



## **REQUEST FOR QUOTATION**

COUNTY OF AUGUSTA  
18 Government Center Lane  
PO BOX 590  
Verona, VA. 24482

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Augusta County on behalf of the Shenandoah Valley Animal Services is seeking quotations for groundskeeping services and are being solicited subject to the conditions and instructions attached hereto. Quotations will be received until, but not later than 10:00 A.M. on Thursday, March 9, 2022. Emailed 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, Verona, VA 24482**  
[esorrell@co.augusta.v.us](mailto:esorrell@co.augusta.v.us)

The term of the contract is for one year, commencing on April 1, 2023, and continuing until March 31, 2024 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 Shenandoah Valley Animal Services Center. The physical address of the facility is 1001 Mt. Torrey Road, Lyndhurst, VA.

## **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 April- October.
- b. Trimming of all lawn areas abutting any building, structure, sign, pathways/curbs, mulched tree rings and flower beds.
- c. Debris management including clearing grass cuttings from all sidewalks following a mowing and keeping all parking areas and walking paths cleared of grass, leaves, and any debris from overhanging branches. All areas to be managed are shown in Exhibit A. Snow removal will not be a component of this contract.
- d. Contractor Responsibilities:
  1. The contractor will be responsible to properly remove all garbage and debris that may be found while performing the lawn mowing duties.
  2. The contractor will be responsible for properly removing or cleaning up any vegetation (grass clippings) or spilled chemicals (gas, oil, etc.) to prevent such substances from entering storm drains.
  3. The contractor shall furnish all tools, equipment, supplies, transportation, and other necessary accessories, as required to provide and perform all necessary labor in a substantial and skillful manner and complete all mowing/lawn maintenance in accordance with this request.
  4. The contractor shall be solely responsible for pedestrian and vehicular safety control within the work site and shall provide the necessary warning devices, barricades, and ground personnel required to ensure the safety, protection and warning of persons and vehicular traffic within the area. The contractor shall comply with all safety laws and Occupational Safety and Health Administration (OSHA) requirements.
  5. All traffic control devices and their setup shall be in accordance to the Virginia Department of Transportation's *Work Zone Safety Guidelines for Temporary Traffic Control*. The competent individual responsible for the work zone setup shall be onsite and be in possession of a valid work zone safety certificate as all times.

## **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 grounds. All contractor employees are required to remain fully clothed while performing services. Performance shall be evaluated by a Supervisor on a monthly basis and communicated to the Contractor. Failure to perform will constitute a breach of contract at which time the County may terminate the contract.

## **PRICING**

The quote submitted shall include a cost to be paid after each completion 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 and the response of references regarding quality of work. Each interested party is responsible for inspecting the property on their own prior to submitting a quote. Acreage of property is approximate.

### **MANDATORY PREVIEW SESSION**

At this time a preview session will not be conducted.

### **ADDITIONAL INFORMATION**

This is a flexible contract with groundskeeping services requested. The County on behalf of the Shenandoah Valley Animal Services Center, and the successful contractor shall reasonably cooperate with each other to schedule services. The Supervisor shall determine the beginning and ending dates for mowing services each season. The Supervisor 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 Supervisor 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. 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 four references.

Questions concerning this Request for Quotation may be addressed to:

**Elana Sorrell**  
**18 Government Center Lane**  
**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.

**GROUNDSKEEPING SERVICES QUOTE SHEET**  
**RFQ # 35010-23-01**

<u>QUANTITY</u>	<u>ITEM DESCRIPTION</u>	<u>PRICE PER MONTH</u>
± 9,000 ft <sup>2</sup>	Mowing	\$_____
	Trimming (Weed eating)	\$_____

Debris Management

\$ \_\_\_\_\_

**AGGREGATE PRICE OF ALL LINES ABOVE**

**\$ \_\_\_\_\_**

**REFERENCES:**

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

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

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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Company \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

Email \_\_\_\_\_