



CITY OF PLACERVILLE
Department of Community Services

**REQUEST FOR PROPOSAL
FOR PROFESSIONAL SERVICES
FOR ADULT SOFTBALL OFFICIALS**

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OVERVIEW

The City of Placerville, Community Services Department, offers adult softball leagues. These leagues promote community wellness, active living and enrichment.

The City of Placerville Community Services Department (CITY) is seeking qualified and highly motivated businesses or individuals to provide officials for our adult softball leagues. The adult softball league runs May through October. In summary, the services should include providing one (1) official per game for the City of Placerville adult recreational softball leagues except for our final weeks of playoffs where two (2) officials are needed; schedule officials according to the league schedules provided by the City; train all officials; and provide necessary equipment, official uniforms and related supplies. Proposals are being sought for activities commencing with the spring 2025 season which is scheduled to begin on Sunday, May 11.

SELECTION PROCESS

- Phase I Review of written proposals based on the criteria outlined below.
- Phase II Select applicants will be invited to meet with City staff to further discuss proposals.
- Phase III Contractor selection.

APPLICANT EVALUATION PROCESS

Proposals should be concise and adhere to the format set forth below. The City may request additional information and/or schedule meetings to clarify or elaborate on the proposal. Please include the section heading when providing the relevant information.

- Qualifications and Experience
 - Qualifications and experience in providing high-quality Adult Softball officiating services.
- Outline of Scope of Services
 - Outline or narrative describing how the scope of work (services) would be performed.
- Cost of Services
 - Proposed fees for officiating services, as outlined in Scope of Services.
- References
 - List at least three references where you have provided or are currently providing softball officiating services.
- Officials
 - Ability to ensure appropriate and highly trained officials are utilized to conduct softball officiating services.
 - Ability to finance and sustain the activities as described.

The City retains the sole authority to select any number of qualified businesses or individuals and negotiate contract terms. The City reserves the right to reject all proposals. Receipt of any proposal pursuant to this Request for Proposal shall not constitute an implied intent to enter a contract with the City.

SCOPE OF SERVICES

Provide softball officiating services for adult softball leagues that will be held in Placerville at Lions Park located at 3633 Cedar Ravine in Placerville.

The adult softball league runs from May 11 through mid-October, weather permitting. One or two fields may be used depending on the number of teams on each night. Games are held as follows:

Monday – Women’s

Wednesday – Men’s E1/E2

Friday – Men’s D1/D2

Sunday – Coed

Leagues run for 10 weeks. There is a spring/summer league and a summer/fall league. There are no games scheduled for the week of July 4. Games take place at Lions Park located at 3633 Cedar Ravine. Depending on the number of teams, games are scheduled as early as 6:00 pm and are done by 10:30 pm due to a light curfew. These times are all dependent on the number of teams we get each season. If we don’t have 8 teams in a division, games may start later and end earlier. On Sundays, games typically start around 5:00 p.m. give or take depending on the number of teams.

The number of officials needed are:

(1) official per game for the City of Placerville adult recreational softball leagues except for our final weeks of playoffs where two (2) officials are needed.

All league games will be played to a 55-minute time limit or 7 innings, whichever comes first. No NEW inning shall begin after 55-minutes has expired. A new inning begins when the third out is made at the bottom of an inning. No mercy rule will apply. Games are scheduled an hour a part.

The total number of games requiring officials will be dependent on the number of teams per league. It is estimated that approximately 300 games will be required for officiating services for adult softball based on last season numbers.

ELIGIBILITY REQUIREMENTS

All contractors shall adhere to the following requirements:

- If not incorporated, Contractor will need to complete and submit a W9 Taxpayer Identification Number and Certification.
- Adhere to regulations set forth by the Americans with Disabilities Act (ADA).

INSURANCE REQUIREMENTS

Contractor shall maintain and shall require all of its subcontractors, consultants, and other agents to maintain the insurance listed below. Any requirement for insurance to be maintained after completion of the work shall survive this agreement.

Prior to any performance under this agreement by contractor, contractor shall provide the CITY with a Certificate of Insurance evidencing general liability insurance of not less than one million dollars (\$ 1,000,000) aggregate and endorsement form 2026. CITY shall be named as additional

insured with a provision providing CITY with not less than thirty (30) days prior written notice of policy cancellation.

Contractor shall provide Workers' Compensation insurance with statutory limits as required by the Labor Code of the State of California on its employees if any. The policy shall include a written waiver of the insurer's right to subrogate against CITY, its elective and appointive council members, boards, commissions, officers, agents and employees.

REQUEST FOR PROPOSAL TIMETABLE

The following is a summary of the RFP schedule and deadlines:

Monday, December 2, 2024	Request for proposal published.
Wednesday, December 18, 2024	Deadline for 1st round of questions.
Friday, December 20, 2024	Responses to 1st round of questions published.
Sunday, January 5, 2025	Deadline for 2nd round of questions.
Tuesday, January 7, 2025	Responses to 2nd round questions published.
Thursday, January 9, 2025	RFP responses are due by 12:00 p.m. (Noon)

Deadline for Questions

To ensure fairness, the City requires that all questions be submitted via e-mail to mlishman@cityofplacerville.org. All questions related to this RFP must be in writing and received no later than the deadlines listed above. Indicate in the subject line of the e-mail: "Questions for Professional Services for Adult Softball Officials". Phone calls and faxed questions will not be accepted. **Appropriate questions will be answered by the City in writing and posted by December 20, 2024 and January 7, 2025. If you would like to be notified of the questions and answers, please email mlishman@cityofplacerville.org**

Proposal Due Date

Thursday, January 9, 2025, at 12:00 P.M. (noon)

Proposals must be submitted, according to the timeline, preferably in an email, or via the U.S. postal service, Federal Express or other special delivery service, or by hand delivery to the City of Placerville, Recreation Superintendent to:

Matt Lishman, Recreation Superintendent
549 Main St., Placerville, CA 95667