

April 9, 2018
Middlesex County, Virginia
Request for Proposal

Grounds Maintenance Services

Per the provisions set forth in the Virginia Public Procurement Act as amended July 1, 2009, the County of Middlesex, Virginia will accept proposals for providing “Grounds Maintenance Services” submitted prior to 3:00 PM on April 23, 2018. Proposals can be hand delivered to the County Administrators Office located beside the Historic Courthouse at 877 General Puller Highway, Saluda, Virginia. Furthermore, they may be mailed to County of Middlesex, Grounds Maintenance Services Proposal, ATTN: Betty Muncy, PO Box 428, Saluda, VA 23149. The proposals will be opened and reviewed by a selection committee with action requested by the Board of Supervisors on May 1, 2018.

Copies of the Request for Proposal are available on the Middlesex County website or from the Administrative Secretary at the County Administrator’s Office. Copies may also be emailed to offerors who make a request.

A mandatory pre-bid meeting will be held on Monday, April 16, 2018 at 10:00 a.m. prior to contractors submitting their proposals. The meeting will be held in front of the Historic Courthouse with a mandatory property inspection and walk thru to follow. Failure to understand the Scope of Services and Scope of Work are not acceptable reasons to withdraw an offer accepted by the County.

Middlesex County reserves the right to refuse any and all offers to this Request for Proposal.

Please refer all questions regarding this proposal to Mrs. Betty Muncy, Assistant County Administrator, at 804-758-4330.

Middlesex County Virginia
Grounds Maintenance Contract

Section I: General Provisions

1. *Materials, Labor and Equipment*

The Contractor shall provide all materials, labor, and equipment necessary to perform the specifics of the contract and ensure that all properties are kept in a neat appearance. The properties are required to be maintained weekly throughout the agreed upon fall, spring and summer seasons within the limits of the contract.

The Contractor shall perform the services necessary within the scope of work in a manner that will promote the continued life and health of all maintained plantings and grasses.

2. *Minimum Contractor Qualifications*

A minimum of three years as a lawn care maintenance professional is desired, but one year may be waived at the discretion of the County.

3. *Insurance and License*

The Contractor is required to have general liability and Worker's Compensation coverage. Proof of coverage shall be submitted with all proposals. The contractor is required to possess all licenses that may be required by the Commonwealth of Virginia and Middlesex County, including, but not limited to, a Business License and a Commercial Pesticide Applicators License.

4. *Contract Term and Options*

The contract will commence on May 7, 2018 after the contract award date of May 1, 2018 with agreement of both parties, and will continue for 365 calendar days unless terminated for cause. A maximum of four (4) one-year options may be awarded at the discretion of the County. A request for annual increase for each optional year may not exceed 3% of the base established in the initial year of the contract.

5. *Payments*

The Contractor shall submit monthly invoices for payments to the County of Middlesex. Invoices shall be submitted at the end of each calendar month, regardless of the contract start date. The total of monthly invoices shall not exceed the annual contract amount. Payment requests will be certified by the Assistant County Administrator for completeness and accuracy and forwarded to the Board of Supervisors (BOS) at their regularly scheduled monthly meeting. Checks will be forwarded in a timely manner following approval by the board.

6. *Payment Option*

While it is not expected that work will be performed during each calendar month, the selected offeror may elect to have the total value of the annual contract paid in 12 equal monthly installments.

7. *Subletting of Contract*

The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of the contract or any portion thereof; or the Contractor's right, title, or interest therein, without the consent of the Middlesex County. All such requests shall be made in writing by the Contractor and be addressed to the County, ATTN: Betty Muncy.

8. *Safety*

The Contractor shall exercise extreme caution with regard to the use of his/her equipment and other materials, particularly when community members or staff are in the immediate vicinity of grounds maintenance operations. The Contractor shall be mindful of the possibility of maintenance equipment propelling objects over considerable distances that may strike personnel, glass windows, motor vehicles, etc. ***The Contractor also assumes liability for any damages incurred as a result of the aforementioned.***

9. *Meetings/Reports*

The Contractor or an agreed upon designee shall be available to meet with the County Administrator or designee for inspections if necessary. Any work that is necessary to be performed that has not been agreed to in the scope of work shall be approved prior to that work taking place between the Contractor and the County.

10. *Contract Extensions*

Middlesex County may exercise their option to extend the contract for a maximum of four years without competitive negotiation, per the Virginia Public Procurement Act.

11. *Cancellation of Contract*

This contract may be cancelled by either party hereto upon the filing of written notice 30 days prior to the date of cancellation. Any appeals of a notice of cancellation shall be made to Middlesex County.

12. *Mandatory Résumés*

All offerors are required to furnish a resume describing their company with particular attention to any contracts that are similar to this which they have or have had in the recent past (last 5 years). Clearly state the qualifications of your company to carry out the requirements of this offering.

Describe the work experience of those employees that are going to be used to carry out the provisions of this contract.

13. *Unauthorized Aliens*

Middlesex County shall provide in every written contract that the contractor does not, and shall not, during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

14. Discrimination by Contractor Prohibited

During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or 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.
- b. 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.
- c. 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 a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

15. Method of Evaluation and Award

A selection committee composed of the County Administrator and selected staff will review all proposals. The criteria listed below will be used to evaluate the proposals for the purpose of ranking them in relative position based on how fully each proposal meets the requirements of this RFP.

Evaluation Criteria	Points
Mandatory Requirements	Pass/Fail
Technical Capability	300
<i>Understanding of Requirements</i>	
<i>Ability to meet requirements</i>	
<i>Other</i>	
Managerial Capability	300
<i>Past Performance</i>	
<i>Key Personnel</i>	
<i>References</i>	
<i>Other</i>	
Cost	400
Maximum Total Points	1000

Negotiations

Middlesex County may, in its best interests, elect to enter into negotiations with the apparent low responsible offeror.

Middlesex County Virginia
Grounds Maintenance Contract

Section II: Scope of Services

Property Descriptions:

The properties listed below are to be maintained within the provisions of the contract. A brief description of each property to be maintained and the specific locations of each are outlined below. (Acreage that needs to be mowed shall be determined by each offeror at the time of the mandatory site visit.)

Maintenance Areas:

Property 1: Historic Courthouse

Property 2: New Courthouse Complex

Section III: Scope of Work for Maintenance Areas

1. *Mowing*

Grassy areas will be mowed weekly during the normal growing season (Approximately March 1 – October 31) and as otherwise needed to maintain a neat and uniform appearance. The grass will be maintained at a height agreed upon by the County. Typically 2.5”

2. *Trimming*

All immovable objects and areas that cannot be mowed will be trimmed at the same interval as the grassy areas are mowed. This includes drainage culverts and uncurbed areas that abut asphalt areas. Low hanging tree branches that impede the maintenance of grassy areas or planting beds shall be trimmed as necessary to accommodate mowing and maintain a neat appearance. Bushes and other plantings that require trimming/pruning shall be maintained accordingly.

3. *Trash Removal*

All trash, tree limbs and other debris shall be removed at the commencement of mowing operations in a specific area. The intent is to prevent the mowing from further distributing smaller pieces of debris over a greater area and is not meant to be a general policing of the grounds.

4. *Leaf Removal*

All leaves will be removed from grassy areas and plant beds/natural areas bimonthly or as needed during the fall season.

5. *Sidewalk and Curbing Maintenance*

Edges of sidewalks and curbing are to be edged as needed. All sidewalks and curbing are to be cleared of grass clippings by way of blower or broom.

6. *Plant Bed Weeding/Mulching*

Weed planting areas as necessary to maintain a neat appearance of planting beds. Turn mulch and weed these beds once in the spring (April/May) and apply new mulch. Maintain the mulch as required throughout the growing season (See #1. above.).

Note: Mulch is supplied by the County

7. *Spraying Round-Up (Glyphosphate or like chemical)*

The use of Round-Up (or a like chemical) shall be permitted **ONLY AFTER** application areas are approved by the County. “Green” herbicides shall be used to control unwanted vegetation from growing in concrete and curbing cracks, crevices and divides. All MSDS sheets shall be provided by the Contractor when requesting approvals. A Certified Applicators license is required to be attached to the Contract application.

8. *Special Events*

In the event of Special Events, the Contractor may be asked to weed and mulch beds and “spruce up” certain areas in preparation for said event. This rare occasion shall not incur added compensation outside of this contract.

9. *Hours of Mowing*

No mowing or trimming can be done at the New Courthouse while Court is in session. A monthly calendar of court dates can be provided. A small section at the back of the New Courthouse can only be cut between the work hours of 8:30 a.m. and 4:30 p.m. on non-court days; the remainder may be cut before or after work hours.