

TOWN OF ALTAVISTA, VIRGINIA
REQUEST FOR BIDS
GRASS MAINTENANCE/GRASS-CUTTINGSERVICES

DATE OF THIS REQUEST	August 8, 2022
DESCRIPTION:	GRASS MAINTENANCE
BID DEADLINE	August 22, 2022, 2:00 P.M.

For Information relating to this request for bids, please contact:

Paul Hill
Assistant Director of Public Services
Town of Altavista
510 Seventh Street
P.O. Box 420
Altavista, VA. 24517
434-369-5001 Ext 140

The Town of Altavista is currently seeking proposals from qualified firms to provide grass-cutting services for the 2023 budget year at specified sites in and around Altavista.

Bids are to be submitted in sealed envelope marked Grass Maintenance on the outside and delivered to the above address no later than 2:00 PM on August 22, 2022

I. SCOPE OF WORK

(A) Contractor will cut grass and perform maintenance work as specified for each location. This work will be performed as needed depending on the rate of growth but in no instance will this exceed once per 7-day period.

(B) Contractor will provide all labor, materials, and equipment to maintain the grass at Green Hill Cemetery, McMinnis Spring, Reynolds Spring, Clarion Road water tank, Melinda Drive water tank, Dearing Ford water tank, Water Treatment Plant, Wastewater Treatment Plant, Main Street right of way, Avoca Museum and Bedford Ave. right of way.

(C) The scope of work for each area is identified in appendix A at the end of this proposal and.

(D) any other items mutually agreed upon by the town and the successful offeror.

II. WHAT TO SUBMITT

In order to facilitate review of the bids, bidders are requested to submit the following information:

(A) complete the official bid form listing the unit price for what it will cost for a single cut for each site, and an estimate of the number of cuttings required for the year for each site.

(B) A brief description of the firm, its qualifications, background, and history in providing work like what is requested in this request for bids.

(C) A description of the equipment to be used and the number of employees who will be working on this project.

(D) A list of at least three references for whom you are currently performing similar work period please include names addresses and phone numbers of these references including a primary contact person with emails if available.

(E) A copy of your certificate of insurance. Bidders are required to have a minimum of 1,000,000 in liability insurance coverage and are also required to have workers compensation insurance during the length of the contract.

III. QUALIFICATIONS

Bidders must have a minimum of five years' experience in work like what is being requested. Successful bidders will be required to purchase a town of Altavista business license.

IV. SCHEDULE

Interested bidders can contact Jeff Arthur Manager of public services to view all sites in this proposal, he can be reached at 434-369-5001 ext. 143 between 7:00 AM and 3:00 PM Monday through Friday.

Bids are due on August 22, 2022, at 2:00 PM no exceptions to this deadline. We will interview and make inquiries of the firm submitting bids as necessary. We expect to award the bid no later than September 14, 2022, with the execution of an agreement shortly thereafter and grass maintenance occurring after there is a signed agreement.

V. CRITERIA FOR EVALUATION

Offerors will be evaluated on the following criteria:

- (A) Understanding of the project and the scope of work.
- (B) Experience with similar projects.
- (C) Qualifications of staff working on the project.
- (D) Satisfaction of clients.
- (E) Ability to handle a project of this size.
- (F) Cost.

VI. DURATION OF CONTRACT & OPTIONS TO RENEW

The contract shall be for a (1) one year term normally, starting on July 1st, of each year with an option for renewal for a maximum of four additional one-year terms. Any extension/renewal of contract shall remain in effect if both parties are agreeable.

VII. TERMINATION OF CONTRACT

In the event the contractor is not satisfactorily meeting its obligations, the Town will give notice to the contractor specifying the problem. If after receiving notice, contractor fails to correct problems within 10 days, the town has option to immediately terminate the contract agreement

VIII. PAYMENT FOR SERVICES

The Town will pay the contractor monthly based upon submitted invoices. **Please note: The Town will only pay the contractor for the actual number of cuttings performed.** Contractor will submit an invoice for payment monthly. This invoice is to be submitted no later than the 5th of the month for all work completed during the previous month. The town will make payments no later than two weeks after submittal of the invoice.

The Town of Altavista reserves the right to reject any and all bids for this project. The Town also reserves the right to divide the work between more than one bidder if it is apparent that it is in the Town's best interest to do so. The town will award the bid to the most qualified bidders, which may not be the lowest bidder.

Bidders will be required to indemnify and hold the Town harmless against liability for injury and damage to any person or property resulting from bidders' performance of the contract.

APPENDIX A

SCOPE OF WORK

Contractor shall mow the grass every seven days, or as weather permits, to maintain an appropriate even height for types of grass and season to ensure a well-manicured and healthy appearance and perform maintenance work as specified for each location. This work will be performed as needed depending on the rate of growth, but in no instance will this succeed once per seven-day period. Mowing outside of normal operating season will be conducted if necessary to maintain a well-manicured appearance.

1. Green Hill Cemetery

- Cut grass to a height of 1.5 to 2.5 inches.
- Use weed eater to trim grass around all headstones, footstones, monuments, and other markers. Grass around the headstones, footstones, monuments, and other markers should be cut to the same length as the other grass approximately 1.5 to 2.5 inches.
- Use brooms or blower to remove grass clippings from all headstones, monuments, and other markers, roadways, and other areas requiring it.
- Bidders are to note that this is an active cemetery, and that schedule may have to be altered to accommodate funerals and opening and closing of graves. Town personnel will coordinate with the contractor.
- Each cut and associated work should be accomplished in no more than two consecutive days.

2. McMinnis Spring Site

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

3. Reynold Spring Site

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

4. Clarion Road Water Tank

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

5. Melinda Drive Water Tank and Pump Station Area

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

6. Bedford Avenue Water Tank and Pump Station Area

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

7. Dearing Ford Water Tank and Pump Station Area

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all, roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

8. Water Treatment Plant

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

9. Wastewater Treatment Plant

- Every two weeks use weed eater to trim grass around fence, structures, tanks, buildings, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, sidewalks, and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

10. Main Street Right of Way. Starting at Wood Lane just south of the Medicine Shop Pharmacy. To Town Limits at Staunton River Bridge.

- Scope of area to be cut is grass between sidewalks and curb and select areas where no sidewalk or curb exist. This includes at least one pass behind the sidewalk and to include edging of the curb and sidewalk front and rear
- cut grass to a height to 1.5 to 2.5 inches.
- Use weed eater to trim grass around all street signs, lamp post, fences, and any other obstruction shall be trimmed to maintain a well-manicured appearance.
- Use broom or blower to remove grass clippings from sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

11. Bedford Avenue Right of Way. From Main Street West to the Town Limits

- Scope of area to be cut is grass between sidewalks and curb and select areas where no sidewalk or curb exist. This includes at least one pass behind the sidewalk and to include edging of the curb and sidewalk front and rear
- cut grass to a height to 1.5 to 2.5 inches.
- Use weed eater to trim grass around all street signs, lamp post, fences, and any other obstruction shall be trimmed to maintain a well-manicured appearance.
- Use broom or blower to remove grass clippings from sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

12. Avoca Museum

- Cut grass to a height of 2.5 inches.
- Use weed eater to trim grass around fence, structures, building, and other areas requiring it.
- Use brooms or blower to remove grass clippings from all roadways, sidewalks and other areas requiring it.
- Each cut and associated work should be accomplished in a single day.

NOTE: Litter control along Main St and Bedford Ave right of ways shall be included in the per cut unit price.

**BID SHEET FOR GASS MAINTENANCE SERVICES
FOR THE TOWN OF ALTAVISTA VIRGINIA**

Due: Month Day, Year

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone _____ Fax _____

Email _____ Tax ID # _____

Location	Cost /Cut	Estimated Number of Cuts
<u>Green Hill Cemetery</u>	_____	30
<u>McMinnis Spring</u>	_____	30
<u>Reynolds Spring</u>	_____	30
<u>Clarion Rd.</u>	_____	30
<u>Melinda Dr.</u>	_____	30
<u>Bedford Ave.</u>	_____	30
<u>Dearing Ford Rd.</u>	_____	30
<u>Water Treatment Plant</u>	_____	30
<u>Wastewater Treatment Plant</u>	_____	16
<u>Main Street Right of Way</u>	_____	30
<u>Bedford Avenue Right of Way</u>	_____	30
<u>Avoca Museum</u>	_____	30

Title: _____

Signature: _____

Date: _____

Attest: _____

Date: _____