



## Procurement Division

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# REQUEST FOR SOFTBALL OFFICIALS SPORTS DIVISION

**DATE OF ISSUE:** MARCH 6, 2020

**OFFICIALS MEETING:** TBD

**QUOTES MUST BE RECEIVED BY:** OPEN CONTINUOUS

Please submit electronic responses to [Debbie.Felix@SierraVistaAZ.gov](mailto:Debbie.Felix@SierraVistaAZ.gov) (preferred), via fax (520) 452-7025, or in person at City of Sierra Vista City Hall, Procurement Division, 1011 N. Coronado Drive, Sierra Vista, AZ 85635.

### **DESCRIPTION OF SERVICES: SOFTBALL OFFICIALS**

The City of Sierra Vista is requesting submittals from qualified officials who can provide the services specified in this Request. A Contractor desiring to respond to this Request shall include a fully executed Non-Collusion Affidavit, and acknowledge all addenda (if applicable).

### **RESPONDENT INFORMATION**

Company Name

Company Address

City

State

ZIP Code

Phone Number

Point of Contact Name

Title

Email Address

Signature

Date

The person signing certifies they have binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their information is an offer to sell. All Consultants shall comply with all City of Sierra Vista procurement laws, policies, and procedures, as well as relevant state and federal laws.

**NON-COLLUSION AFFIDAVIT**

I certify that this bid is genuine and is not in any way collusive or sham; that the bid is not made with the intent to restrict or prohibit competition, that this firm has not revealed the contents of the bid to, or in any way colluded with, any other firm which may compete for the contract; and that no other firm which may compete for the contract has revealed the contents of a bid to, or in any way colluded with, this firm.

Name of Firm Submitting Bid: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_ Authorized  
Signature

This affidavit is required pursuant to Arizona Revised Statutes 34-253 and 41-2549. Failure to submit this affidavit signed at the time of bid opening is grounds for disqualification of the bid.

**REQUEST SPECIFICATIONS FOR SOFTBALL OFFICIALS**

**LEISURE & LIBRARY SERVICES – SPORTS DIVISION**

**1. DESCRIPTION**

The City of Sierra Vista Procurement Division is soliciting all qualified Independent Contractors to provide all necessary tools, accessories, material, equipment, apparatuses and services to be Softball Officials - contractors for the Leisure & Library Services – Sport Division.

**2. CONTACT PERSON**

Please contact Debbie Felix, Buyer, by e-mail at [Debbie.Felix@SierraVistaAZ.gov](mailto:Debbie.Felix@SierraVistaAZ.gov) or fax me at (520) 452-7025 only, with any procedural or technical questions. All questions should be submitted in writing to the Procurement Division contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all respondents by addendum. No verbal responses shall be authoritative.

**CONFERENCE: TBD**

**SPORTS UNIT 3401 E. FRY  
BOULEVARD  
SIERRA VISTA, ARIZONA 85635**

**3. TERM OF AGREEMENT**

This procurement is for one (1) calendar year ending on March 14, 2021.

**4. PRODUCT/SERVICE SPECIFICATIONS**

Softball Officials

Location: Sport Unit 3401 E. Fry Blvd, Sierra Vista, Arizona 85635

The successful Independent Contractors must provide the following services:

## **SCOPE OF WORK FOR SOFTBALL OFFICIALS**

**Times and Locations:** Times and locations for the games will be provided by the CITY. Officials will be independent contractors and are able to reject games; however, once game is accepted it is expected that the Officials will be present for the game.

### **Officials Shall:**

- A. Officiate the City adult softball leagues as further defined in this scope of work;
- B. Be United States Specialty Sports Association (USSSA) trained and registered. Registration fee to be paid for by officials;
- C. Call games in appropriate USSSA softball officiating attire.
- D. Games will follow USSSA Slow-pitch Softball rules with league level modifications. League bylaws will be provided by City;
- E. Enforce and abide by City policies pertaining to field use. This includes City ordinances pertaining to alcohol consumption and the use of tobacco products;
- F. Enforce league suspensions and report any violations to City;
- G. Notify the City of a valid and properly submitted protest within twenty-four (24) hours. Notification will be made on properly formatted protest form that will be available at the field;
- H. Notify Sports Staff in the event of any fan ejections, injuries, threats, etc;
- I. Officials will check fields for safety prior to each game and report any concerns to City sports representative.
- J. By Extension Official is a representative of the City of Sierra Vista Leisure Services and will conduct themselves as a Leisure Services team member as designated and being a Leisure Services team leader when conducting City run adult softball leagues.
- K. Officials will complete Official City score sheet at completion of each game. Score sheet will be turned in to Sports Division.
- L. City will provide game balls to include extra used balls. One (1) new ball will be provided per game. An additional women's sized ball will be provided for coed games;
- M. The use and wearing of the facemasks in the City league is MANDATORY;
- N. City will provide Officials a phone number for City on call sports staff in case any issues arise;
- O. Officials meeting will be held on TBD at:  
Sports Unit 3401 E. Fry Blvd, Sierra Vista, Arizona 85635; and  
Official is invited to City coaches' meeting for purpose of reviewing league bylaws.
- P. Must provide a W-9, Request for Taxpayer Identification Number and Certification to the City.

**Site Safety:** The City will endeavor to provide a safe, suitable playing field free of obstructions, hazards or barriers that prevent safe play. Upon verbal or written notification from the Officials of an unsafe court condition, or potential hazard to the City, the City will address and correct the identified occurrence prior to the continuation of league play or identify a suitable alternative agreed upon by both parties within a specified time period.

**5. PRICING SHEETS**

**Payment for Services**

For and in consideration of the faithful service herein embraced, the City agrees to pay the Officials the sum of **TWENTY-TWO DOLLARS (\$22.00) per game**, payable upon completion of said service, receipt of invoice and approval of Project Officer: Sports Supervisor.

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Company Name	Date
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Name of Authorized Representative	Authorized Representative's Signature