



Public Works Annex  
2405 Garrett Way  
Pocatello, Idaho 83201  
208.234.6250  
Fax 208.478.7152

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## MEMO

TO: Mayor Blad and Members of City Council

FROM: Anne Butler, Parks & Recreation Director

DATE: March 26, 2024

SUBJECT: Recommendation for Bid Award:  
Pickleball Courts Surfacing & Netting

On September 13, 2023, bids were publicly opened for our pickleball courts project. We received one (1) proposal for surfacing and netting, which was subsequently awarded in the amount of \$70,500. However, the vendor was unable to obtain their Public Works Contractor's License and the City was required to go back out to bid for surfacing and netting.

On March 22, 2024, bids were received by the City for the surfacing and netting portion of the pickleball courts project. We received six (6) proposals in response to our second solicitation, which have been evaluated to determine responsiveness and cost.

It is my recommendation that Council;

1. award the bid for pickleball surfacing and netting to the lowest cost base price, responsive bidder, The Track Doctor, Incorporated, in the sum of \$31,380.50.
2. authorize the use of Alternate #1, as it is a higher quality option. With the use of Alternate #1, the total contract amount would be \$74,750.50.

This procurement has been funded by the American Rescue Plan Act (ARPA).

The relevant documentation is attached hereto for Mayor and Council approval. The Council may wish to authorize Mayor Blad to sign and execute the paperwork required to effectuate this procurement.

To: City Council and Mayor  
From: Matt Kerbs, Deputy City Attorney MK  
Date: April 10, 2024  
Re: Bid Award for Pickleball Courts Surfacing and Netting

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I have reviewed the above referenced documents and have no legal concerns with Council awarding the bid to the lowest-cost responsive bidder, The Track Doctor, Incorporated, and authorizing the Mayor to sign as documents effectuating the award and contract.



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**REQUEST FOR QUOTES**  
**Pickleball Courts Surfacing & Netting**

**1. ADMINISTRATIVE INFORMATION**

Description: The City of Pocatello is seeking quotes from firms in good standing and currently licensed as an Idaho Public Works Contractor to perform certain construction services to surface and install netting infrastructure for seven (7) pickleball courts at Ross Park as described herein.

RFQ Contact: The contact designated below is the only contact for this solicitation. All correspondence regarding this RFQ shall be in writing via email at the address listed below.

Searra Simpson  
*Fleet & Material Coordinator*  
City of Pocatello  
[ssimpson@pocatello.gov](mailto:ssimpson@pocatello.gov)

Submittal Deadline: Quotes shall be received via email at [ssimpson@pocatello.gov](mailto:ssimpson@pocatello.gov) or hand-delivery to City of Pocatello, PW Annex Building (Attn: Searra Simpson), 2405 Garrett Way Pocatello, Idaho 83201 until **Friday, March 22, 2024 at 3:30 pm MST.**

**2. INQUIRIES**

Any and all inquiries shall be sent in writing via electronic mail at [ssimpson@pocatello.gov](mailto:ssimpson@pocatello.gov) and [tcaudill@pocatello.gov](mailto:tcaudill@pocatello.gov) on or before **Monday, March 18, 2024 at 3:30 pm MST.** Official answers to all written inquiries will be sent via email to all Bidders.

**3. AMENDMENTS**

In the event it becomes necessary to revise any part of this RFQ, amendments will be emailed to all Bidders. It is the responsibility of the Bidder to track any updates or amendments. Bidders will be required to acknowledge they have received any and all amendments by signing the amendment(s) and including such amendment(s) with their quote at time of submittal.

**4. SCOPE OF WORK/DESIGN DRAWING**

The pickleball court design drawings are attached hereto as **Attachment 1, Design Drawings**, which are part of the required specifications that your quote must comply with in order for the City to consider

your quote responsive. Bidders shall refer to the design drawings to determine material quantities and scope of work.

The City of Pocatello will be responsible for providing the following project elements and, therefore, do not need to be included in quotes.

- A. Earthwork/Excavation
- B. Court Base and Asphalt
- C. Sprinkler Removal/Relocation
- D. Tree Removal
- E. Locate Utilities

## 5. BIDDER'S UNDERSTANDING, EXAMINATION OF DOCUMENTS AND PROJECT SITE

It is the responsibility of each Bidder before submitting a quote to (a) examine the bidding documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may affect cost, progress, performance, or completion of the project, including the time and cost in obtaining any necessary fee or permit, (c) consider federal, state, and local laws and regulations that may affect cost, progress, performance, or completion of the project, (d) study and carefully correlate Bidder's observations with the bidding documents, and (e) notify the City of any conflicts, errors, or discrepancies in the bidding documents.

## 6. COST

Provide your fully burdened Total Cost on the Quote Schedule attached hereto as **Attachment 2, Quote Schedule**. Bidders must quote at least *Item Nos. 1-4* of the quote schedule. The quote **will not be split** and awarded to multiple vendors.

## 7. SUBMISSION REQUIREMENTS

- A. **Public Works Contract License.** Bidders must provide as part of their quote a copy of their current, active Public Works Contractor's License issued by the State of Idaho.
- B. **Quote Schedule.** Bidders must include a fully completed **Quote Schedule, Attachment 2** herein in order for their quote to be considered responsive. **Do not submit your quote on any other form(s).** Submitting your quote on a form different from the Quote Schedule may cause your quote to be rejected as non-responsive.

## 8. EVALUATION AND AWARD

The Bidder shall meet or exceed all requirements, terms, and conditions included in this RFQ in order to be considered for award. Award will be made to the Bidder who can comply with all requirements, terms, and conditions listed herein, and has the lowest Total Cost.

## 9. COMPLIANCE

Bids shall comply with *Idaho Code 67-2806(1), et seq.*

## 10. ADDITIONAL INFORMATION

- A. Any oral interpretations or clarifications of this RFQ shall not be relied upon.
- B. Any and all costs associated with the preparation and production of a response to this RFQ, or any work performed prior to the execution of a contract for services, are the sole responsibility of the parties responding to this RFQ.
- C. All responses and other materials submitted will become the property of the City of Pocatello.
- D. **All information contained in the RFQ and acceptable provisions of the selected Bidder's response may be made part of the final contract.**
- E. Only information which is received in response to this RFQ shall be evaluated. Reference to information previously submitted shall not be evaluated.
- F. The City of Pocatello reserves the right to:
  - Reject any and all offers.
  - Negotiate final terms of the resulting contract.
  - Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ.
  - Disqualify any Bidder who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
  - Disqualify any Bidder on the basis of any real or apparent conflict of interest.

**ATTACHMENT 1**  
**DESIGN DRAWINGS**

It the Bidder's responsibility to ensure all pickleball surfacing, striping, spacing and netting adheres to all USA Pickleball and American Sports Builders Association Construction & Maintenance Manual guidelines.

Three (3) pickleball courts shall be ADA (Americans with Disabilities Act) compliant as designated in the attached design drawings.

*Please refer to the attached design drawings prepared by Booth Architecture, PLLC, Sheet Nos. A1.0 and A1.1.*

**ATTACHMENT 2  
QUOTE SCHEDULE**

**QUOTES DUE: Friday, March 22, 2024 at 3:30 pm MST**

*This completed Quote Schedule must be submitted with your response.*

This is a lump sum quote. The successful bidder shall comply with all administrative requirements of the bidding process, hold the requisite licensing, and have the lowest responsive **total cost** herein. *Award will not be made on individual item costs listed herein.*

It is the contractors' responsibility to carefully review the design drawings, specifications, and quote documents to determine all costs necessary to successfully complete the entire project, and to reflect those costs in their quote. If contractor determines additional items with additional expenses are required, they must include those items in the available space(s) below and include them in the **total quote**.

**COMPANY INFORMATION:** Provide Bidder's name and contact information in the space below.

Company Name of Bidder: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

No.	Item	Price
1	Mobilization Fee	\$
2	Seven (7) Standard Netting Setups including: <ul style="list-style-type: none"> <li>• Black Polyethylene Netting               <ul style="list-style-type: none"> <li>○ Length: 21' 9"</li> <li>○ Height: 36" at Sidelines; 34" at Center Court</li> <li>○ Mesh Size: Ball Must Not be Able to Pass Through</li> <li>○ Net Edge: 2" White Binding over Cord</li> <li>○ Center Strap with Steel Swivel Hook, including Anchor, Cross Pin, and Footer</li> </ul> </li> <li>• Footings</li> <li>• Standard Steel Posts               <ul style="list-style-type: none"> <li>○ (2) Net Tensions/Tighteners per Court:                   <ul style="list-style-type: none"> <li>▪ 175-250 lbs</li> <li>▪ Internal Wind Posts</li> </ul> </li> </ul> </li> <li>• Galvanized Steel Sleeves</li> <li>• Installation Hardware</li> </ul>	\$

3	Basic Acrylic Surface, including: <ul style="list-style-type: none"> <li>• 2 Coats Acrylic Filler</li> <li>• 2 Coats of Playing Surface</li> <li>• Line Markings</li> </ul>	\$
4	Total Labor, including: <ul style="list-style-type: none"> <li>• Pavement Cleaning</li> <li>• Pavement Flooding to Identify Low Areas (“Birdbaths”)</li> <li>• String Line Check to Identify if Low or High Spots</li> <li>• Low Area Patching and Leveling</li> <li>• High Area Scraping or Grinding</li> <li>• Basic Acrylic Surface Installation</li> <li>• Netting Installation</li> </ul>	\$
5	Other:	\$
<b>TOTAL QUOTE</b>		<b>\$</b>

No.	Alternate Items	Price
A1	Cushioned Acrylic Surface, including: <ul style="list-style-type: none"> <li>• 2 Coats Acrylic Filler</li> <li>• 4 Coats Liquid Rubber</li> <li>• 2 Coats of Playing Surface</li> <li>• Line Markings</li> <li>• Additional Labor Cost for Surface Installation</li> </ul>	\$
A2	Acrylic Coated Shock Pad, including: <ul style="list-style-type: none"> <li>• Mat Adhesive</li> <li>• Rubber Shock Pad</li> <li>• Mat Sealer</li> <li>• Flexible Filler Coat</li> <li>• 2 Coats of Playing Surface</li> <li>• Line Markings</li> <li>• Additional Labor Cost for Surface Installation</li> </ul>	\$
A3	Poured Urethane Surface, including: <ul style="list-style-type: none"> <li>• Mat Adhesive</li> <li>• Recycled Rubber Base</li> <li>• Pore Sealer</li> <li>• Structural Coat</li> <li>• Surface Coat</li> <li>• Line Markings</li> <li>• Additional Labor Cost for Surface Installation</li> </ul>	\$



**WARRANTIES:** Bidder shall list terms and coverage of any and all warranties provided as part of this project in the space below, including but not limited to: labor warranties, material warranties, equipment warranties, etc. *If additional space is required, please attach a separate sheet of paper.*

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**ADDENDA ACKNOWLEDGEMENT:** The Bidder acknowledges receipt of the following Addenda Numbers, if applicable:

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**COMPLIANCE:** Initial beside each statement below, and provide your Idaho Public Works Contractor License number, to indicate your ability to comply with the following terms and conditions.

\_\_\_\_\_ Bidder has included a copy of their **current, active** Public Works Contractor License issued by the State of Idaho.

**Idaho Public Works Contractor License Number:** \_\_\_\_\_

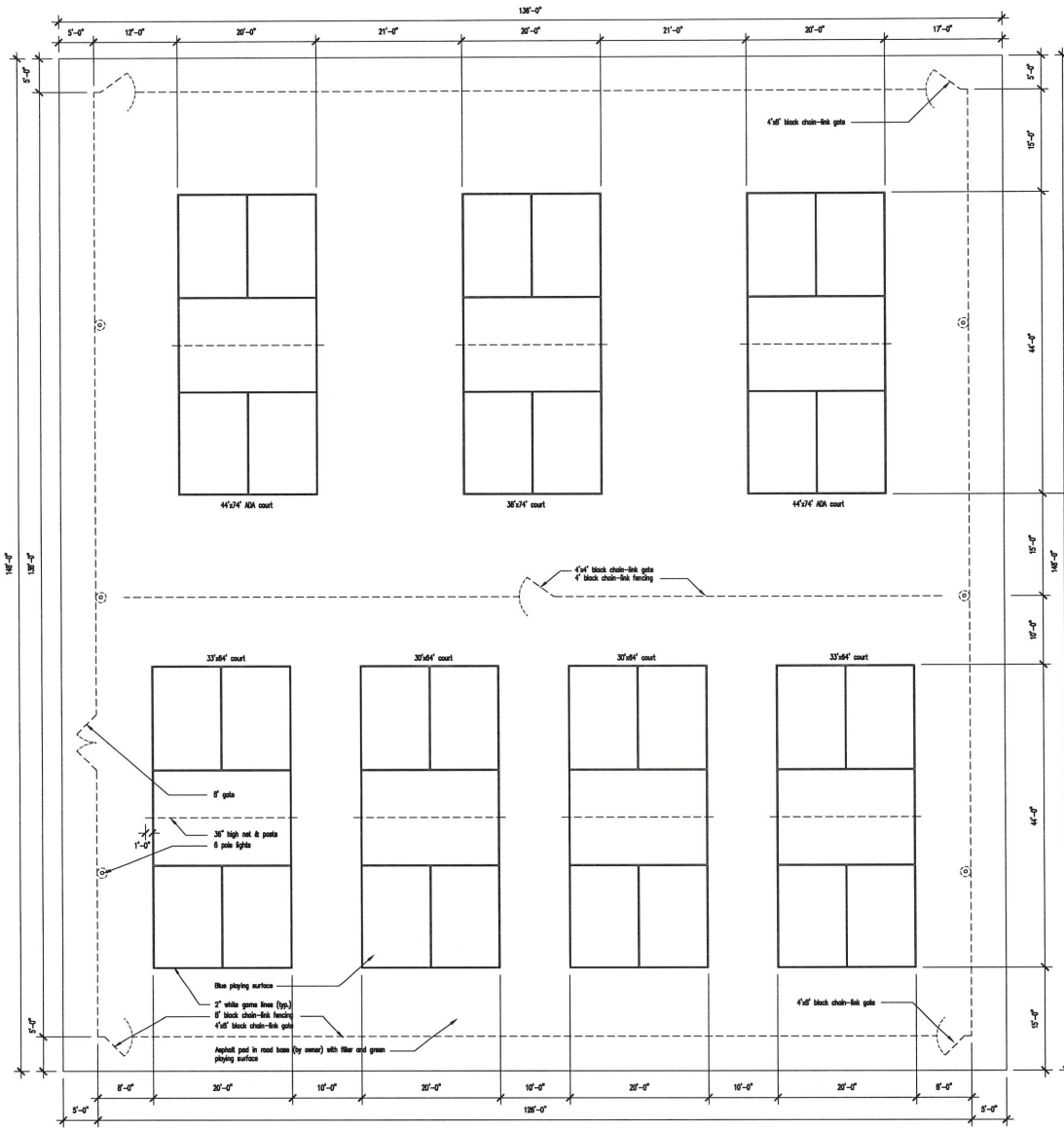
\_\_\_\_\_ Bidder hereby certifies that their quote is valid for at least ninety (90) days from the date of the signature on this form.

I hereby certify that all information provided to the City of Pocatello as part of this responsive quote is accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



**FLOOR PLAN**  
 SCALE: 1/8"=1'-0"  
 NORTH

CONTRACTOR

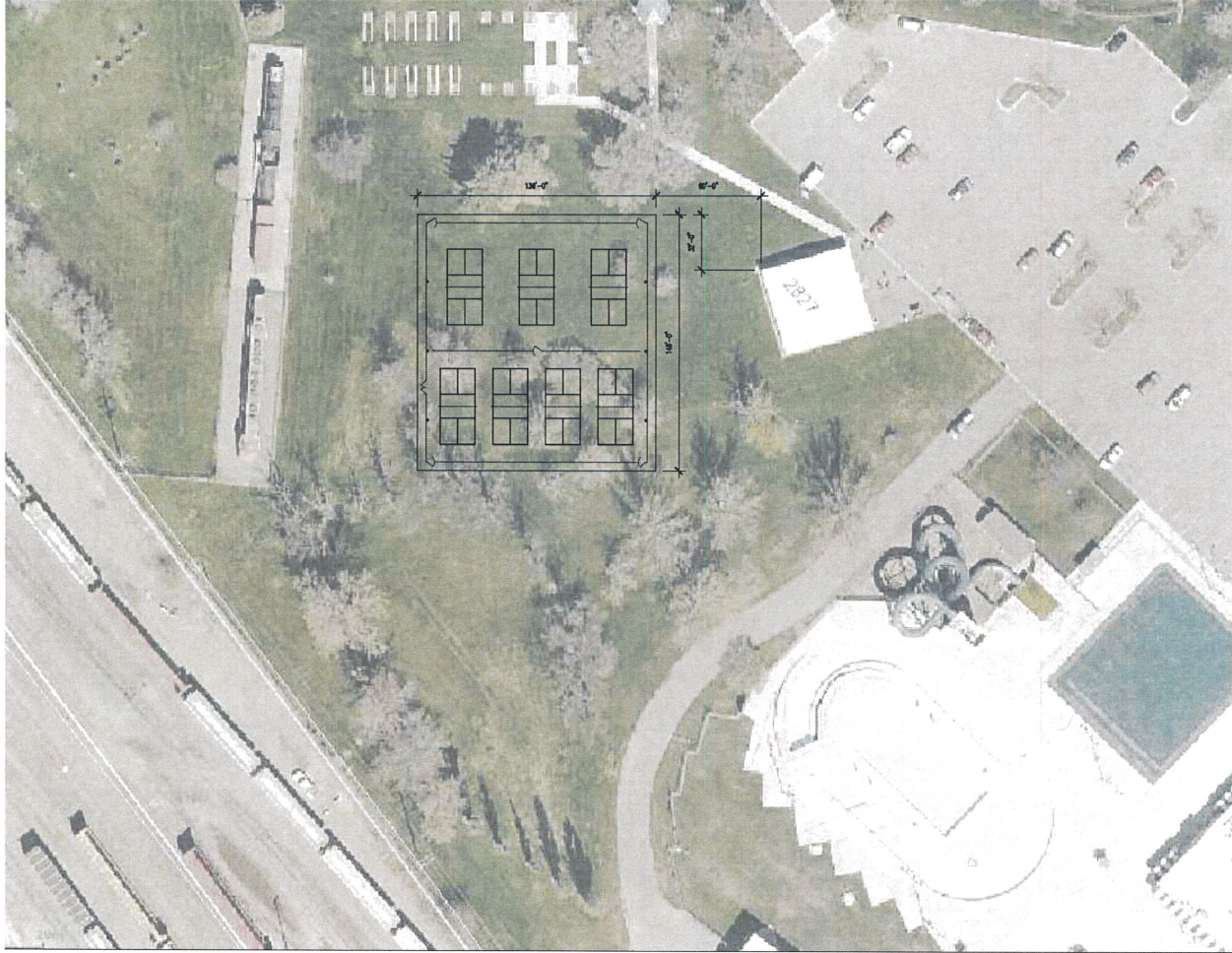
Additional for  
**City of Pocatello**  
**Pickleball Courts**  
 Pocatello, Idaho

140 East Clark Street, Suite A  
 Pocatello, Idaho 83201  
 Phone: (208) 233-4146  
 Fax: (208) 233-0263  
 Email: info@bootharchitecture.com



Floor Plan

Date:  
 07-19-2023  
 Sheet No. **A1.1**



**SITE PLAN**  
 SCALE: 1/32"=1'-0"  
 NORTH

CONTRACTOR

CONTRACTOR

Addition to:  
**City of Pocatello**  
**Pickleball Courts**  
 Ross Park  
 Pocatello, Idaho

340 East Clark Street, Suite A  
 Pocatello, Idaho 83201  
 Phone (208) 233-6048  
 Fax (208) 233-6253  
 email info@bootharchitecture.com



Site Plan

Date:  
 07-19-2023  
 Sheet No. **A1.0**





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Fleet & Material Coordinator  
City of Pocatello  
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- F. The City of Pocatello reserves the right to:
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  - Disqualify any Bidder who fails to provide information or data requested herein or who provides inaccurate or misleading information or data.
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*Please refer to the attached design drawings prepared by Booth Architecture, PLLC, Sheet Nos. A1.0 and A1.1.*

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It is the contractors' responsibility to carefully review the design drawings, specifications, and quote documents to determine all costs necessary to successfully complete the entire project, and to reflect those costs in their quote. If contractor determines additional items with additional expenses are required, they must include those items in the available space(s) below and include them in the **total quote**.

**COMPANY INFORMATION:** Provide Bidder's name and contact information in the space below.

Company Name of Bidder: THE TRACK DOCTOR, INC.  
 Contact Name: STEPHEN WISHTMAA  
 Contact Phone: 801.428.7445  
 Contact E-Mail: steve@thetrackdr.com

No.	Item	Price
1	Mobilization Fee	\$ 500.00
2	Seven (7) Standard Netting Setups including: <ul style="list-style-type: none"> <li>• Black Polyethylene Netting                             <ul style="list-style-type: none"> <li>○ Length: 21' 9"</li> <li>○ Height: 36" at Sidelines; 34" at Center Court</li> <li>○ Mesh Size: Ball Must Not be Able to Pass Through</li> <li>○ Net Edge: 2" White Binding over Cord</li> <li>○ Center Strap with Steel Swivel Hook, including Anchor, Cross Pin, and Footer</li> </ul> </li> <li>• Footings</li> <li>• Standard Steel Posts                             <ul style="list-style-type: none"> <li>○ (2) Net Tensions/Tighteners per Court:                                     <ul style="list-style-type: none"> <li>▪ 175-250 lbs</li> <li>▪ Internal Wind Posts</li> </ul> </li> </ul> </li> <li>• Galvanized Steel Sleeves</li> <li>• Installation Hardware</li> </ul>	\$ 8,262.50



3	Basic Acrylic Surface, including: <ul style="list-style-type: none"> <li>• 2 Coats Acrylic Filler</li> <li>• 2 Coats of Playing Surface</li> <li>• Line Markings</li> </ul>	\$ 10,918.00
4	Total Labor, including: <ul style="list-style-type: none"> <li>• Pavement Cleaning</li> <li>• Pavement Flooding to Identify Low Areas ("Birdbaths")</li> <li>• String Line Check to Identify if Low or High Spots</li> <li>• Low Area Patching and Leveling</li> <li>• High Area Scraping or Grinding</li> <li>• Basic Acrylic Surface Installation</li> <li>• Netting Installation</li> </ul>	\$ 11,700.00
5	Other:	\$ 0
<b>TOTAL QUOTE</b>		<b>\$ 31,380.50</b>

No.	Alternate Items	Price
A1	Cushioned Acrylic Surface, including: <ul style="list-style-type: none"> <li>• 2 Coats Acrylic Filler</li> <li>• 4 Coats Liquid Rubber</li> <li>• 2 Coats of Playing Surface</li> <li>• Line Markings</li> <li>• Additional Labor Cost for Surface Installation</li> </ul>	\$ 65,988.00
A2	Acrylic Coated Shock Pad, including: <ul style="list-style-type: none"> <li>• Mat Adhesive</li> <li>• Rubber Shock Pad</li> <li>• Mat Sealer</li> <li>• Flexible Filler Coat</li> <li>• 2 Coats of Playing Surface</li> <li>• Line Markings</li> <li>• Additional Labor Cost for Surface Installation</li> </ul>	\$ 108,621.00
A3	Poured Urethane Surface, including: <ul style="list-style-type: none"> <li>• Mat Adhesive</li> <li>• Recycled Rubber Base</li> <li>• Pore Sealer</li> <li>• Structural Coat</li> <li>• Surface Coat</li> <li>• Line Markings</li> <li>• Additional Labor Cost for Surface Installation</li> </ul>	\$ No Bid

(FLEXICUSHION  
TOURNAMENT)

(REBOUND ACE  
HSA)

**WARRANTIES:** Bidder shall list terms and coverage of any and all warranties provided as part of this project in the space below, including but not limited to: labor warranties, material warranties, equipment warranties, etc. *If additional space is required, please attach a separate sheet of paper.*

- 1) 3yr manufacturing warranty on Plexipave hardcourts
- 2) 3yr manufacturing warranty on PlexiCushion Systems.
- 3) 5yr manufacturing warranty on Rebound Ace Systems.

**ADDENDA ACKNOWLEDGEMENT:** The Bidder acknowledges receipt of the following Addenda Numbers, if applicable:

N/A

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**COMPLIANCE:** Initial beside each statement below, and provide your Idaho Public Works Contractor License number, to indicate your ability to comply with the following terms and conditions.

SW Bidder has included a copy of their current, active Public Works Contractor License issued by the State of Idaho.

Idaho Public Works Contractor License Number: 008855-A-4

SW Bidder hereby certifies that their quote is valid for at least ninety (90) days from the date of the signature on this form.

I hereby certify that all information provided to the City of Pocatello as part of this responsive quote is accurate and complete.

Signature: Stephen C. Wightman Date: 3/22/24

Printed Name: STEPHEN WIGHTMAN

Title: COO - Track & Court Division