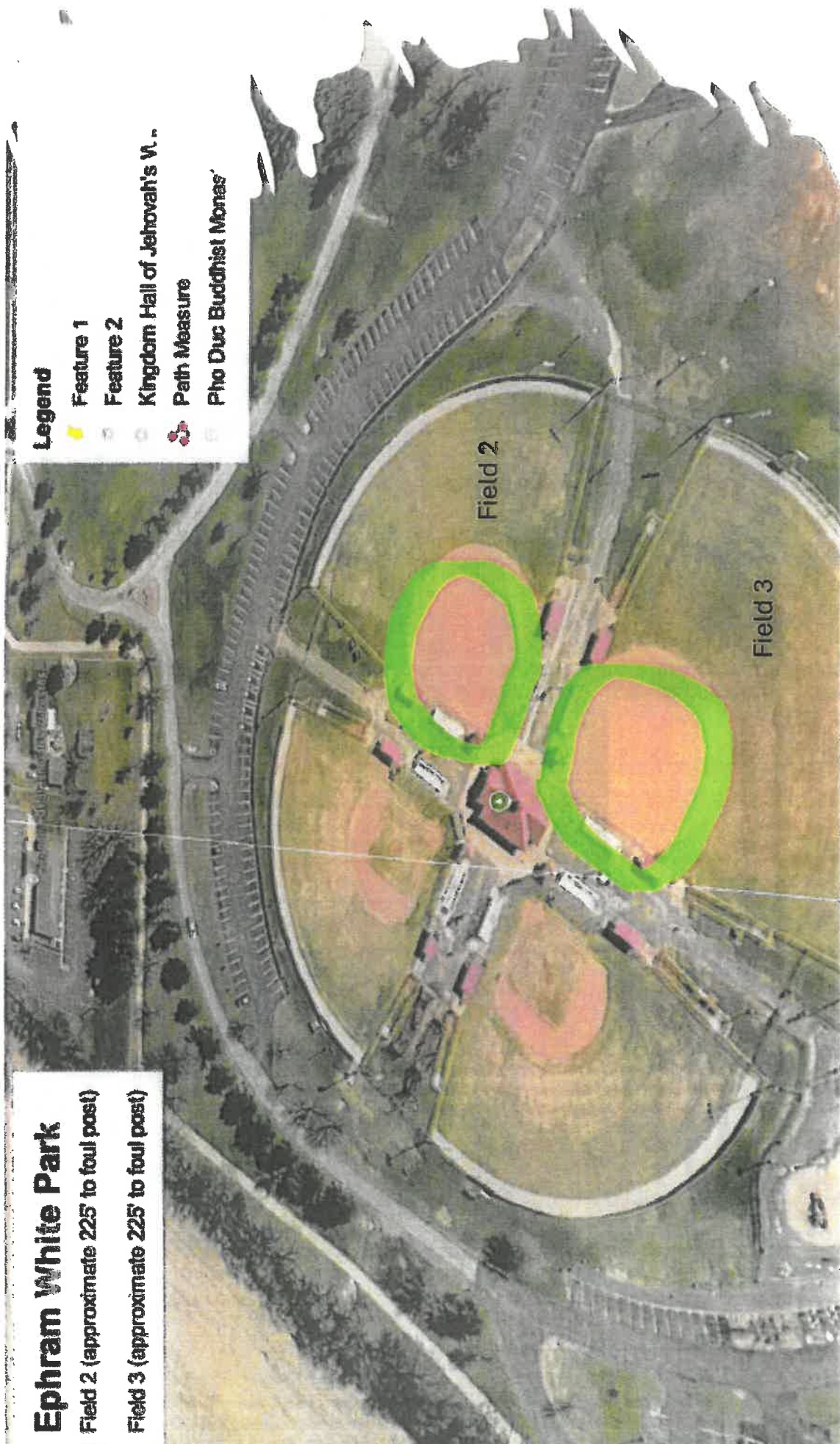
Feature 1

Feature 2

Kingdom Hall of Jehovah's W. .

Path Measure

Pho Duc Buddhist Monas'



Michael O. Buchanan Park Upper Complex

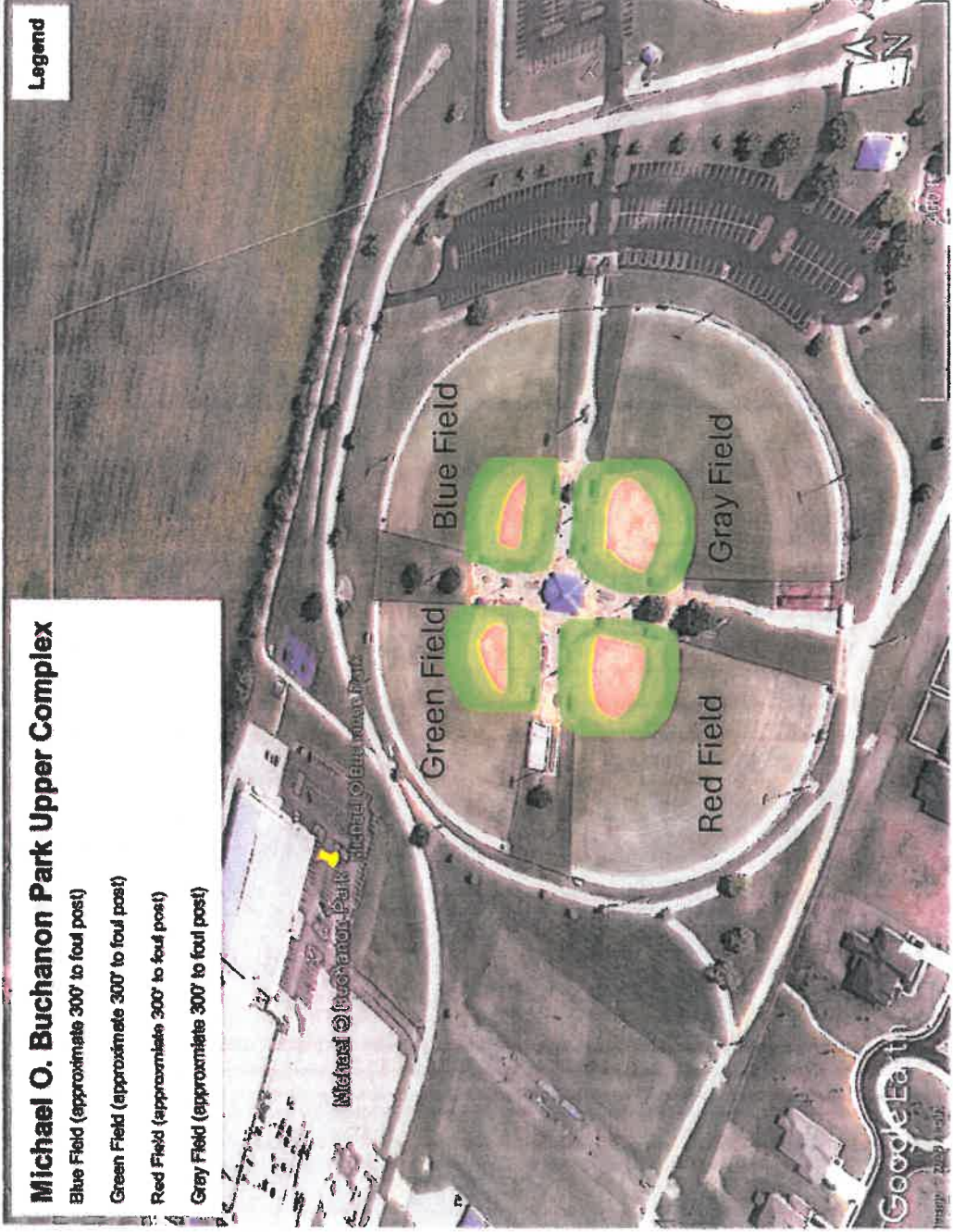
Blue Field (approximate 300' to foul post)

Green Field (approximate 300' to foul post)

Red Field (approximate 300' to foul post)

Gray Field (approximate 300' to foul post)

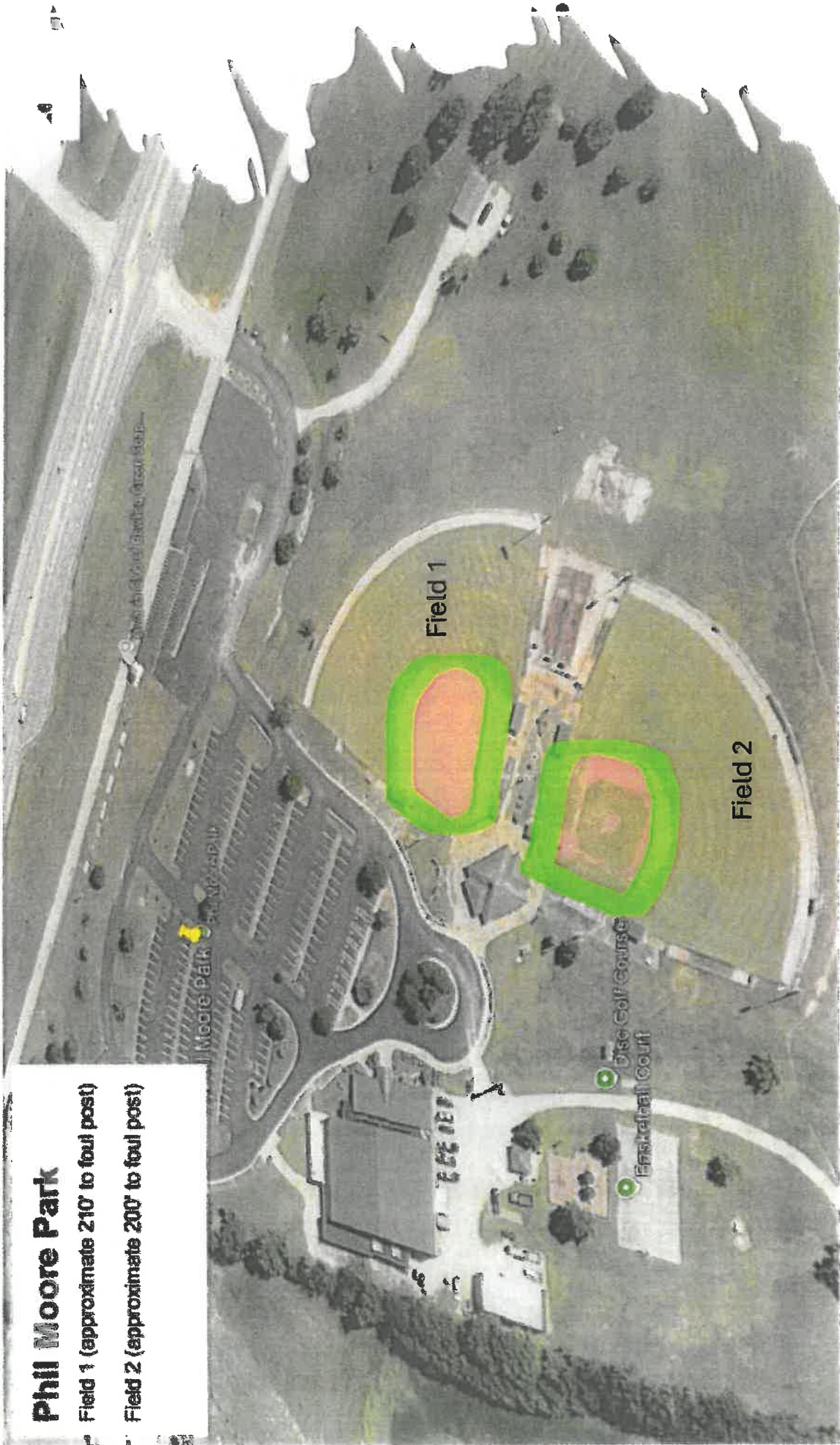
Legend



Phil Moore Park

Field 1 (approximate 210' to foul post)

Field 2 (approximate 200' to foul post)



Basil Griffin Park

Field 2 (approximate 300' to foul post)

Field 3 (approximate 300' to foul post)



Field Dimensions and Distances for WCPRD Leagues Baseball / Softball Season

League	Batter's Box	Pitching Distance	Base Distance	Cocahes Box	On Deck Circle	Fence Distance	Time Limit	Pitching Circle	Running Lane
Little League	3 ft. x 6 ft.	46 ft.	60 ft.	4 ft. x 8 ft.	None	200 ft.	1 hr. 45 min.	None	3 ft. x 30 ft. *1*
Pee Wee D1	3 ft. x 6 ft.	46 ft.	60 ft.	4 ft. x 8 ft.	None	200 ft.	1 hr. 15 min.	6 ft. radius *2*	None
Pee Wee D2	3 ft. x 6 ft.	46 ft.	60 ft.	4 ft. x 8 ft.	None	200 ft.	1 hr. 30 min.	6 ft. radius *2*	None
T-Ball	3 ft. x 6 ft.	46 ft.	60 ft.	4 ft. x 8 ft.	None	200 ft.	1 hr. or 2 innings	6 ft. radius *2*	None
10U Fast Pitch	3 ft. x 7 ft. *3*	35 ft.	60 ft.	3 ft. x 15 ft.	None	200 ft.	1 hr. 20 min.	8 ft. radius	3 ft. x 30 ft. *1*
12U Fast Pitch	3 ft. x 7 ft. *3*	40 ft.	60 ft.	3 ft. x 15 ft.	None	200 ft.	1 hr. 20 min.	8 ft. radius	3 ft. x 30 ft. *1*
14-18U Fast Pitch	3 ft. x 7 ft. *3*	43 ft.	60 ft.	3 ft. x 15 ft.	None	200 ft.	1 hr. 20 min.	8 ft. radius	3 ft. x 30 ft. *1*
8U Angel	3 ft. x 7 ft. *3*	46 ft.	60 ft.	3 ft. x 15 ft.	None	200 ft.	1 hr. 10 min.	8 ft. radius	None
6U Angel	3 ft. x 7 ft. *3*	46 ft.	60 ft.	3 ft. x 15 ft.	None	200 ft.	1 hour	8 ft. radius	None
4U Angel	3 ft. x 7 ft. *3*	46 ft.	60 ft.	3 ft. x 15 ft.	None	200 ft.	1 hour	8 ft. radius	None

1 Running Lanes - When lining the fields for the running lanes, you measure out 3 feet from the back corner of the base (1st or 3rd). You do NOT attach that line. You then measure 30 feet parallel to the foul line towards home plate. At the end of the 30 feet you WILL attach the running lane line to the foul line.

2 Pitching Circles - In ALL Divisions of Peewee the circle should be 6 foot radius around pitching rubber!

3 Softball Batter boxes are 3 ft. x 7 ft. The extra foot should be added in front of home plate.

Appendix B – Materials and Products – Infield Clay Areas

These are preferred specifications for the synthetic turf fields being requested by the Owner. Turf products must meet these minimum requirements. These are for the existing dirt infield locations within this RFP.

- A. Artificial grass system materials shall consist of the following:
 - 1. Carpet made of polyethylene fibers tufted into a perforated backing.
 - 2. Infill: Controlled mixture of graded sand and ambient rubber which partially covers the carpet.
 - 3. Glue, thread, paint, seaming fabric and other materials used to install and mark the artificial grass.

- B. The installed artificial grass slit-film shall have the following properties:

<u>Standard</u>	<u>Property</u>	<u>Specification</u>
	Yarn Structure	Slit-Film
ASTM D1577	Yarn Denier	10,800
ASTM D5823	Pile Height	2"
ASTM D5793	Stitch Gauge	3/8"
ASTM D5848	Pile Weight	42oz/square yard
ASTM D5848	Primary Backing	7+oz/square yard
ASTM D5848	Secondary Backing	16+oz/square yard
ASTM D5848	Total Weight	65+oz/square yard
ASTM D1335	Tuft Bind (Without Infill)	8+ lbs
ASTM D5034	Grab Tear (Width)	>200 lbs/force
ASTM D5034	Grab Tear (Length)	>200 lbs/force
ASTM D4491	Carpet Permeability	>40 inches/hour
	Sand Infill Component	5.4lbs/square foot
	Ambient Rubber Infill Component	1.5lbs/square foot
	Total Product Weight	1059oz/square yard

Variation of +/- 5% on above listed properties is within normal manufacturing tolerances

- C. Carpet Rolls shall be 15' wide rolls.
- D. Backing:
 - 1. Primary backing shall be a double-layered polypropylene fabric.

2. Secondary backing shall consist of an application of porous, heat-activated urethane to permanently lock the fiber tufts in place.
 3. Perforated (with punched holes), backed carpet are acceptable.
- E. Infill materials shall be approved by the manufacturer.
1. Infill shall consist of a resilient layered granular system, comprising selected and graded sand and ambient rubber.
 2. Artificial Grass products without ambient rubber and sand will not be acceptable.
- F. The sand infill will comply within the following characteristics:
- Average Particle size between 20 and 30 mesh [calculated based on summing the midpoint of sieve pan fractions times the % retained on given screen fractions]
 - Average Particle shape > 0.4 on the Krumbein scale
 - Particle structure predominantly single grain
 - Produce < 0.4%, -50M in API crush test at 80psig
- G. Non-tufted or inlaid lines and markings shall be painted with paint approved by the synthetic turf manufacturer.
- H. Glue and seaming fabric for inlaying lines and markings shall be as recommended by the synthetic turf manufacturer.

Appendix C – Materials and Products – Grass Infield Areas

These are preferred specifications for the synthetic turf fields being requested by the Owner. Turf products must meet these minimum requirements. These are for the existing grass infield locations within this RFP (Phil Moore Park Field #2 only).

- A. Artificial grass system materials shall consist of the following:
 1. Carpet made of slit-film and monofilament polyethylene fibers tufted together into each individual stitch, into a non perforated backing. Alternating row monofilament and slit-film carpet constructions are not permitted.
 2. Infill: Controlled mixture of graded sand and ambient rubber that partially covers the carpet.
 3. Glue, thread, paint, seaming fabric and other materials used to install and mark the artificial grass slit-film/monofilament.

- B. The installed artificial grass slit-film/monofilament shall have the following properties:

C.

<u>Standard</u>	<u>Property</u>	<u>Specification</u>
	Pile Yarn Type	UV-resistant polyethylene
	Yarn Structure – A	Slit-Film
ASTM D1907	Yarn Denier - A	5,000
	Yarn Structure – B	Ridged Monofilament
	Yarn Denier – B	14,500
ASTM D5823	Pile Height	2”
ASTM D5793	Stitch Gauge	3/4”
ASTM D5848	Pile Weight	39+oz/square yard
ASTM D5848	Primary Backing	7+oz/square yard
ASTM D5848	Secondary Backing	14+oz/square yard
ASTM D5848	Total Weight	62+oz/square yard
ASTM D1335	Tuft Bind (Without Infill)	8+lbs
ASTM D5034	Grab Tear (Width)	>200 lbs/force
ASTM D5034	Grab Tear (Length)	>200 lbs/force
ASTM F1551	Carpet Permeability	>40 inches/hour
	Sand Infill Component	3.65lbs/square foot
	Ambient Rubber Infill Component	2.6lbs/square foot
	Total Product Weight	960oz/square yard

Variation of +/- 5% on above listed properties is within normal manufacturing tolerances

Carpet Rolls shall be 15' wide rolls.

D. Backing:

1. Primary backing shall be a double-layered polypropylene fabric.
2. Secondary backing shall consist of an application of porous, heat-activated urethane to permanently lock the fiber tufts in place.
3. Perforated (with punched holes) backed carpets are unacceptable.

E. Infill materials shall be approved by the manufacturer.

1. Infill shall consist of silica sand and ambient rubber.
2. Artificial Grass products without ambient rubber will not be acceptable.

F. Non-tufted or inlaid lines and markings shall be painted with paint approved by the synthetic turf manufacturer.

G. Glue and seaming fabric for inlaying lines and markings shall be as recommended by the synthetic turf manufacturer.

Appendix D – Quality Assurance

The proposer must ensure that they meet these minimum standards / requirements. Failure to meet these standards will result in disqualification from the RFP process. Proposer must submit a document listing that they confirm to all requested standards below. Responses must be in same order as numbering below.

- A. The proposer - turf contractor and/or the turf manufacturer:
1. Shall be experienced in the manufacture and installation of infilled synthetic grass for a minimum of three years.
 2. Shall have 500 fields in play for at least two years. Fields shall be 65,000 ft² or more
 3. Shall have a minimum of 500 fields that are at least 8 years old, which is equal to the respective warranty period.
 4. The manufacturer must have ISO 9001, ISO 14001 and ISO 45001 certifications demonstrating its manufacturing efficiency with regards to quality, environment and safety management systems.
 5. Shall have a minimum of 30 installations in the State of Kentucky.
 6. Shall have installed a minimum of 25 NCAA Division 1 competition fields for baseball.
 7. Shall have a minimum of 1000 installations in North America, each of 65,000 ft² or more.
 8. Shall have a minimum of 1000 baseball installations in North America.
 9. The manufacturer must provide real-life data derived from video footage and images supporting claims on the long-range speed, bounce, and line of the ball compared to a natural clay and natural grass surface.
Manufacturer must have available a program, certified by Carbonfund.org, to offset the complete CO₂e emissions that will result from this specific project, including the field's specific materials, manufacturing and installation. Carbon Offsets are to be provided through the Carbonfund Foundation's Carbonfree® Partner Program, which funds third-party validated and verified renewable energy, forestry, and energy efficiency projects supporting a low carbon transition for the planet.
- B. Installer: Company shall specialize in performing the work of this section. The Proposer - Contractor shall provide competent workmen skilled in this specific type of synthetic grass installation.
1. The designated Supervisory Personnel on the project shall be certified, in writing by the turf manufacturer, as competent in the installation of the turf system.
 2. Installer shall be certified by the manufacturer and licensed.
 3. The installer supervisor shall have a minimum of 5 years' experience as either a construction manager or a supervisor of synthetic turf installations
- C. Pre-Installation Conference: Conduct conference at project site at time to be determined by Proposer and Owner to review methods and procedures related to installation including, but not limited to, the following:

1. Inspect and discuss existing conditions and preparatory work performed under other contracts.
 2. In addition to the Contractor and the installer, arrange for the attendance of installers affected by the Work, The Owner's representative, and the Architect.
- D. The Proposer - Contractor shall verify special conditions required for the installation of the system.
- E. The Proposer - Contractor shall notify the Architect of any discrepancies.
- F. In order to measure its environmental impact, the synthetic turf supplied will be covered by an environmental product declaration (EPD) declaring, among other indicators, the carbon footprint of artificial turf from cradle to gate. The EPD must be verified and registered by a third party established according to iso 14025 and EN 15804 + a2. EPD documentation must be provided at the time of RFP submittal.

DELIVERY, STORAGE, AND HANDLING

- G. Comply with Section 01 60 00, Product Requirements.
- H. Prevent contact with materials that may cause dysfunction.
- I. Deliver and store components with labels intact and legible.
- J. Store materials/components in a safe place, under cover, and elevated above grade.
- K. Protect from damage during delivery, storage, handling and installation. Protect from damage by other trades.
- L. Inspect all delivered materials and products to ensure they are undamaged and in good condition.

PROHIBITION AGAINST CONFLICTS OR INTEREST, GRATUITIES AND KICKBACKS

It is a breach of ethical standards and KRS 45A.455(1) for any employee or any official of Warren Fiscal Court, Warren County Kentucky, elective or appointed, or employee of any local public agency under the Fiscal Court with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore in which to his knowledge:

- (a) He/she or any member of their immediate family has a financial interest therein; or
- (b) A business or organization in which he or any member of their immediate family has a financial interest as an officer, director, trustee, partner or employee is a party; or
- (c) Any other person, business or organization with whom he/she or any member of their immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, and auditing, or in any other advisory capacity.

It is a breach of ethical standards and KRS 45A.455(2) for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.

It is a breach of ethical standards and KRS 45A.455(3) for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Violations of these provisions or any other violations of the Kentucky Model Procurement Code are Class A misdemeanors which carry the penalty of imprisonment of not more than twelve (12) months and/or a fine of not more than \$500.00. A corporation may be fined not more than \$10,000.00 or double its gain, whichever is greater.

It is a Class C felony for any employee or any official of the Commonwealth of Kentucky, elective or appointive, to take, receive an offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money or any other thing of value as an inducement, or intended inducement, in the procurement of business, to any employee or to any official of the Commonwealth, elective or appointive, in his efforts to bid for, or offer for sale, or to seek in the open market.

A Class C felony carries the penalty of imprisonment for not less than five (5) years or more than ten (10) years and/or a fine of not less than \$1,000.00 and not more than \$10,000.00 or double the defendant's gain, whichever is greater. If a corporation is charged with a Class C felony, it may be fined not more than \$20,000.00 or double its gain, whichever is greater.

NOTICE: COLLUSION TO RESTRAIN BIDS IS PROHIBITED

Under KRS 45A.325, any agreement or collusion among bidders or prospective bidders which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price, or to refrain from bidding, or otherwise, is prohibited.

RESPONSIBILITY INQUIRY MANDATORY UNDER KRS 45A.392

KRS 45A.395 REQUIRES Warren Fiscal Court to make a written determination of the responsibility of all bidders or offerors based on a "reasonable inquiry." KRS 45A.395 (17) defines "Responsible bidder or offeror" as "a person who has the capability in a respect to perform fully the contract requirements and integrity which will assure good faith performance."

With this statutory requirement in mind, please furnish the following information:

- 1) Length of time in business: _____
- 2) Are you currently involved in any litigation: _____
- 3) Do you foresee any litigation of claims being made against you or your company in the near future: _____

- 4) Have any owners ever been charge or indicted for a criminal offense other than traffic violations: _____
- 5) Are you or is your company duly licensed and authorized to do business in the State of Kentucky and Warren County: _____
- 6) Have you or your company ever knowingly violated or will the award of this contract violate any provision of the campaign finance laws of the Commonwealth?

Failure to supply this information is grounds for a determination of non-responsibility under KRS 45A.395. Please note that information furnished pursuant to this request any not be disclosed by Warren Fiscal Court.

BY: _____
(Type) (Signature)

Firm: _____

Address: _____

Phone Number: () _____ - _____ Fax number: () _____ - _____

Date: _____