



## **REQUEST FOR QUOTATION**

COUNTY OF AUGUSTA  
FINANCE OFFICE  
18 Government Center Lane  
PO BOX 590  
VERONA, VA. 24482  
PHONE (540) 245-5739 FAX (540) 245-5742

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Price quotations for groundskeeping services are being solicited subject to the conditions and instructions attached hereto. Quotations will be received until, but not later than 2:00 P.M. on Monday, March 15, 2021. Emailed and Faxed quotes will be accepted. All quotes shall be clearly marked "Groundskeeping Services Quote". All quotations shall be delivered to:

**Elana Sorrell, VCO**  
**Senior Purchasing Assistant**  
**County of Augusta/Finance Dept.**  
**18 Government Center Lane**  
**P.O. Box 590**  
**Verona, VA 24482**  
**[esorrell@co.augusta.v.us](mailto:esorrell@co.augusta.v.us)**  
**Fax- 540-245-5742**

The term of the contract is for one year, commencing on April 1, 2021, and continuing until March 31, 2022 with the option to renew for four, one year terms thereafter. **Contract costs will be based on firm fixed price. Any changes in contract price will only be considered at renewal time, and will be subject to approval from County.** Funding is subject to appropriation by the Board of Supervisors of Augusta County, Virginia. The successful contractor shall furnish all materials, equipment, labor and insurance necessary to successfully complete the grounds keeping services.

*Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offer because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.*

**LOCATION**

The location to be quoted is the Augusta County Government Center Campus as shown in Exhibit A of this document. The physical address of the facility is 18 Government Center Ln, Verona VA 24482.

## **SCOPE OF WORK**

The quote shall include the following services for the contract:

- a. Mowing of lawn areas such that grass is finished cut between 2.5 and 3 inches. It is expected that the property will be mowed and trimmed at least once every 6 to 10 days during regular growing conditions.
- b. Edging of all lawn areas abutting any building, sidewalk, curb, bed, tree, or edging block in conjunction with each mowing of the property and such that grass overgrowth does not exceed two inches.
- c. Mulching of all landscaped beds no later than June. Variety and thickness of mulch on all beds shall be determined by the Facilities Management Director or the Grounds / Parks Facility Supervisor. County will purchase mulch and it will be delivered to the Government Center to be hauled by Contractor from the storage location to each bed.
- d. Maintenance of all beds including weed prevention and removal. All landscaped beds shall be weeded by hand or by sprayer (provided established plantings will not be affected) at least once every month over the course of this contract.
- e. Flower, shrub, and tree maintenance including pruning and end-of-season cutting as dictated by the Facilities Management Director or the Grounds / Parks Facility Supervisor.
- f. Debris management including clearing grass cuttings from all sidewalks following a mowing, collecting and disposing of leaves September-November, and keeping all main parking areas cleared of grass, leaves, and any debris from overhanging branches. All parking areas to be managed are shown in Exhibit A. Snow removal will not be a component of this contract.

## **PERFORMANCE**

All services shall be performed in a professional and workmanlike manner. The contractor will exercise all necessary caution when performing services. Extreme duty of care must be taken while working around the general public and employees who may be on the government center grounds. All contractor employees are required to remain fully clothed while performing services. Performance shall be evaluated by the Facilities Management Director and/or Grounds/Park Facility Supervisor on a monthly basis and communicated to the Contractor. Failure to perform will constitute a breach of contract at which time the Facilities Management Director may terminate the contract.

## **PRICING**

The quote submitted shall include a recurring, monthly cost for performing the scope of work set forth above. Additional details on pricing may be submitted along with this document if necessary.

The contract will be awarded to the lowest responsive and responsible contractor on the basis of the aggregate price, the response of references regarding quality of work, and attendance of the

property preview session. There will be no partial quotes accepted. Each interested party is responsible for inspecting the property on their own by attending the preview session prior to submitting a quote. Acreage of property is approximate.

## **MANDATORY PREVIEW SESSION**

A mandatory preview session will be held on Wednesday, March 10<sup>th</sup> at 10:00am (report to the Main Entrance in the Government Center, 18 Government Center Ln., Verona, VA 24482). **Quotes will only be considered from those companies represented at the Preview Session.**

## **ADDITIONAL INFORMATION**

This is a flexible contract with groundskeeping services requested. The County and the successful contractor shall reasonably cooperate with each other to schedule services. The Director of Facilities Management or his designee (Grounds / Park Facilities Supervisor) shall determine the beginning and ending dates for mowing services each season. The Director or his designee shall determine when the mowing cycle should be altered due to seasonally dry times when a lack of rainfall may require a temporary halt to mowing services. The Director shall provide a minimum of 48 hours prior notice of the need for any special groundskeeping services, in the event conditions warrant a flexible schedule. As mentioned above, weeding of all planting beds should take place once every 3-4 weeks in an effort to keep all landscaped areas free of weeds. If Contractor is unavailable to perform time-sensitive services and the Director is unable to give at least 48 hours prior notice, Augusta County staff will perform such services. If 48 hours prior notice has been given, Contractor must make a reasonable effort to perform services as requested.

Along with the quote sheet, please provide contact information for at least three references.

Questions concerning this Request for Quotation may be addressed to:

**Elana Sorrell  
18 Government Center Lane  
P.O. Box 590  
Verona, VA 24482  
540-245-5741  
esorrell@co.augusta.va.us**

REQUEST FOR QUOTATION  
CONDITIONS AND INSTRUCTIONS

1. All informal price quotations must be submitted on and in accordance with this form. If more space is required to furnish a description of the services offered, unit prices, or performance terms, the bidder may attach a letter hereto which will be made a part of the quotation.
2. Quotations received by the County after the date and time specified for the opening will not be considered. It will be the responsibility of the bidder to see that his quotation is in this office by the specified time and date. There will be no exceptions. Date of postmark will not be considered. Fax or email quotations will be accepted if received prior to stated time and date specified.
3. Where appropriate, prices should be stated in units of specific tasks to be performed.
4. The time of proposed performance must be stated in definite terms. If time of performance for different tasks varies, the bidder shall so state.
5. All quotations must include the company name and signed by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
7. Successful bidder must be properly licensed to perform the required services in Augusta County.
8. Prior to the execution of the Contract, the Contractor shall furnish the County with a Statement of Insurance coverage from his agent indicating effective dates and limits of coverage for professional liability, workers compensation and automobile insurance, in amounts acceptable to the County, in the exercise of its reasonable discretion. Such evidence of insurance shall indicate the effective dates and limits of such coverage.
9. Laws and regulations.
  - (a) The Contractor shall comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the Work and shall give all notices required thereby.
  - (b) The Contractor shall assure that all tradesmen who perform Work on the project are properly licensed by the Department of Professional and Occupational Regulation as required by the Code of Virginia and applicable regulations.
  - (c) If the Contractor violates laws or regulations that govern the Project, the Contractor shall indemnify and hold the County harmless against any fines and/or penalties that result from such violation. To the extent that such violation is the result of negligence or other actionable conduct of the Contractor, the Contractor shall indemnify and hold the County harmless against any third party claims, suits, awards, actions, causes of action or judgments, including but not limited to attorney's fees and costs incurred thereunder, that result from such violation.
10. Non-discrimination. During the performance of this Contract, the Contractor agrees as follows:

The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor will include the provisions of the foregoing paragraphs in every purchase order of over ten thousand dollars (\$10,000), so that the provisions will be binding upon each vendor.

Where applicable, laws protecting the rights of the disabled, including the Virginians with Disabilities Act and the federal Americans with Disabilities Act, shall apply.

11. Prohibition of Alcohol and other Drugs.

(a) During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every purchase order of over \$10,000, so that the provisions will be binding upon each vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

(b) The Contractor shall also establish, maintain and enforce policies which prohibit the following acts by all contractor and supplier personnel on County premises: (1) the manufacture, distribution, dispensation, possession, or use of alcohol, marijuana or other drugs, except possession and medically prescribed use of prescription drugs; and (2) the impairment of judgment or physical abilities due to the use of alcohol, marijuana or other drugs, including impairment from prescription drugs.

12. Nondiscrimination against Faith-Based Organizations:

It is the policy of the County not to (i) discriminate against a faith-based organization on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except for sectarian worship, instruction, or proselytizing; however this prohibition shall not apply to expenditures pursuant to contracts, if any, for the service of chaplains, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

13. Cancellation of Contract:

The County of Augusta reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the contractor.

