

REQUEST FOR PROPOSAL
MOWING/LANDSCAPING OF COUNTY PROPERTY

Through the Request for Proposal, the Grayson County Board of Supervisors will accept bid proposals for the mowing/landscaping of county properties.

Complete bid packet must be obtained from the County Administration Office.

Please deliver or mail copies of your proposal to the Grayson County Administration Office located at 129 Davis Street, Independence, VA or mail to Attn: Allen Testerman, Director of Maintenance P.O. Box 217, Independence, VA 24348. **All responses shall be clearly marked Grayson County Mowing/Landscaping.** Proposals must be submitted on the form provided in the bid packet and must be received no later than **5:00 p.m. on Friday, March 22, 2024.**

Preservations of Rights: It is the intent of Grayson County to award this contract based upon the lowest and/best proposal that is in the best interest of Grayson County. The County has the right to reject any and/or all proposals and waive all minor technicalities, informalities, and irregularities. The County reserves the right to accept the proposal, which in the judgment of the County, is in its best interest. If you have any questions concerning this request of the submission of this proposal, you may contact Allen Testerman at (276) 773-2471 Ext. 142 or by email at atesterman@graysoncountyva.gov. Grayson County is an EOE.



Grayson County, Virginia

129 Davis Street
P.O. Box 217
Independence, Virginia 24348
(276) 773-2471 (276) 236-8149 FAX: (276) 773-0305

REQUEST FOR PROPOSALS FOR SERVICES MOWING/LANDSCAPING OF COUNTY PROPERTY

Request for Proposals for Grayson County Website Refresh

Notice is hereby given that the County of Grayson, VA will be accepting requests for proposals from qualified contractors for the mowing / landscaping of county properties located within the county Bids will be received until **March 22, 2024 at 5:00 P.M.** at the **Grayson County Administrator's Office**, Attn: Allen Testerman, Director of Maintenance, P.O. Box 217, 129 Davis Street, Independence, VA 24348. Proposals received after 5:00 P.M. will not be considered. Submittal information can be obtained online at the Grayson County Government website (www.graysoncountyva.gov) or in the Grayson County Administration Office.

Direct questions/inquiries about this request for proposals to:

Grayson County Administration Office
Attn: Allen Testerman, Director of Maintenance
P.O. Box 217
129 Davis Street
Independence, VA 24348

Email: atesterman@graysoncountyva.gov

Re: Mowing Services (*note this on the outside lower left corner of the submittal envelope)

*Note: Bidders must contact Allen Testerman by email or telephone (atesterman@graysoncountyva.gov or 276-773-2471 Ext. 142 to indicate that they will be offering a qualifications package to receive addendum and/or changes to the RFP. No contact with any Grayson County employee is allowed during this process without first submitting the written question/inquiry to Allen Testerman.

All proposals must be in accordance with specifications provided by the county, as outlined in the attached information packet. Prospective bidders may submit proposals, and the county shall evaluate all proposals and accept the proposal deemed in the best interest of the county. The accepted proposal shall include the following scope of work.

- Mowing of all grass including banks
- Trimming of fence lines and around buildings
- Clearing sidewalks or parking lots of grass clippings
- Leaf removal at Grayson County Courthouse Complex only
- Spray to kill weeds as needed
- General bed maintenance at the Grayson County Sheriff's Office only

No payment shall be made to Contractor for services rendered or goods and/or services until Contractor has submitted an invoice consistent with the requirements of the Project Manual,

if applicable. Requests for payment shall be submitted monthly. Such requests shall be paid within 30 days from the date of receipt by GCSB.

This proposal shall be for an initial period of one year (mowing season) with options for three (3) one-year extensions if both contractor and Grayson County Board of Supervisors agree. The Contract shall cover the mowing season of Calendar Year 2024 (April to November 30, 2024) unless otherwise terminated.

Contractor shall provide Grayson County Board of Supervisors with acceptable evidence of the following Insurance Coverage:

Liability insurance (Minimum of \$1 million)

Workers' Compensation Insurance (if applicable)

Commercial Pesticide Applicator License

Non-discrimination (required in all agreements over \$10,000.00) during the performance of this agreement, the Contractor agrees as follows:

- The Contractor will not discriminate against any subcontractor, 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 all employees and applicants for employment, notices setting forth the provision of this non-discrimination clause.
- The Contractor, in all solicitations or advertisements for employees placed by or on the behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- Notices, advertisements, and solicitations placed in accordance with federal law, rules or regulations 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 \$10,000.00, so that the provisions will be binding upon each subcontractor or vendor.

The County of Grayson reserves the right to reject any or all proposals, to waive any informality and base all conclusions, decisions, and actions, in accordance with the best interest of Grayson County.

Grayson County Board of Supervisors

Lawncare Price Information Packet

Name: _____

Address: _____

Phone Number: _____

Cell Phone: _____

Email: _____

Site (Bid Each Site Separately)	Bid Amount
Grayson County Courthouse Complex 129 Davis Street Independence, VA 24348	\$
Grayson County Library 147 South Independence Ave Independence, VA 24348	\$
G.A.T.E Center 122 Davis Street Independence, VA 24348	\$
Mount Rodgers School 11337 Highlands Pkwy Whitetop, VA 24292	\$
Public Works 1216 N. Independence Ave Independence, VA 24348	\$
Baywood Technical Center 47 Grammar Ln Independence, VA 24348	\$
Grayson County Sheriff's Office (Including bed maintenance) 304 Davis St (Rt T1101) Independence, VA 24348	\$
Grayson County Courthouse Complex (Leaf Removal) 129 Davis Street Independence, VA 24348	\$

Grayson County Recreation Park Complex (excluding ball fields) 85 County Park Ln Independence, VA 24348	\$
Grayson County Recreation Park Complex Ball Fields 1 and 2 85 County Park Ln Independence, VA 24348	\$
Grayson County Recreation Park Complex Ball Fields 3 and 4 (dependent upon Softball season) 85 County Park Ln Independence, VA 24348	\$
Grayson Powerhouse Falls (sites on both sides of road) Powerhouse Rd Independence, VA 24348	\$
Grayson Pedestrian Trail Including Industrial Park Sign Area East Main from sign near Nautilus Way Independence, VA 24348	\$
Grayson Pedestrian Trail Industrial Lane to end of Tri-Tex Property Independence, VA 24348	\$

***Trimming of fences, and buildings, cleaning of sidewalks, and spraying for weeds must be included in the bid amount for each site. ***

****Supervisor/owner will need to be on premises when work is being done.**

*****Contact Allen Testerman at 276-233-4748 with any questions.**

Insurance:

Liability Insurance Carrier: _____

Amount of Coverage: _____ (Please Attach Certificate)

Workers Compensation Carrier: _____ (Please Attach Certificate)

Employees:

Please list below current number and proposed number of employees.

	Current	Proposed
Number:	_____	_____

Equipment:

Please list below current equipment owned and proposed equipment additions.

Current	Proposed

References:

Name	Address	Phone Number

List additional services on a separate sheet and attach to this bid.

Signature of Bidder: _____

Date: _____

Grayson County Board of Supervisors
Specifications and Requirements for Grounds Care

The Grayson County Board of Supervisors desires lawn care for the following sites:

Grayson County Courthouse Complex
Grayson County Recreation Park
Including Fields 1 through 4
Powerhouse Falls Property
Grayson County Library
G.A.T.E. Center
Mount Rogers School Property
Grayson County Pedestrian Trail

1. Contractor is to itemize bid for each site per mowing to include: weed eating, blowing off sidewalks, and trash and debris removal before service. Contracts may be awarded separately if in the best interest of the County. **Cutting of the grass is to be blown away from buildings, landscaping, and sidewalks. If not, this can result in the termination of this contract.**
2. Upon award of contract, Contractor will have adequate insurance and will provide Grayson County Administration with copies of their certificate of Liability Insurance and Workers' compensation Insurance on all employees. Insurance must remain in force throughout the term of the contract.
3. Contractor will furnish a copy of certificate to spray weed and grass killer.
4. Contractor is to furnish the number of current employees and plans for additional employees (if any) related to service should contract be awarded. **Each employee should be made aware of all expectations of the Grayson County Maintenance Supervisor.**
5. Contractor is to list all equipment currently owned (to be used for this service) plus proposed purchases to perform proposed services.
6. Contractor to list references for grounds care jobs. Prefer references from jobs comparable to this size with present workload forecasted.
7. Contractor will abide by all Federal, State, and Local Laws and Ordinances.
8. Each location will be serviced **once per week** unless otherwise requested by the Maintenance Supervisor with 24-hour notice. The service may be reduced to once every two weeks if conditions permit. Ball fields need to be serviced twice per week. Mount Rogers School will require services once per month. Service at the Grayson County Courthouse Complex will need to be after working hours. **A regular mowing and weed eating schedule will be presented to Grayson County by the**

lawn care company before May 25, 2018. Grayson County understands schedule could change due to weather conditions.

9. Contractor will list any and all other services and qualifications they offer. List hourly rate of other services over and above contract including such services as tree and/or brush trimming and removal, grounds sweeping, plugging, rolling, seeding, general cleanup or other services.
10. Should the need arise, the Grayson County reserves the right to ban any employee from our property. Grayson County is a drug free worksite.
11. Criminal Background Check: A sworn statement of affirmation disclosing whether the person has a criminal conviction or is the subject of any pending criminal charges within or outside the Commonwealth and whether or not the person has been the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth.
12. Contracted services will start **upon contract award** until **November 30, 2024**. The initial contract will be for five months with options for two (2) one-year extensions if both contractor and Grayson County agree.
13. Grayson County reserves the right to reject any bids if deemed unqualified, unresponsive, or not responsible for services to be performed. Grayson County reserves the right to accept the bid or bids deemed to be in the best interest of Grayson County.

Grayson County Board of Supervisors
Bid Information

Name: _____

Address: _____

Phone Number: _____ Cell Phone: _____ Email: _____

Site (Bid Each Site Separately)	Bid Amount for Mowing
Grayson County Courthouse Complex	\$
Grayson County Recreation Park Complex excluding Fields 1 through 4	\$
Fields 1 and 2	\$
Fields 3 and 4	\$
Powerhouse Falls Property	\$
Grayson County Library	\$
G.A.T.E. Center	\$
Mount Rogers School	\$
Grayson Pedestrian Trail	\$

***Trimming of fences, buildings, and cleaning of sidewalks must be included in the bid amount at each site.**

Insurance:

Liability Insurance Carrier: _____

Amount of Coverage: _____ (Please attach certificate)

Workers' Compensation Carrier: _____
(Please attach certificate)

Employees:

Please list below current number and proposed number of employees.

	Current	Proposed
Number:	_____	_____

Equipment:

Please list below current equipment owned and proposed equipment additions.

Current	Proposed
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

References:

Name/Address	Phone Number
1. _____	_____
2. _____	_____
3. _____	_____

List additional Services on a separate sheet and attach to this bid.

Signature of Bidder: _____ Date: _____

BIDS ARE DUE INTO GRAYSON COUNTY BUILDING OFFICIALS OFFICE BY MAY 16, 2018 NO LATER THAN 2:00 PM.