

Town of Abingdon

Request for Quote



Project Title:

MOWING SERVICES

Quote Release Date: Thursday, March 25, 2021

Quote Due Date: 2:00pm on Thursday, April 8, 2021

Postal Return Address:

John B. Dew, P. E.
Director of Public Works
Town of Abingdon
P. O. Box 789
Abingdon, Virginia 24212-0789

Courier Delivery Address:

John B. Dew, P. E.
Director of Public Works
Town of Abingdon
133 West Main Street
Abingdon, Virginia 24210

Contents

PROJECT DESCRIPTION.....	3
BACKGROUND.....	3
SCOPE OF WORK.....	3
PROJECT SCHEDULE.....	5
MINIMUM REQUIRMENTS.....	5
METHOD OF PAYMENT.....	6
SELECTION PROCESS.....	6
GOVERNING LAW.....	7
TERMS AND RENEWALS.....	7
SUBMISSIONS AND DEADLINES.....	7
TERMS AND CONDITIONS.....	9
SIGNATURE SHEET	11
PROPOSED COST SCHEDULE	12
REFERENCES.....	13

PROJECT DESCRIPTION

It is the intent of this Request for Quote (RFQ) to obtain the services of a qualified contractor to perform annual cemetery grounds maintenance at the Sinking Spring Cemetery located in Abingdon, Virginia consisting of approximately eleven (11) acres. The Contractor shall furnish all labor, materials, equipment, supplies, and transportation in accordance with specifications and conditions requested within this RFQ.

Offerors shall hold a current business license and be properly licensed/registered to operate in the State of Virginia. Offerors shall be able to provide all services referenced herein or assemble a team which can do so.

BACKGROUND

The Sinking Spring Cemetery was established as the burial ground for members of the Sinking Spring Presbyterian Church, which was organized in 1773. On the same parcel of land, but separated by Russell Road, is a second burial location that is included as cemetery property. Both cemetery locations are now owned by the Town of Abingdon, which welcomes visitors to the grounds during daylight hours.

SCOPE OF WORK

The Town of Abingdon is seeking qualified landscaping/grounds contractors to perform seasonal grass cutting and maintenance work for both of the Sinking Springs Cemetery areas located on the corner of Valley Street and Russell Road in Abingdon, Virginia.

The Contractor will cut grass and string trim weekly for the following eight (8) month period of April – November 2021. The Director of Outdoor Parks and Recreation will determine which weeks may not require grass cutting due to weather conditions. It is preferred that mowing occurs on Tuesdays, Wednesdays or Thursdays of each week for weekend visitors; Monday and Friday mowing may be permitted when weather conditions restrict the ability to perform on preferred days. There is to be NO weekend or holiday mowing service.

The Contractor and, his employees shall perform all necessary services as required by the Town in connection with and in regards to mowing and trimming approximately 11 acres of cemetery (April through November), and shall perform such services in a satisfactory and proper manner under the direction of the Director of Public Works and/or the Director of Outdoor Parks and Recreation or their designated representatives. Service shall consist of mowing and trimming the cemetery to commence in April, as needed, progressing weekly through September and then as needed in October and November. Finish cut will not exceed 3 inches. Contractor will trim around all stones and fences during each cutting.

The Town of Abingdon will provide the herbicide maintenance for fence lines to destroy unwanted vegetation and allow for easier trimming services.

A. Mowing

a. Appearance:

- All turf shall be mowed at a height of 3 inches, unless otherwise specified by the Town.
- All debris shall be removed before moving for safety and appearance.

- Leaves may be mulched or bagged, at contractor discretion.
- When mowing the Contractor must exercise caution around people and keep a safe distance when mowing.
- Trash in cemetery and bank should be picked up and put in Trash Containers provided. (Please Do Not Mow over Trash)
- Contractor will be held accountable for CONTRACTOR caused damage to monuments and markers. In the event that damage occurs, the Contractor must notify the Town of Abingdon immediately.

b. Performance:

- Start and stop dates to be determined by the Town annually.
- Mowing rotation is to be every seven (7) days during the growing season. The Town will determine which weeks to skip mowing of sites due to dry and slow growing conditions due to inspections and Contractor's reports.
- Prior to mowing, all debris shall be picked up and disposed of properly. All mowing operations shall be completed in such a manner as to prevent damage to turf, trees, shrubs, ground covers, structures, site fixtures, and parked vehicles.
- Mower discharge should always prevent grass clippings to be blown on landscape beds and mulched areas. At no time shall grass be blown on parked vehicles.

B. String Trimming

a. Appearance:

- String trimming shall be performed in a manner that cuts the grass blades at approximately the same height as the mower. The clippings shall be picked up or dispersed so that they are not noticeable.

b. Performance:

- For all turf areas inaccessible to mowers, a gas-powered line trimming unit shall be used. These areas may include but not limited to areas along bed edges, light bollards, posts, signs, and fences.
- Damage to the base of plants or other site items from the line trimming unit is not acceptable.
- Contractor will move flowers and plants for trimming and place them back on the monument that they were removed from.

C. Time of Performance:

Special attention shall be given to the mowing schedule around State holidays and the fall and spring cleanup (leaves and tree debris). There is to be NO mowing services performed during weekends or holidays.

Whenever possible, you will be notified of date, time and location before any burial, and you will be responsible to ensure the burial site looks cared for before burial and not be mowing in the area during the burial.

PROJECT SCHEDULE

Request for Quote Release: Thursday, March 25, 2021

Due Date: Thursday, April 8, 2021 2:00PM

Award Date: Anticipated by April 12, 2021

Work To Begin (No later than): April 20, 2021

MINIMUM REQUIRMENTS

Contractor Requirements:

Before submitting a quote, each contractor should visit the site to familiarize themselves with conditions at the site that may affect the performance of work and carefully correlate observations with the requirements of the specifications. Prior to site examination, it is recommended to contact the Director of Parks and Outdoor Recreation, to discuss possible areas of concern within the cemetery area.

Any contractor wishing to submit a proposal and be considered for this solicitation shall have successful experience within the past five years on similar projects.

It shall be the responsibility of the Contractor to become aware of and comply with all ordinances and policies of the Town of Abingdon.

All applicable federal and state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and shall be deemed to be included in the contract the same as though herein written out in full.

All licenses, insurances, etc., necessary to assume the responsibilities for said work shall be acquired by the Contractor and/or put into effect to cover both person and property as might come into contact with or be affected by said work. The Contractor shall furnish proof of coverage for all employees and/or workers under the required insurance including Worker's Compensation.

Minimum qualifications for the business and key forepersons/supervisors assigned to the work shall include the following:

1. Have thorough technical knowledge of the best maintenance practices for the cemetery industry as needed for the location as defined above.
2. Have adequate staff to respond quickly to tasks and attend to onsite needs in a timely manner.
3. Have adequate equipment and operators to fulfill maintenance obligations and to provide timely replacement of such due to unforeseen failure(s).
4. Have had considerable favorable experiences in servicing projects of like size, stature and cost.

The Contractor must provide evidence, satisfactory to the Town, of the following insurance requirements:

- The Town requires the Contractor to have and maintain the following insurance coverage and indemnification provisions with the Town of Abingdon named as an additional insured hereunder.

- The Contractor agrees to provide and maintain insurance coverage until the contract term is completed and to furnish certificates from its insurance carriers showing that it carries insurance in the following minimum limits:
- *Bodily Injury by Accident: \$100,000 each accident*
- *\$1,000,000 per occurrence limit Comprehensive General Liability: \$1,000,000 per occurrence Automobile Liability: \$1,000,000 per occurrence for bodily injury*
- *\$1,000,000 per occurrence for property damage Workers' Compensation Statutory Limits*
- Proof of Insurance
- The Contractor shall furnish the Owner with certificates showing the type, amount, class of operations covered, effective dates, and date of expiration of policies. Such certificates shall also contain substantially the following statement: The insurance covered by this certificate will not be cancelled or materially altered, except after (30) thirty days written notice has been received by the Owner.

The Contractor must submit a list of references to include previous and/or current projects which are considered identical or similar to the scope discussed herein and shall include the following (see REFERENCES Attachment):

1. Contract duration, including dates.
2. Services performed and fees for services.
3. Name, address and telephone number of client which may be contacted for verification of all data submitted.
4. Statement as to whether project was completed on time and within budget.

The Contractor **will not be allowed** to subcontract any portion of this contract unless written approval is granted by the Department of Public Works. The subcontractor, if approved, shall be bound by the conditions of the contract between the Department of Public Works and the Contractor.

METHOD OF PAYMENT

The Contractor shall submit invoices bi-weekly for work completed that includes a detailed breakdown of all charges and shall be based on completion of tasks or deliverables. Invoices are to be for the actual dollar value of the services provided.

Upon acceptance of work, the Town will render payment within thirty (30) days of receipt of invoice.

Individual contractors shall provide their social security numbers, and proprietorships, partnerships, and corporations shall provide their federal employer identification number on the pricing form.

SELECTION PROCESS

The Town will evaluate all quote submittals. All quotes must meet the specifications as outlined in this RFQ. The Town reserves the right to investigate the qualifications and experience of the proposers.

Each proposal will be evaluated based upon the following, including compliance with the RFQ instructions and the mandatory terms and conditions set forth within the RFQ document. The objective of the evaluation will be to select the Contractor who, in the sole discretion of the Town, offers the best value and fit for the needs of the Town.

Each proposal will be evaluated on the following criteria listed in order of importance:

1. Contractor's Experience with Commercial or Municipality Mowing Services
2. Contractor's Qualification in providing services outlined in the RFQ
3. Contractor's past performance
4. The Contractor's cost to provide services described within this RFQ
5. References

Quote submittals not sufficiently detailed or in an unacceptable form may be rejected by the Town. Dates and documentation included in the quote become public information upon award of the contract.

The Town may waive any informalities or minor defects, or reject any and all Quotes.

The contractor to whom the contract is awarded will be required to execute the Agreement within ten (10) days after the NOTICE OF AWARD is received.

GOVERNING LAW

In the performance of a contract that results from this RFQ, the contractor must comply with all applicable federal, state, and Town regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and Town taxes. The validity, interpretation, and execution of this contract and the performance of and rights accruing under this Contract are all to be governed by the laws of Virginia.

TERMS AND RENEWALS

The initial contract will be awarded for a period of (1) one year and will be renewable for two (2) additional one-year terms at the option of Town at the same prices, terms, and conditions as set forth in this quote unless otherwise mutually agreed upon.

Contract shall continue in force thereafter from year to year, not to exceed additional two (2) one-year periods, unless terminated by either party at the end of the first year or at the end of any subsequent year, by giving the remaining party thirty (30) days prior written notice.

Initial rates and subsequent renewal rates must be guaranteed for a minimum of twelve (12) months.

SUBMISSIONS AND DEADLINES

Fully responsive Quotes will contain the following information:

1. Name of company (or other business entity) submitting proposal
2. Type of business entity (i.e. corporation or partnership)
3. References on prior work fitting the scope of this Quote
4. Number of years the business has been working in Landscaping Maintenance Services
5. Name, location, and telephone number of the firm's representative to contact.

6. Copy of current business license
7. A complete list of equipment available for use under this contract
8. State Corporation Commission Identification Number
9. Proof of Insurance
10. Quote Form completely filled out and signed. (see attachments)

Quotes must be received no later than 2:00 p.m., Thursday, April 8, 2021. The submittals are to be marked on the outside "Mowing Services for Sinking Springs Cemetery" along with the Proposer's company name.

Mailed submissions must be received by the deadline and addressed to:

John B. Dew
Director of Public Works
Town of Abingdon
P. O. Box 789
Abingdon, Virginia 24212-0789

E-mailed Submissions must be received by the deadline and addressed to:

John Dew
Director of Public Works
jdew@abingdon-va.gov

Kevin Worley
Director of Parks & Outdoor
Recreation
kworley@abingdon-va.gov

Alicia Clifton
Contract Administrator
aclifton@abingdon-va.gov

Questions concerning the Request for Quote can be directed to Kevin Worley by using the contact information below, and shall be received no later than Thursday, March 25, 2021.

Phone (276)-492-2144

Email: kworley@abingdon-va.gov

***Quote submittals received after the stated deadline will not be accepted. ***

This Request for Quote does not commit the Town to pay any costs incurred by the individuals or firms in the preparation and submission of the Bid. The Town of Abingdon reserves the right to reject any or all Bids at any time without penalty.

The Town of Abingdon is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status.

TERMS AND CONDITIONS

APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed by the laws of the Commonwealth of Virginia. Any dispute arising from the performance or non-performance of this Agreement shall be resolved or otherwise litigated in the Circuit Court for Washington County, Virginia or the United States District Court for the Western District of Virginia at Abingdon. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual disputes. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

ANTI-DISCRIMINATION: By submitting their (bids/proposals), (bidders/offerors) certify to The Town of Abingdon that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious Contractor, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1 and 2 below apply:

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 purpose of meeting these requirements.

The contractor will include the provisions of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money,

services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Federal Government, Commonwealth of Virginia, or by any Town, Town or Town from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to The Town of Abingdon all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by The Town of Abingdon under said contract.

MANDATORY USE OF TOWN FORM AND TERMS AND CONDITIONS: Failure to submit a bid/proposal on the official Town form provided for that purpose may be a cause for rejection of the bid/proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the bid/proposal; however, The Town of Abingdon reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid/proposal.

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the Town's Agent, or designee.

SIGNATURE SHEET
(Submit with Proposal)

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Suffolk and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Town of Abingdon, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town of Abingdon.

By signature and tile, I hereby certify that I am authorized to sign as a Representative for the Firm and can bind the firm into a contract:

Complete Legal Name of Firm: _____

Address: _____

Federal ID No.: _____

Telephone No. _____

E-mail address: _____

Name (type/print): _____

Title: _____

Signature: _____

**CEMETERY MAINTENANCE
PROPOSED COST SCHEDULE**

Item No.	Description	Per Occurance	Approx. Qty Per Year	Annual Cost
1	Mowing & String Trim		25	
2	Debris Collection & Removal		25	
Total Annual Cost				
Name of Contractor / Offeror: _____				
List years in business supplying like services as outlined in these specifications:				
_____ years		_____ months		
Manpower: The Contractor has _____ (number) of employees available to his/her company to perform mowing services as needed for this contract.				
Mowing Equipment Listing:				

REFERENCES

Reference 1

Name of Business, City, County or: _____

Street Address _____

City & State _____

Contract Dates _____

Contact _____

Title _____

Telephone _____

Email Address _____

Description of Work Performed: _____

Contract Amount \$ _____

Reference 2

Name of Business, City, County or: _____

Street Address _____

City & State _____

Contract Dates _____

Contact _____

Title _____

Telephone _____

Email Address _____

Description of Work Performed: _____

Contract Amount \$ _____

Reference 3

Name of Business, City, County or: _____

Street Address _____

City & State _____

Contract Dates _____

Contact _____

Title _____

Telephone _____

Email Address _____

Description of Work Performed: _____

Contract Amount \$ _____
