

County of Charlotte  
 Post Office Box 608  
 250 LeGrande Ave; Suite A  
 Charlotte Court House, VA 23923



**Invitation for Bid**  
**Grass Cutting/Grounds Maintenance Contracts – Charlotte County**

**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 because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Bid Number	Bid Due Date and Hour (Local Time)	Date Initiated
<b>037-224</b>	<b>April 26, 2021 at 4:00 pm</b>	<b>April 5, 2021</b>

This solicitation is subject to the provisions of the General Terms and Conditions included herein. The Invitation for Bids, your bid, and modifications or additions to either, shall constitute an entire integrated contract.

**Address All Inquiries and Correspondence to:**

County of Charlotte P.O. Box 608 250 LeGrande Avenue; Suite A Charlotte Court House, VA 23923	Heather Brown, Purchasing Agent Phone: (434) 542-5117 Fax: (434) 542-5248 Email: hbrown@charlottecountyva.gov
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The initial term of the contract shall be for a 11 month period: **May 1, 2021– March 31, 2022**. The contract may be extended by the County for up to four (4) additional years in one-year intervals at the same price, terms and conditions, if agreeable to both parties.

Special Instructions:

1. See General Terms and Conditions for return of bid envelope.
2. Responses must be signed below in ink by an authorized representative.
3. Responses will be accepted until the date and hour shown above.
4. This inquiry incurs no obligation on the part of the County of Charlotte.
5. Charlotte County may cancel or withdraw a solicitation in whole or in part and reject any and all bids or proposals at any time prior to an award (Section 2.2-4319-Code of Virginia).
6. All prices are considered firm for our acceptance within sixty (60) days after the due date.

In Compliance With This Invitation To Bid And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Signed Bid Or As Mutually Agreed Upon By Subsequent Negotiation.

SCC Number: \_\_\_\_\_

Name & Address of Offeror: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

License Number: \_\_\_\_\_

Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Title: \_\_\_\_\_

FIN: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

**IFB # 037-224 Bid Form Area #1**  
**Grounds Maintenance Services – Charlotte County:**  
**Charlotte Court House east end buildings**

I, the undersigned, having carefully studied the IFB for Charlotte County's Contract Grounds Maintenance Services, propose to perform all services necessary to execute and complete the work required in accordance with the terms and conditions stated in IFB #037-224 at the prices indicated below.

<u>Item Description</u>	<b>Mowing &amp; weed control</b> To include: Cutting, edging, trimming, weed eating, and weed control, as well as disposal of grass clippings, leaves and other debris. (provide price per service.)	<b>Option A:</b> Mulching areas identified in IFB. (provide price per application to include all costs except the cost of mulch.)	<b>Option B:</b> Fertilizing and Seeding of areas identified in IFB (provide price per application to include all costs except the cost of fertilizer and seed.)
Steps Head Start	\$ _____	\$ _____	\$ _____
Charter Oaks	\$ _____	\$ _____	\$ _____
Central High Museum	\$ _____	\$ _____	\$ _____
Social Services	\$ _____	\$ _____	\$ _____
<b><u>TOTAL PRICING FOR CHARLOTTE COURTHOUSE EAST END BUILDINGS</u></b>	\$ _____	\$ _____	\$ _____

**IFB # 037-224 Bid Form Area #2**  
**Grounds Maintenance Services – Charlotte County:**  
**Courthouse square and surrounding buildings**

I, the undersigned, having carefully studied the IFB for Charlotte County's Contract Grounds Maintenance Services, propose to perform all services necessary to execute and complete the work required in accordance with the terms and conditions stated in IFB #037-224 at the prices indicated below.

<b><u>Item Description</u></b>	<b>Mowing &amp; weed control</b> To include: Cutting, edging, trimming, weed eating, and weed control, as well as disposal of grass clippings, leaves and other debris. (provide price per service.)	<b>Option A:</b> Mulching areas identified in IFB. (provide price per application to include all costs except the cost of mulch.)	<b>Option B:</b> Fertilizing and Seeding of areas identified in IFB (provide price per application to include all costs except the cost of fertilizer and seed.)
Courthouse square to include new courthouse, old courthouse, Commonwealth Attorney's Office, Vacant Building (115 LeGrande Ave) and LOC Family Services	\$ _____	\$ _____	\$ _____
Commissioner of Revenue/ Treasurer's Office	\$ _____	\$ _____	\$ _____
Victim Witness	\$ _____	\$ _____	\$ _____
Extension Office	\$ _____	\$ _____	\$ _____
Health Department	\$ _____	\$ _____	\$ _____
<b><u>TOTAL PRICING FOR CHARLOTTE COURTHOUSE SQUARE AND SURROUNDING BUILDINGS</u></b>	\$ _____	\$ _____	\$ _____

Please provide a list of three (3) references for similar services provided and contact information below.

1. Reference's Name/Contact Person: \_\_\_\_\_

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

Date of Service: \_\_\_\_\_

2. Reference's Name/Contact Person: \_\_\_\_\_

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

Date of Service: \_\_\_\_\_

3. Reference's Name/Contact Person: \_\_\_\_\_

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

Date of Service: \_\_\_\_\_

*Number of years you have been in business - \_\_\_\_\_ Years*

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Date*



## Charlotte County, Virginia State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The bidder:

is a corporation or other business entity with the following SCC identification number:

\_\_\_\_\_

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

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**I. PURPOSE**

Charlotte County is soliciting competitive sealed bids from potential contractors to furnish all supervision, labor, materials, transportation and equipment for grass cutting/grounds maintenance services at Charlotte County’s east end buildings and courthouse square and surrounding buildings in Charlotte Court House. Services to be provided include mowing and trimming; proper disposal of grass clippings and other debris after each cutting; and weed control, mulching and fertilizer as needed.

**II. SCOPE OF WORK**

- 1. LOCATIONS & AREA** - The following locations and service areas will be included in this contract (*Also see map attached of outlined area*):

<b>CHARLOTTE COURTHOUSE EAST END BUILDINGS-Area #1</b>		
<b>Building</b>	<b>Address</b>	<b>Services/Area</b>
Charter Oaks	393 Thomas Jefferson Hwy, Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Steps Head Start	401 Thomas Jefferson Hwy, Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Central High Museum	515 Thomas Jefferson Hwy, Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Social Services	400 Thomas Jefferson Hwy, Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
<b>CHARLOTTE COURTHOUSE SQUARE AND SURROUNDING BUILDINGS-Area #2</b>		
<b>Building</b>	<b>Address</b>	<b>Services/Area</b>
New Courthouse	125 David Bruce Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Old Courthouse	145 David Bruce Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Commissioner of Revenue/Treasurer’s Office	205 David Bruce Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Health Department	270 David Bruce Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Victim Witness	130 LeGrande Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Commonwealth Attorney’s Office	111 LeGrande Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Vacant Building	115 LeGrande Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
LOC Family Services	117 LeGrande Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer
Extension Office	133 LeGrande Avenue Charlotte Court House	Mowing & Trimming, Weed Control, Mulching and Fertilizer

2. **GRASS MOWING/TRIMMING** – All areas specified above shall be mowed and trimmed on an as needed basis, beginning on or around May 1<sup>st</sup> through the fall. It is anticipated that services would be required at most locations weekly during the spring & early summer, and less frequently during the remainder of the season depending upon rainfall and temperatures.

Mowing shall be performed in such a way as to exhibit a uniform appearance without skips or uncut areas. Grass clippings shall not be allowed to accumulate onto hard surface areas, sidewalks, or parking lots. Grass clippings shall not be blown into shrubs, planting beds, onto County equipment or onto parked vehicles. The Contractor shall remove any heavy accumulation or clumping of grass clippings from grass surfaces.

Trimming around all permanent objects such as buildings, trees, shrubs, plant beds, posts, fences, light poles, etc. shall be performed with suitable equipment. All trimming shall be at the same cutting height. Trimming work is included in the cost for cutting services.

3. **WEED CONTROL** –Weed killer shall be applied in appropriate areas on an as needed basis in accordance with manufacturer’s specifications. Weed control shall be included in the cost for cutting services.
4. **FERTILIZING**- Fertilizing and/or lime shall be applied to grassy areas at least once a year and on an as needed basis. Charlotte County will pay actual cost of fertilizer and/or lime plus price per application specified in the Contractor’s bid submission\*.
5. **MULCHING**- Mulch shall be applied to bed areas at least once a year and spot replaced as needed. Charlotte County will pay actual cost of mulch plus price per application specified in the Contractor’s bid submission\*.

**\*Purchase of Materials**

**County shall purchase fertilizer, lime, and mulch when needed and Contractor will apply.**

**III. OPTIONAL SITE VISIT**

An optional pre-bid conference and site visit will be held on April 19<sup>th</sup> at 10:00 a.m. Contractors are to meet outside at the courthouse located at 115 David Bruce Avenue, Charlotte Court House. Attendees must follow the County’s current COVID-19 operating procedures. It is highly recommended that bidders visit the named work sites to examine the areas, surfaces and current conditions and evaluate the scope of work involved. Claims resulting from failure to examine any or all sites prior to submitting a bid will not be considered by the County.

**IV. QUESTIONS**

Questions regarding this solicitation should be directed to Heather Brown, Purchasing Agent. Any revisions to the solicitation will be made by addendum issued by the County



& will be posted at [www.charlotteva.com](http://www.charlotteva.com). It is the responsibility of the bidder to ensure that all addenda have been obtained.

#### **V. SUBMISSION OF BIDS**

1. To receive consideration the following documents, with original signatures, must be received in the County Administrator's Office no later than 4:00 pm on April 26, 2021:
  - A completed copy of the front page of this IFB
  - A completed Bid Form (page 2 - 4)\*
  - A completed State Corporation Commission Form (page 5)

***\*Completion of bid forms can be done at Contractor's discretion, both forms can be turned in or just one of the Contractor's choosing (page 2 and/or page 3).***

2. The submission of bids by fax, phone, e-mail or verbal offer will not be accepted.
3. All bids must be in a sealed envelope marked "SEALED BID – Grass Cutting #037-224."
4. It is the responsibility of each Bidder to see that their bid is in the County Administration Office by the specified time and date.
5. Any offers or amendments received by the County after the date and time specified for the scheduled opening of bids will not be considered. Date of postmark will not be considered. There will be no extensions and no exceptions.
6. Bids can be hand-delivered or mailed to the following address:

Charlotte County Administrator's Office  
Attention: Heather Brown, Purchasing Agent  
P. O. Box 608  
250 LeGrande Avenue, Suite A  
Charlotte Court House, Virginia 23923

#### **VI. BID OPENING & AWARD**

Bids will be publicly opened shortly after 4:00 pm on April 26, 2021, at the Charlotte County Administrator's office. Public bid opening attendees must follow the County's current COVID-19 operating procedures. All bids and associated documents submitted in response to this solicitation shall become the property of Charlotte County and will be subject to public inspection in accordance with the Virginia Freedom of Information Act. A summary of bid results can be obtained following the bid opening by contacting Heather Brown, Purchasing Agent at 434-542-5117.

Award will be based on the lowest total price submitted by responsive and responsible bidders. In determining the responsible bidder, the following factors shall be considered:

1. The bidder's ability, capability, and skill to successfully perform the required services to specifications without delays
2. The quality of work demonstrated by the bidder on other contracts
3. The character, reputation, experience, judgement, and integrity of the bidder
4. The bidder's compliance with laws and ordinances related to the services specified
5. The bidder's ownership of adequate resources to complete the work as specified

Due consideration will be given to price, previous experience, and the ability of the bidder to render required services. Charlotte County reserves the right to conduct any tests it deems advisable and to make all evaluations.

Charlotte County reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the opinion of the procuring public body to be in its best interest.

It is the intent of the County to award one contract for grounds maintenance at the named locations. However, the County reserves the right to make multiple awards for this solicitation if deemed in its opinion to be in the best interest of the County.

## **VII. PAYMENT**

The Contractor will be paid monthly based on the number of cuts performed at each location to standards. Charlotte County will make payment to the Contractor, net 30 days, after receipt of an approved invoice for completed work authorized by a contract resulting from this IFB. Please submit invoices including name, mailing address, contact number, and listing the number of services provided at each center with the cost of services by the 2nd of the month following the month services were rendered to: County of Charlotte, P.O. Box 608, Charlotte Court House, Virginia or by email to [hbrown@charlottecountyva.gov](mailto:hbrown@charlottecountyva.gov).

## **VIII. SPECIAL TERMS & CONDITONS**

- A. **Insurance:** By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, he/she will have insurance coverage as specified in this IFB. The bidder further certifies that he/she will maintain the specified insurance coverage during the entire term of the contract.

Insurance Coverage and Limits Required:

- Automobile Liability Insurance: \$1,000,000 combined single limit
- Workers' Compensation Insurance at statutory limits as required under the Virginia Workers' Compensation Act
- General Liability Insurance: \$1,000,000 per occurrence

\*\* The insurance policies required herein shall name Charlotte County as additional insured with regard to work performed under any contract resulting from this IFB. The selected Contractor shall provide Charlotte County with a certificate of insurance and a copy of the declaration page of their policy before performing any work for the County

- B. **Equipment:** Mowing equipment shall be kept in good, safe operating condition, with sharp blades so that grass is cut properly. Equipment that is leaking oil or gasoline shall not be used. All safety guards shall be at the appropriate place on the equipment. The equipment shall meet safety requirements for this type of work.
- C. **Damages:** It is the Contractor's responsibility to repair any property damage (Property of Charlotte County or personal property), including damage to finished surfaces, resulting from the performance of this contract. Repairs will be made to

meet Charlotte County's and/or the property owner's satisfaction at the Contractor's expense.

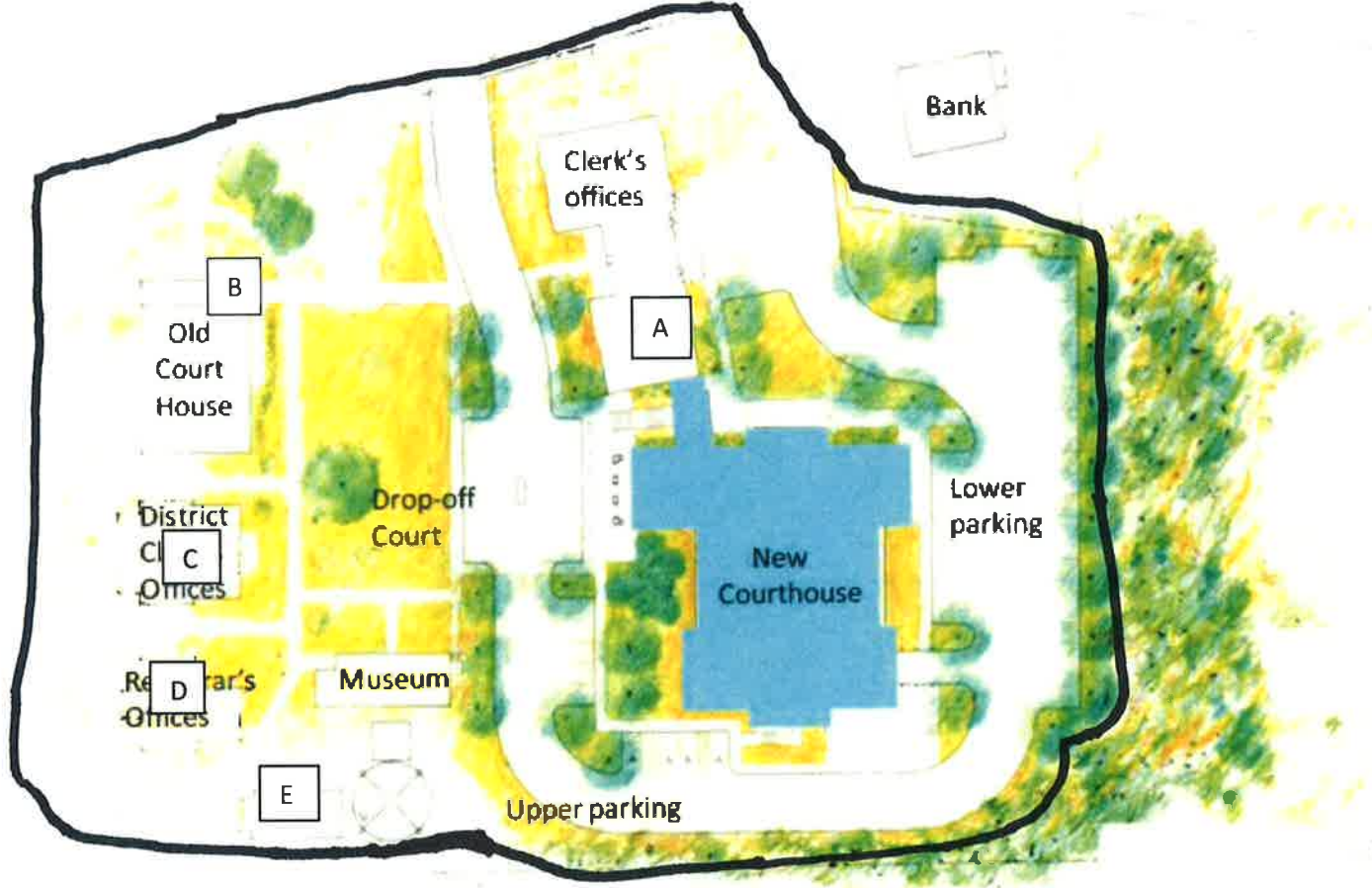
- D. **Assignment of Contract:** The bidder shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations or interests under this contract, without the prior written consent of the County.
- E. **Termination of Contract for Convenience:** Charlotte County, by written notice, may terminate the resulting contract in whole or in part when it is determined by the public body to be in the County's best interest. Termination shall be effected by serving a notice of termination.
- F. **Termination of Contract by Default:** Should the selected Bidder fail to deliver the services in accordance with the contract terms and conditions, the County has the right to terminate any contract resulting from this solicitation for default. Termination shall be effected by serving a notice of termination stating the manner of the default. In the event of termination pursuant to this paragraph, the County shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of this termination less any fines or other fees that may be withheld.

#### **IX. GENERAL TERMS AND CONDITIONS**

- A. **Changes to the Contract:** Changes can be made to the contract in any of the following ways:
  - a) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  - b) The County may order changes within the general scope of the contract by written notice to the Contractor. Changes may include, but are not limited to, services to be performed and additions or subtractions of service locations.
- B. **Governing Laws:** This IFB, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia. The Bidder shall comply with applicable federal, state and local laws and regulations.
- C. **Liability:** The Bidder shall indemnify and save harmless Charlotte County, its supervisors, officers, agents, servants and employees from and against any and all liability, claims, losses, suits, legal proceedings and costs, including but not limited to attorney's fees, arising or resulting from any cause whatsoever in any work required by this IFB.
- D. **Nondiscrimination Laws:** The Bidder shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- E. **Drug-free Workplace:** The Bidder shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.

- F. **Immigration Laws:** The bidder shall agree to comply with all federal immigration laws. The Bidder shall not knowingly employ an unauthorized alien immigrant as defined in the Federal Immigration Reform and Control Act of 1986.
- G. **Proof of Authority to Transact Business in Virginia:** In accordance with § 2.2-4311.2, Code of Virginia, Bidders organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Bidder not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.
- H. **Ethics in Public Procurement:** By submitting their bids, Bidders certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer, or subcontractor in connection with their 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, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- I. **Availability of Funds:** All funding is subject to appropriation by the Charlotte County Board of Supervisors for each fiscal year during which this Contract is to be performed.

LaGrande Avenue











- A- New Courthouse
- B- Old Courthouse
- C- Commonwealth Attorney's Office
- D- Vacant building
- E- LOC Family Services
- F- Victim Witness
- G- Extension Office
- H- Health Department
- I- Social Services
- J- Charter Oaks\*
- K- Steps Head Start
- L- Central High Museum
- M- Commissioner of Revenue/Treasurer's Office



\*Cut back field on an as need basis