



**CITY OF CHOCTAW
PARKS AND RECREATION
REQUEST FOR PROPOSAL:
CHOCTAW ADULT SOFTBALL AND KICKBALL LEAGUE UMPIRE COORDINATOR/INDEPENDENT
CONTRACTOR**

SUMMARY

The City of Choctaw Parks and Recreation Department Adult Softball/Kickball League Program is now accepting proposal for Adult Softball/Kickball Umpire Coordinator/Independent Contractor for the 2018 Summer League. Proposals must be received by the City before 2:00pm Tuesday, May 1st, 2018 inside a sealed envelope and must be plainly marked **CHOCTAW ADULT SOFTBALL AND KICKBALL LEAGUE UMPIRE COORDINATOR/INDEPENDENT CONTRACTOR** submitted to the City Clerk, Tina Rodriguez at the City of Choctaw, (mailing) P.O. Box 567 Choctaw, OK 73020 or (hand delivery or express shipping) 2500 N. Choctaw Rd. Choctaw, OK 73020. This proposal is for the 2018 Summer Season.

CONTACT INFO

Missy Jennings
Sports Director
City of Choctaw Parks and Recreation
2500 N. Choctaw Rd.
P.O. Box 567
Choctaw, OK 73020
405-659-8202
mjennings@choctawcity.org

**RESPONSIBILITIES OF THE ADULT SOFTBALL/KICKBALL UMPIRE
COORDINATOR/INDEPENDENT CONTRACTOR**

- The City of Choctaw Adult Softball/Kickball League is entrusting the Umpire Coordinator/Independent Contractor to assign quality umpires who possess a thorough knowledge of the game of softball and kickball, possess the ability to communicate effectively with adults.
- The Umpire Coordinator/Independent Contractor will be responsible for assigning umpires to the Choctaw Adult Softball/Kickball League games as directed by the Parks and Recreation Department. The Summer League will run from July-August.
- The Umpire Coordinator/Independent Contractor will be responsible for invoicing the City of Choctaw Adult Softball/Kickball League and will be paid directly in advance for all games scheduled.
- It will be at the Umpire Coordinator/Independent Contractor's discretion as to how to disperse funds to umpires.
- City of Choctaw will not be involved in distribution of funds to umpires.
- The Umpire Coordinator/Independent Contractor will be required to submit an itemized report detailing the amount of umpire funds dispersed.
- The Umpire Coordinator/Independent Contractor is required to make themselves available on game nights to correspond with city staff if needed.
- Prior to each season beginning, the Umpire Coordinator/Independent Contractor will need to attend coaches meetings to review rules and answer questions from coaches. Umpire Coordinator/Independent Contractor also needs to conduct an umpire meeting prior to beginning of season to go over rules and establish code of conducts for umpires.
- The City of Choctaw Parks and Recreation Department has the authority to have an umpire removed from a scheduled game or games at any time for any reason.
- Each umpire is required to have completed and passed a current background investigation.

PLEASE LIST SALARY REQUIREMENTS FOR YOUR SERVICES

Umpire Salaries			Umpire Coordinator Salary		
Age Division	# of Umpires	Salary per Umpire	Training	Assigning	Attendance
Men's Recreation	2				
Church League	2				
Coed Recreation	2				
Women's Recreation	2				
Senior's	2				
			Total For Your Services:		

**REQUEST FOR PROPOSAL
CHOCTAW ADULT SOFTBALL/KICKBALL LEAGUE
UMPIRE COORDINATOR/INDEPENDENT CONTRACTOR**

Name: _____ Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Main Phone: _____

Email: _____ Other Phone: _____

Schools/Leagues Scheduling Experience: _____

PLEASE LIST TWO (2) PROFESSIONAL REFERENCES AND ONE (1) PERSONAL REFERENCE

NAME	RELATIONSHIP	PHONE	EMAIL

TERM AGREEMENT

Should the City of Choctaw enter into an Agreement as a result of this RFP, the initial term of Agreement shall be for 2018 Summer League Seasons. You or your organization will provide a W-9 Form. Either party can terminate this agreement with 30 days notice.

WAIVER AND RELEASE OF LIABILITY

The Contractor will indemnify and save harmless the City of Choctaw, along with all of its officials and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons, including the Contractor, or property resulting from the operations of the Contractor. Neither party shall be in default by reason of any failure in performance of this Agreement in accordance with reasonable control and without fault or negligence on their part.

By signing below, you agree to the Term Agreement, Hold Harmless / Force Majeure, and if selected to be the Umpire Coordinator for the City of Choctaw Adult Softball/Kickball League Program, agree to the Responsibilities as set forth in the Request for Proposal.

Signature

Printed Name

Date

BUSINESS RELATIONSHIPS AFFIDAVIT

STATE OF OKLAHOMA)
)
COUNTY OF _____) ss.

_____, of lawful age, being first duly sworn upon oath, states that (s)he is the agent authorized by the Bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(if none of the business relationship hereinabove mentioned exist, Affiant should so state.)

Affiant

Subscribed and sworn to before me this _____ day of _____, 2015.

Notary Public

My Commission Expires:

NOTE: This form is to be submitted with the bid.

