

Office of the Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

July 25, 2018

MEMORANDUM

To: Members of the Board of Education

From: Jack R. Smith, Superintendent of Schools

Subject: Installation of Artificial Turf Fields at Julius West Middle School and Albert Einstein High School (06-12-18-07)

**Question**

During Public Comments and the discussion regarding Consent item 9.15 Award of Contract—Installation of Artificial Turf Fields at Julius West Middle School and Albert Einstein High School, Ms. Ortman-Fouse requested the following information:

- Provide copies of the vendor invoices for the maintenance of MCPS' natural turf fields for the past two years.
- Provide information regarding what the vendors are responsible for regarding the maintenance of the installed natural fields.
- Provide information regarding the commitment of the vendors used by MCPS for maintaining the turf fields, *i.e.* Einstein's field.

**Response**

Grass fields at elementary and middle schools are maintained either by Montgomery County Public Schools (MCPS) or Montgomery Parks. The following information relates to high school athletic fields, which are maintained through contracts with vendors.

As each high school is responsible to manage the maintenance of its natural grass fields, MCPS has established guidelines for the field maintenance process. The current field maintenance process, including a process map and details regarding the steps and protocol to be used, is outlined in Attachment A. Schools must utilize one of the approved field maintenance vendors; a list of approved vendors is included in Attachment B. Vendors are responsible for the general maintenance of fields, including aerating, seeding, mowing, and painting. While many components of maintenance are common to all fields, there are particular actions that need to be specified in the scope of services in the contract for each field. The administration and management of field maintenance is supervised by the local school athletic director.

Compiling individual field invoices for the last two years would be labor intensive; however, our athletic financial report reflects the total amounts expended on field maintenance for each high school. Attachment C includes totals for the last two school years. It is important to note that we are in the process of reviewing our approach to high school field maintenance for both natural and artificial turf fields in the larger context of athletic funding allocations to schools. While there are many variables that affect

field maintenance costs at each school, the totals reflect the wide variance of field maintenance levels from school to school. One of our primary objectives in reviewing field maintenance and high school athletic allocations is to improve the baseline level of field maintenance across all schools and reduce the disparities among field conditions and other aspects of the athletic programs.

Regarding artificial turf fields, maintenance is covered through a systemwide contract that provides services for all artificial turf fields. For Fiscal Year 2019, it is the intention of MCPS to continue this systemwide maintenance plan, using one vendor for the existing crumb rubber fields and an installer-approved vendor for each of the newly installed fields (Julius West Middle School and Albert Einstein, Richard Montgomery, and Walt Whitman high schools). Additional information regarding artificial turf may be accessed on the [Artificial Turf Fields Program web page](#).

If you have any questions, please contact Dr. Andrew M. Zuckerman, chief operating officer, at 240-740-3050.

JRS:AMZ:em

Attachments

Copy to:

Dr. Navarro  
Dr. Statham  
Dr. Zuckerman  
Mr. Civin  
Dr. Johnson  
Ms. Diamond  
Mr. Song  
Mr. Sullivan  
Mr. Turner  
Mr. Ikheloa

## NEW FOR FISCAL YEAR (FY) 2017

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*Field Maintenance Contracts: A Process Summary for Use of Form 280-49A, rev. 7/2016*

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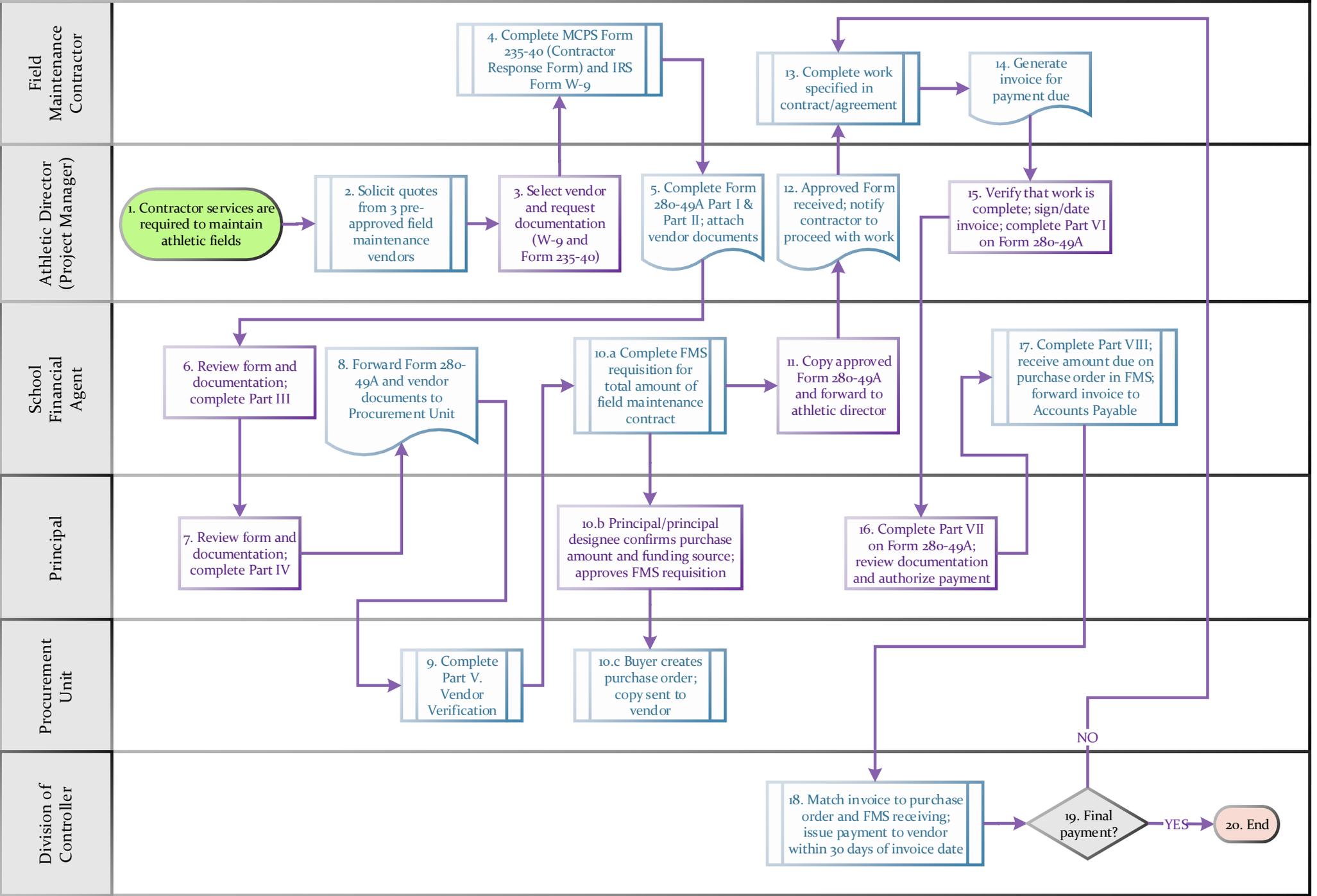
**Question:** What steps do we follow for approval and payment of field maintenance contracts?

**Answer:** A summary of the FY 2017 field maintenance contract approval and payment process is provided below. Refer to the attached process map for details.

- Schools are required to get three quotes from the pre-approved field maintenance vendors - the list of approved field maintenance providers can be found on the Procurement Unit website under contract summaries.
- When the vendor is selected and you are ready to sign the contract, your athletic director should use Form 280-49A (revised 7/2016) to initiate the approval process. The principal's approval/signature is required in Part IV (Form 280-54 is not required).
- After the principal's approval is obtained, the Vendor Verification process must be completed (Form 280-49A, Part V). This includes getting Form 235-40 completed by the vendor and making sure a current W-9 is on file for the vendor. Forward the form and documentation to the Procurement Unit to sign off that the vendor verification is complete. The form will be returned to you with Procurement's authorization to proceed.
- When you receive authorization from Procurement, the vendor can be authorized to begin work. Let the vendor know that you will need a separate invoice for each installment that is due to be paid and advise the vendor that MCPS will issue payment with 30 days from the date of each invoice.
- You should create one purchase order in FMS for the entire amount of the field maintenance contract even if the contract period crosses the fiscal year, and then as each installment is due to the vendor your athletic director should complete Form 280-49A, Part VI to communicate that work has been completed per the agreement and that the invoice should be paid. The form and invoice is forwarded to the principal to complete Part VII.
- After the principal signs, the form is forwarded to the financial agent to complete Part VIII and that includes doing the FMS receiving for the amount due to be paid. The invoice is sent to Division of Controller, Accounts Payable, where the invoice is matched to the amount received in FMS and payment is then issued to the vendor. **Do not send copies of Form 280-49A to Division of Controller.**
- Note that each time payment is due to be paid, Parts VI–VIII will have to be completed. Form 280-49A should be retained at the school for audit purposes.
- Also, note that since the purchase order is charged to your IAF, no operating funds are encumbered and Division of Controller will invoice the school each time payment is issued to the vendor. When you are completing the annual IAF report for FY 2017, any remaining installments due on the field maintenance contract after 6/30/2017 should be listed as a payable.

# FORM 280-49A PROCESS FOR HIGH SCHOOL FIELD MAINTENANCE CONTRACTS, FY 2017

July 2016



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## **Form 280-49A Process Details for High School Field Maintenance Contracts, FY 2017**

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### **Background**

MCPS Form 280-49A is used by schools to authorize the use of Independent Activity Funds (IAF) to pay consultants and/or contractors for services (not for goods sold). This form should not be used to pay MCPS staff for services.

1. [Athletic Director] This process begins when a school determines the need to hire an independent contractor (vendor) for athletic field maintenance services
2. [Athletic Director] The athletic director should obtain quotes from 3 different contractors on the Board of Education (BOE) approved field maintenance contractor list. Contact the Procurement Unit for questions related to BOE approved contractors. The list can be found on the MCPS Procurement website at:  
<http://www.montgomeryschoolsmd.org/departments/procurement/contracts.aspx>
3. [Athletic Director] Based on the quotes received, the athletic director recommends/selects the contractor and requests from the vendor **IRS Form W-9, Request for Taxpayer Identification Number (TIN)** and **MCPS Form 235-40, Response Form for Required Criminal Background Checks**.
4. [Vendor/Contractor] The vendor sends copies of the completed and signed forms (W-9 and MCPS Form 235-40) to the athletic director.
5. [Athletic Director] The athletic director initiates the formal approval process by completing MCPS Form 280-49A, Part I and Part II. [Form 280-54, *IAF Request for Purchase*, is not required.] The total project cost specified in Part II should be the total cost of the services agreed to for the entire contract period. *For example, if the vendor's quote is for services is \$15,000 per year for a 3-year period, the total project cost specified in Part II should be \$45,000.* The athletic director attaches to Form 280-49A, a copy of the vendor's quote and the completed forms (W-9 and MCPS Form 235-40), and forwards the packet to the school financial agent
6. [School Financial Agent] *The school financial agent may be the high school financial agent or business administrator, as determined by the individual school's business processes and responsibilities.* The financial agent reviews the form and quote and confirms that the vendor is already designated as a 1099 Vendor in SFO and has a W-9 on file with MCPS. (Contact Procurement for assistance, if necessary). The school financial agent adds the funding source information on Form 280-49A – Part III, IAF Funding Verification, and forwards Form 280-49A (Parts I – III completed) with documentation to the principal.
7. [Principal] The principal reviews Form 280-49A, vendor's quote, and the attached vendor documentation. If approved, the principal completes and signs Form 280-49A, Part IV, then returns the form and documentation to the school financial agent.
8. [School Financial Agent] When approved by the principal, a non-catalog requisition may be set up in FMS at this time, or the requisition can be set up after the Procurement Unit completes the vendor verification process (Step 10.a). The school financial agent forwards Form 280-49A and documentation to the Procurement Unit via e-mail at [procurement@mcpsmd.org](mailto:procurement@mcpsmd.org) or fax to 301-279-3173.

9. [Procurement] Procurement Unit completes the Vendor Verification Checklist (Part V), confirming that all vendor documentation is complete and up to date. When the process is complete, the Procurement Unit signs Part V and returns Form 280-49A to the school financial agent.
10.
  - a. [School Financial Agent] If not previously done, the school financial agent submits the non-catalog requisition in FMS for the full amount of the contract/agreement. The school financial agent adds the FMS requisition number to Form 280-49A, Part III.
  - b. [Principal] The principal reviews the FMS requisition and confirms the funding source charged, then approves the requisition.
  - c. [Procurement] The procurement buyer receives the FMS requisition and creates a purchase order for the field maintenance contract. The purchase order is sent to the vendor.
11. [School Financial Agent] The school financial agent adds the purchase order number on Form 280-49A, Part V, and forwards copies of Form 280-49A and the vendor agreement to the athletic director.
12. [Athletic Director] The athletic director contacts the vendor to confirm that work may proceed.
13. [Vendor/Contractor] The vendor completes work according to the specifications and timeline outlined in the contract/agreement.
14. [Vendor/Contractor] The vendor submits an invoice to the athletic director for the amount due for the work that has been completed.
15. [Athletic Director] The athletic director confirms that the field maintenance work included on the invoice has been satisfactorily completed, and completes Form 280-49A Part VI. The athletic director signs and dates the vendor's invoice, "indicating the work is complete and it's okay to pay the contractor. The then athletic director forwards Form 280-49A and invoice to the principal.
16. [Principal] The principal reviews the documents, signs Form 280-49A Part VII to authorize payment, and then forwards the form to the school financial agent.
17. [School Financial Agent] The school financial agent completes Part VIII on Form 280-49A, receives the amount due on the purchase order in FMS (iProcurement receiving module), ensures that the purchase order number is written on the signed invoice and then forwards the invoice to Division of Controller, Accounts Payable to process payment.
18. [Division of Controller] Accounts payable staff match the amount due indicated on the invoice with the amount received off the purchase order in FMS; payment is issued to the vendor within 30 days of the date marked on the invoice.
19. If this was the final payment due on the purchase order, the process ends (Step 20). If this was a partial payment/installment, the process is repeated (Steps 13–19) each time the vendor completes additional work and submits an invoice for payment due for services. The athletic director should use a new copy of Form 280-49A, Page 3, every time additional payment is due to the vendor. Any additional copies of Page 3 should be attached to the original Form 280-49A as a packet documenting all payments authorized. When completing the Annual IAF report for FY 2017, any remaining installments due on the field maintenance contract after 6/30/2017 should be listed as a payable on Form 281-23, *Schedule of Accounts (Payable)*.

[CLICK HERE for Important Notice to Vendors and End-Users](#)

[CLICK HERE to return to FMS Ordering Instructions](#)

MCPS Bid No. 9706.3 Athletic Field Maintenance at Various Locations-- Scope of Services Provided

Contract Term 12-08-15 thru 12-09-18 Buyer Debbie Crone 301-279-3306 UPDATED 04/11/2018

<u>Vendor Contact Information</u>	<u>Has Pesticide License</u>	<u>Mowing Fescue</u>	<u>Mowing Bermuda</u>	<u>Routine Care Fescue</u>	<u>Routine Care Bermuda</u>	<u>Soil Analysis</u>	<u>Irrigation Adjustments</u>	<u>Winter/Spring Start-Up, Turf Rolling</u>	<u>Baseball/ Softball Field Renovation, Repair &amp; Maint.</u>	<u>Baseball/ Softball Field Installation</u>	<u>Sod Install</u>	<u>Painting Field Stripes/ Markings</u>
Andrew Hyman Maintenance 15810 Barnesville Road Boysds, MD 20841 Andrew Hyman 301-916-9026		X	X	X	X				X	X	X	
BrightView (Brickman) 5601 Vandusen RD Laurel MD 20707 April Rashell/John Hall 301-543-2092	YES	X	X	X	X	X	X	X	X	X	X	X
E&E Maya Landscaping Sports Field Service LLC PO Box 49 Ashton, MD 20861 Emerson Elias 240-876-7860 202-731-0604		X	X	X	X			X	X		X	X
Damascus Enterprises Inc 26721 Purdum Road Damascus MD 20872 Scott Brown 301-253-0475	YES	X	X	X	X	X	X	X	X	X	X	X
FieldTurf USA, Inc. 175 N. Industrial Blvd. Calhoun, GA 30701 Will Johnson 301-507-6671	<b>ARTIFICIAL TURF INSTALL AND MAINTENANCE ONLY</b>											
Game Day Inc 25284 Pleasant Valley Rd Chantilly, VA 20152 Heather Sullenberger 703 327-5611	YES	X	X	X	X	X	X	X	X	X	X	X
GreenskeeperLandscaping & Lawn Mgmt Inc PO Box 596 Fulton, MD 20759 Shawn Cummings 301 622-3831	YES	X	X	X	X	X	X	X	X	X	X	X
Growing Solutions PO Box 596 White Marsh, MD 21162 Joe Pishtey 410-251-1190 443 463-0357	YES	X	X	X	X	X	X	X	X	X	X	
Laytonsville Turf Farm LLC 5255 Damascus Rd Gaithersburg, MD 20882 Robin Lechluder 301 253-1481	NO	X		X		X			X	X	X	
Long Acre Lawn & Landscape 4012 Middleton Dr Monrovia, MD 21770 Dan Lowe 240 299-0612		X		X		X		X	X		X	
McDonald & Sons Inc 8009 E Old Jessup RD Jessup, MD 20794 John McDonald 410-7997745								X-Turf Rolling		X	X	
R.T.MacKenzie, Inc. 7928 Brock Bridge Road Jessup, MD 20794 Robert MacKenzie 410-799- 0799	<b>IRRIGATION (Sprinkler systems) Installation, Repair and Maintenance</b>											

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[CLICK HERE to return to FMS Ordering Instructions](#)

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Ruppert Landscape Inc 23601 Laytonsville Road Laytonsville, MD 20882 Ryan Rote 414-0022 301-	YES	X	X	X	X	X	X	X	X	X	X	X
Rock Creek Tree, Turf & Landscape 17520 Bowie Mill Road Rockville, MD 20855 John Miller 301-580-6023	YES	X	X	X	X	X			X		X	X
TruGreen 18910 Woodfield Road Gaithersburg, MD 20879 Doug Daly 301-840-8090	YES			X	X			X				

### Total Costs High School Field Maintenance

HIGH SCHOOLS	FIELD PREPARATION AND MAINTENANCE	
	SY 2016–2017	SY 2017–2018
Bethesda-Chevy Chase	\$ 29,365	\$ 4,447
Montgomery Blair	\$ 2,607	\$ 328
James Hubert Blake	\$ 35,862	\$ 36,975
Winston Churchill	<b>\$ 85,680</b>	\$ 65,547
Clarksburg	\$ 43,268	\$ 39,002
Damascus	\$ 24,282	<b>\$ 83,342</b>
Albert Einstein	\$ 5,138	\$ 9,032
Gaithersburg	\$ 9,006	\$ 19,730
Walter Johnson	\$ 773	\$ 12,876
John F. Kennedy	\$ 9,650	\$ 11,669
Col. Zadok Magruder	\$ 41,651	\$ 36,924
Richard Montgomery	\$ 30,298	\$ 25,567
Northwest	\$ 49,939	\$ 42,254
Northwood	\$ 23,737	\$ 38,665
Paint Branch	\$ 2,412	\$ 16,354
Poolesville	\$ 3,699	\$ 7,819
Quince Orchard	\$ 44,032	\$ 55,795
Rockville	\$ 50,539	\$ 35,840
Seneca Valley	\$ 31,081	\$ 5,389
Sherwood	\$ 38,315	\$ 39,526
Springbrook	\$ 36,761	\$ 25,393
Watkins Mill	\$ 38,573	\$ 31,398
Wheaton	<b>\$ -</b>	<b>\$ 172</b>
Walt Whitman	\$ 75,993	\$ 56,270
Thomas S. Wootton	\$ 1,772	\$ 12,803
<b>TOTAL</b>	<b>\$ 714,433</b>	<b>\$ 713,117</b>
<b>AVERAGE</b>	<b>\$ 28,577</b>	<b>\$ 28,525</b>