

Missouri Fox Trotting Horse Breed Association

1 mile North of Ava on Hwy 5

Grounds Keeper Responsibilities

11/9//2015

Bids are due in the office by January 31, 2016

All applicants for the position of Grounds keeper must pass a current drug screen test and are subject to a background check. 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 officer for this contract will be the Secretary/Treasurer and/or Building & Grounds Committee. 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 March 1, 2016 until November 1, 2016. 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 bidders 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 our 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 8-11, 2015
- World Show and Celebration: September 4-10, 2015

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 60 days written notification of termination.

Contractor may terminate the contract with 60 day written notification.

Required Services

- Mow improved grounds. Improved grounds is defined as area around all buildings, arena and barns. Contractor shall maintain the growth of grass height on improved grounds for a neat and professional appearance at all times. All improved grounds shall look well-manicured. This area is estimated at 20 acres.
- Edging and trimming. Sidewalks, driveways, curbs, and other concrete or asphalt edges located in the 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. This should occur at least every other mowing around the main office, primary campground, cook shack and Dale Esther Arena. Edging and Trimming will be completed around the remaining improved areas prior to the start of each scheduled event.
- Spring and Fall Clean-up:
 - Rake out shrub and flower beds
 - Cultivate and edge all beds
- Regular weekly maintenance includes picking up of paper, litter and debris from lawn, walkways, driveways
- 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 entire grounds including roadways (spray paid for by MFTHBA)
- Addition of shredded pine bark mulch to all shrub and tree beds (as needed)
- Pruning of trees, hedges and shrubs (as needed)

Pre-show (1-2 weeks prior)

- Brush hog/mow unimproved grounds. Unimproved grounds is defined as dry camping area, areas west of versatility arena and barns, Fox Trot Playground.
- Brush hog/weed eat hillsides between barns that can not be mowed.

During show

Mow center ring of Dale Esther Arena as needed. 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.