

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

APRIL 29, 2015
REQUEST FOR PROPOSAL
RFP # 15-05123-A157
HENRY COUNTY PURCHASING DEPARTMENT

The County of Henry solicits firms to submit proposals for “**Maintenance and Grounds Work at the Patriot Centre.**” The **original** and **three (3)** submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “**Maintenance and Ground Work at the Patriot Centre**” RFP #15-05123-A157 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, May 12, 2015, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

RFP #15-05123-A157

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). Initial contract shall be for 1-year beginning July 1, 2015 and ending June 30, 2016. However, the Henry County Administration reserves the right to negotiate each year with awarded vendor for four (4) additional 1-year terms starting each year on July 1. In addition this contract could last until June 30, 2020. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Kevin Hughes at 276-634-4659 for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

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 as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 15-05123-A157

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **15-05123-A157** for **Maintenance and Grounds Work at the Patriot Centre.**

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Maintenance and Grounds Work at Patriot Centre

Overview:

The County of Henry is requesting proposals for maintenance and grounds work at the Patriot Centre. The following list of items shall be the work required:

Work Requirements:

- Mow grounds as needed March through December. (Bag and Remove) See attached drawing and highlighted area.
- Mulch and edge once a year
- Fertilize once a year
- Application of a pre-emergence herbicide in plant beds one or two times a year. Dependent on weather conditions.
- Spray or pull weeds as needed
- Repair to irrigation as needed
- Program or set irrigation controller as needed
- Prune Crepe Myrtles and feed once a year
- Pick up trash throughout the season

Additional Requirements:

*****NOTE***Vendor Shall provide a copy of all of the following within their proposal. Your proposal will be rejected if proper documentation is not provided.**

- Vendor shall have the proper State of Virginia Contract License that is required for this type of work and based on your proposal prices (A, B, C) and shall provide an updated copy with this proposal.
- Vendor shall also provide proof of Henry County business license.
- Vendor shall provide proof/copy of being licensed for, fertilize, herbicide/ insecticide applicator and any other licenses required by State of Virginia.
- Vendor shall provide proof/copy of being insured with liability insurance worth \$1,000,000.00.

Within the RFP, vendor shall include a background history of other jobs similar to this and references of at least three contacts with phone #s. Vendor shall also include information in regards to the company history and background (example: how long in business, types of professional workers...etc...). Vendor shall also provide a methodology (how you will perform required work (staff, equipment...etc...)) for the work to be performed throughout the year.

Award process:

The County reserves the right to award the proposal according to what is in the best interest to the County. Listed below shall be some, but not limited to, the determining factors that will assist in making the decision.

- Previous history of similar work
- Proof of License for all areas indicated under “Additional Requirements”
- Yearly cost (July 1- June 30) (County’s fiscal year)
- Methodology

The County reserves the right to negotiate with the awarded vendor to do similar work for other locations in the County or within the Patriot Centre, but **not** limited to the Patriot Centre. The County reserves the right to cancel said contract with vendor with a 30 day written notice.

Price/Prices:

Indicate monthly price from January through December:

- 1.) Patriot Centre Fire/EMS Station \$ _____
- 2.) Patriot Centre Entrance \$ _____

Contact:

For additional questions/clarifications please contact Kevin Hughes at 276-634-4659.

SCALE: NTS
DATE: 7/27/08



KINGS MOUNTAIN RD

BEAVER CREEK DR

MOTORSPORTS DR



APPROXIMATE AREA
TO BE MAINTAINED

LIMITS OF EASEMENT

LIMITS OF EASEMENT

SIGN

FLAGPOLES

COLLINSVILLE
PRINTING

PATRIOT CENTRE
FIRE/EMS BUILDING

