

# Grounds Keeper Responsibilities

3/15/17

**All applicants for the position of Grounds keeper must pass a current drug screen test. All MFTHBA employees may be subject to random drug screening and must take a yearly drug screening in order to hold their position.**

General grounds keeper responsibilities are listed below. The contracting officers for this contract will be the Secretary/Treasurer and/or Building & Grounds Committee Board Representative. Grounds keeper will supply all equipment required to maintain the showgrounds. The responsibility of all repairs and fuel for said equipment is solely the responsibility of the grounds keeper-with the exception of a weed sprayer and 8 ft trailer; any and all repairs to the weed sprayer and trailer will be paid by the MFTHBA.

## **Term**

The term of the contract will run from April 1, 2017 until November 1, 2017. Contract may be extended for up to 3 option years with approval by the MFTHBA Board of Directors. Contractor will be notified of the intent to extend the contract by January 1 of the extension year. .

## **Cost of Services**

The contractor will provide a bid to be in total dollars. The Bid should also clearly outline the bidder's ability to complete the services required as outlines below. Inclusion of references in the bid is appreciated but not required.

Total cost will be prorated and paid monthly for the term of contract.

## **General Conditions**

1. The grounds keeper is responsible for obtaining liability insurance that will cover any and all extra labor- (subcontractors) - that are paid by the contractor during the terms of this contract. The coverage includes all additional labor for the entire length of the contract.
2. The grounds keeper will be provided an IRS Form 1099 by the MFTHBA and is responsible for providing the same to any subcontractors that are hired to perform work on the showground.
3. All subcontractors will sign a hold harmless agreement relieving the MFTHBA of any liability should an accident occur on the showground while they are working.
4. Work done by contractor and any subcontractors hired will conform to local codes and applicable government regulations.
5. Any property including fences, light posts, patios etc., damaged by the contractor will be restored to its original condition at their expense

### **Showground Description:**

Grounds description: 130 acres with 334 full service RV sites, 17 barns with 50 stalls each, 5 arenas, 3 restroom/shower facilities, 1 pavilion/store, 1 office building and various other buildings.

### **Scheduled Show & Events:**

The MFTHBA hosts two national shows yearly.

- Spring Show and Three Year Old Futurity: June 7-10, 2017
- World Show and Celebration: September 3-9, 2017

If shows or events are added the MFTHBA requires the sponsoring entity to pay a fee/deposit to cover the cost of additional services.

Upon notification by the Secretary/Treasurer and/or Building & Grounds Committee through the issuance of a work order, the contractor shall perform special event grounds services required in areas covered under this contract. The Secretary/Treasurer and/or Building & Grounds Committee will notify the contractor as soon as a special event requirement is known, but no less than 72 hours prior to the event.

### **Termination of Contract:**

Contract may be terminated by either party. The MFTHBA may terminate the contract with a 2/3 vote of the MFTHBA BOD. Contractor will receive 30 days written notification of termination.

Contractor may terminate the contract with 30 day written notification.

### **Required Services**

- Mow Tier 1 improved grounds. Tier 1 improved grounds are defined as area around some buildings, camping areas, and arenas. Included is a map with areas highlighted in **RED** to provide approximate area of the Tier 1 improved grounds. Contractor shall maintain the growth of grass height on improved grounds for a neat and professional appearance at all times. All Tier 1 improved grounds shall look well-manicured. This area is estimated at 9 acres.
- Mow Tier 2 improved grounds. Tier 2 improved grounds are defined as area around some buildings, camping areas, and barns. Included is map with areas highlighted in **GREEN** to provide approximate area of the Tier 2 improved grounds. Contractor shall maintain the growth of grass height on Tier 2 improved grounds at a manageable level so they can appear well manicured starting approximately 10 days prior to the two national shows. The appearance of the Tier 2 areas shall appear well manicured through each of the national shows. Tier 2 improved grounds is estimated at 20 acres.
- Brush hog/mow unimproved Tier 3 grounds. Unimproved Tier 3 grounds are defined as dry camping area, areas west of versatility arena and barns, Fox Trot Playground. The map included is highlighted in **BLUE** defining the approximate area of unimproved grounds.

- Trimming. Sidewalks, driveways, curbs, and other concrete or asphalt edges located in the Tier 1 and Tier 2 improved grounds areas. Grass and weeds shall be trimmed around trees, shrubs, buildings, fences, poles, posts, fire hydrants, parking lot bumper blocks, boulders, and other fixed obstacles. Trimming height shall match surrounding area grass heights. Tier 1 trimming should occur as needed around the main office, primary campground, cook shack and Dale Esther Arena. Tier 2 trimming should be completed 1 week prior to each of the two national shows.
- While performing mowing duties you shall also pick up any paper, litter and debris from lawn, walkways, and driveways and discard appropriately.
- All unwanted vegetation growing in gravel areas, walkways, and driveways will be killed
- Will monitor for problems in turf, annuals, shrubs and trees. Issues will be reported to the MFTHBA office.
- Weed spraying on Tier 1 areas and spot spraying as needed on Tier 2 and 3 areas to include roadways. (spray paid for by MFTHBA)
- Prune 3 shrubs by cook shack and 5 shrubs in front of main office. (as needed)
- Keep the 17 manure pits cleaned as needed during the two national shows. They will each have to be cleaned one final time post the two shows.

#### **During show**

Mow center ring of Dale Esther Arena as needed to give appearance as well manicured. Contractor will work with Secretary/Treasurer to determine the days the center ring will be moved. On days the arena is to be mowed, it will be done at approximately 3 p.m.

#### **Additional Work**

If it is determined that additional work is needed outside that specified in the contract, the Secretary/Treasurer and/or Building & Grounds Committee will provide the contractor a written request for additional services. The groundskeeper will provide the Secretary/Treasurer and/or Building & Grounds Committee a time and cost proposal for completing the project. If in excess of \$500, the proposal will require the approval of the MFTHBA Board.

## Estimated Mowing Area

- Red: Approximately 9 acres
- Green Area: Approximately 20 acres
- Blue Area: Approximately 24 acres (includes wooded areas)

