

Missouri Fox Trotting Horse Breed Association
1 mile North of Ava on Hwy 5
Phone 417-683-2468

Maintenance Responsibilities

1/8/16

Bids due back in the MFTHBA office by March 1, 2016

All applicants for the position of Maintenance must pass a current drug screen test and are subject to a back ground 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 maintenance person responsibilities as directed by Secretary/Treasurer and/or Building & Grounds Committee.

Maintenance person will supply all equipment required to maintain the showground. The responsibility of all repairs and fuel for said equipment is solely the responsibility of the maintenance person.

Bid

The bid must be received three different ways; as needed, for 12 months And from April 1 to Nov 1. 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. Inclusions 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

- The maintenance contractor 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.

- The contractor 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.
- 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.
- Work done by contractor or any subcontractors hired will conform to local codes and applicable government regulations.

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, 2016
- World Show and Celebration: September 4-10, 2016

If shows or events are added the MFTHBA requires the sponsoring entity to pay a fee/deposit to cover the cost of set up and all clean up.

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 maintenance 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 a 60 day written notification of termination.

Contractor may terminate the contract with a 60 day written notification.

General Maintenance:

The contractor should be prepared to provide general “handyman” services (i.e. minor plumbing, fencing, painting, and other general repairs) for the entire showgrounds. Materials for these projects will be purchased by the MFTHBA. In addition to the following Maintenance person must be available to oversee construction/repairs if the need arises.

Office Building:

- Maintain or repair all lighting, smoke alarms, electrical systems, Hv/Ac system and all/any building maintenance that should be required. If subcontractors are needed to complete the repairs, the Maintenance person must supervise the repair.
- Room set up including transporting of tables and chairs from one location to the next should it be necessary.
- The delivery of Show & Celebration catalogs to the post office for mailing. The MFTHBA office will notify the Maintenance person 72 hours in advance of transport date.
- Provide bid specs for office use if bids are required.
- Provide the MFTHBA a three year plan of maintenance needed for the entire showgrounds. Plan should include prioritization of needed repairs by year. Plan must be delivered to the MFTHBA office by November 1 of each year. Plan should be updated yearly.

Spring; after last freeze before April 1:

- Open Cook Shack restrooms by April 1 for RV rentals
- Check restrooms weekly and maintain for RV rentals
- Pressurize water system and check for repairs-check exterior faucets-all restrooms
- Check electrical system in barns and restrooms
- Check seating areas and repair if needed

Pre-show (4-8 weeks, specific time frame for each task will be provided for each show)

Including but not limited to:

- Arrange for restroom cleaning personnel and supervise –paid by MFTHBA.
- Arrange for trash personnel-paid by Maintenance
- Check all electrical services on showground including all buildings-lighting at all barns and arenas and turn on breakers. Replace burned out light bulbs where needed.
- Check sound system including speakers.
- Check all buildings, including barns for burned out or broken light bulbs and replace if needed.
- Inventory restroom supplies and report to office.
- Check the water truck-start the truck and run the pump and spray nozzles to be sure all are in good working order.

Approximately 2 weeks before show

- Minor to moderate maintenance on all roads on show grounds-grading filling, etc

Approximately 1 week before show

Including but not limited to:

- Initial restroom cleaning for show
- Put out trash cans with liners, use bungee cords to secure liners.
- Install plexiglas in gazebo

- Put out directional sign and post all safety signs at proper locations including on each end of the barns.
- Set up rope for handicap parking
- Mark vendor spots with ground paint
- Put out flags by Hwy 5
- Open water house and make operable for water truck

Last 2-4 days before show

- Maintenance person or assigned sub-contractor must be on grounds, or on call, during office hours to assist campers & vendors setting up who have electricity and water issues
- Supervise restroom cleaning and trash pickup
- Supervise water truck
- General maintenance as directed by Secretary/Treasurer or Grounds Committee
- Water the arenas as needed

During show

- Maintenance Supervisor or assigned sub-contractor must appear on grounds no later than 8:00a.m. and remain until end of show at night
 1. That person should report to the office every morning by 8:00am for a list of any items that need to be dealt with-a list of “repairs/duties” will be provided in writing and any additional items that arise during the day are added to that list and communicated by radio. The list is to be turned into the office the following morning with the items that were repaired/completed noted on the list-when the new list for the day is picked up. Per work order & coordinate with office manager &/or grounds committee.
- Supervise restroom cleaning
- Supervise trash pickup
- Supervise water truck
 1. Timesheets for the above persons approval to be signed by the Secretary/Treasurer or Office manager.
- Perform general maintenance as directed by Secretary/Treasurer and/or Grounds Committee
- Set up sound system in gazebo every morning and remove at the end of the show each night
- Secure sound system in the versatility each night and remove after last versatility show.
- Prepare main arena track (drag) for show (approximately 3 hours before evening show)
- Maintenance will insure the completion of the cleaning of the following,
 1. Box seat cleaning
 2. Restroom cleaning
 3. Trash pickup
- Work schedule of the water truck (the water truck driver and all liability regarding the truck are solely the responsibility of the MFTHBA as the driver is a sub-contractor that works for the MFTHBA and not the maintenance person) haul gas for water truck.

After show

- Store all chairs, tables, chairs, ropes, safety & directive signs, speakers etc.
- Inspect all barns, closing doors and turn off breakers.
- Inspect arenas and determine needed maintenance (i.e. adding material, ect). Schedule repairs as needed.

Winterize

- Shut down water system and winterize buildings after October 31st

General care including but not limited to:**Year Round**

- Maintain front driveway
- Inspect all structures (including foundations, floors, windows, louvers, pits, etc) yearly for cracks or deteriorations. Make repairs, as necessary. If repairs are beyond the scope of the contract, secure bid to complete needed repairs.
- Semi-annually inspect roofs, downspouts for damage or needed repair. Make repairs, as necessary. If repairs are beyond the scope of the contract, secure bid to complete needed repairs.
- Inspect interior areas of the cookshack and MFTHBA office semi-annually. Inspection will include ceiling, floors, doors, walls and interior finishes. Inspect and repair as required.
- Inspect pipes, restroom fixtures, kitchen fixtures, hotwater heaters, outdoor faucets for leaks semi-annually. repair as necessary
- Respond to repair requests from Secretary/Treasurer and/or Building & Grounds Committee
- Work with Secretary/Treasurer and/or Building & Grounds Committee to determine upkeep/maintenance tasks that can be accomplished with volunteers during one or more work days.

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 maintenance person 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.

Projects requiring sub-contractors with a dollar value in excess of \$2500 should be bid on by at least 3 qualified contractors. The Maintenance person should provide the bids along with a recommendation on selection to the Secretary/Treasurer and/or Building & Grounds Committee.