

# County of Henry

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MEMBER OF  
VAGP  
NIGP

PURCHASING DEPARTMENT

**APRIL 15, 2021**  
**REQUEST FOR PROPOSAL**  
**RFP # 21-05073-A237**  
**HENRY COUNTY PURCHASING DEPARTMENT**

**The County of Henry solicits firms to submit proposals for “Turf Mowing, Management, and Maintenance at Patriot Centre and Commonwealth Crossing Business Centre (CCBC).” The original and THREE (3) submittals (FOR A TOTAL OF FOUR (4) PROPOSALS), marked “Mowing at Patriot Centre and CCBC” RFP #21-05073-A237 will be received in a sealed envelope not later than 3:00 p.m., Local Prevailing Time, May 7, 2021, in the:**

**Purchasing Department, Room 210  
Attn: Carole Jones, Chief Purchasing Agent  
Henry County Administration Building  
P.O. Box 7, Collinsville, VA 24078 (Postal Service) or  
3300 Kings Mountain Road, Martinsville, VA 24112 (UPS or FedEx).**

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. **If the County closes its offices due to inclement weather or for other reasons, the scheduled Request for Proposal submission deadline will be extended to the first open business day at the same time, unless an addendum is done that states otherwise.** Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, small, local, faith-based, women-owned and minority-owned, (SWAM) 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 to multiple vendors or a single vendor as a result of this solicitation. Any proposal submitted MUST be signed by an individual authorized to bind the offeror.

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 vendors list after three (3) non-responses.

**Contract Period**

A notice of award will be signed and publicly posted in the County/PSA of the Purchasing Office once this RFP has been awarded. 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, 2021 and ending June 30, 2022. However, Henry County 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, 2026.** 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.

**Permits/Licenses**

Vendors shall be responsible for acquiring all the proper permits/licenses required by local and state authorities in conjunction with this proposal. Proposal prices shall include these fees and no additional costs are to be assessed to the County/PSA. Vendor’s attention is directed to the requirements of title 54, chapter 11, of the code of Virginia pertaining to registration of contractors. (if applicable)

**Contact for RFP**

Please contact **Tim Pace** at **276-634-2559** or email at **[tpace@co.henry.va.us](mailto:tpace@co.henry.va.us)** 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 \$10,000 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 #21-05073-A237**

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 #21-05073-A237 for Mowing at Patriot Centre and Commonwealth Crossing Business Centre- Eng. & Mapping-Tim Pace.**

\_\_\_\_\_ 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 # \_\_\_\_\_

**Vendors Company Name** \_\_\_\_\_

**Vendors Authorized Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Vendors Telephone #** \_\_\_\_\_ **Federal ID #** \_\_\_\_\_

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

# Request for Proposals

## Turf Mowing, Management, and Maintenance Patriot Centre and Commonwealth Crossing Business Centre

### Overview:

The County of Henry is requesting proposals for turf mowing, management, and maintenance at the Patriot Centre and Commonwealth Crossing Business Centre, see attached exhibit. Exhibit is for reference only, contractor shall visit each site to verify and satisfy himself/herself as to areas to be maintained under the proposed contract.

### Work Requirements and Designations:

#### Management and Maintenance Areas

##### 1. Entrance

- Mow area weekly or as needed during growing season, maintain 3.75" height
- Apply weed control & soil building products three (3) times, or per manufacturer's recommendation, during the growing season
- Mulch and edge all beds at least one (1) time between January and March of each year
- Treat and/or remove unwanted vegetation from all mulch beds during growing season
- Maintain and program irrigation system as needed
- Remove all trash and debris as needed throughout year

##### 2. Shoulder/Embankment

- Mow area bi-weekly or as needed during growing season, maintain 4" height
- Mulch and edge all tree beds at least one (1) time between January and March of each year
- Remove all trash and debris as needed throughout year

##### 3. Embankment

- Mow area bi-monthly or as needed during growing season, maintain 6" to 8" height

- Remove all trash and debris as needed throughout year

#### **4. Open Field**

- Mow (bush-hog) area a minimum of two (2) times during growing season, typically spring and fall, maintain 6" height
- Remove all trash and debris as needed throughout year

#### **5. Storm Water Management Pond**

- Mow area monthly or as needed during growing season, maintain 4" to 6" height
- Remove all trash and debris as needed throughout year

### **Proposal Content:**

#### **At a minimum, proposal shall include, but not limited to the following:**

- Company information shall include, but not limited to, a brief outline of the company's history and qualifications.
- Biographies, including professional experience of individuals who will be assigned to the project.
- Project references within the past two years with names, addresses, and telephone numbers of person knowledgeable about quality of work on similar projects and who may be contacted for reference.
- Provide methodology, number of staff, and types of equipment planned to perform this contract during its duration.

### **Additional Requirements:**

#### **Contractor shall submit the following with proposal:**

- Copy of proper and current State of Virginia Contractor's License (A, B, or C) required for proposed work based on proposal price
- Copy of Henry County business license if already have one or must obtain and provide copy if awarded this contract
- Copy of license or certification to apply fertilizer, herbicide/ insecticides, and any other licenses required by State of Virginia
- Copy or proof of being insured with liability insurance worth \$1,000,000.00

## **Selection Criteria:**

Proposals will be evaluated based on the following **(100 Points)**:

1. Understanding of the project **(20 Points)**
2. Company's approach to organize and manage project **(20 Points)**
3. Past work experience on similar project **(20 Points)**
4. Annual cost (County's fiscal year, July 1<sup>st</sup> through June 30<sup>th</sup>) **(30 Points)**
5. Company's availability of staff, facilities, and equipment to carry out contracted services efficiently and expeditiously **(10 Points)**

## **Selection Process:**

A selection committee will review all responses. Formal or informal discussions may take place with firms that the committee selects as the most qualified. Henry County reserves the right to final selection of contractor, waive informalities and/or irregularities, accept or reject any or all proposals for services and award the contract as deemed to be in the best interest of Henry County.

In order to be practicable and fiscally advantageous for the Contractor and Henry County, Henry County reserves the right to negotiate with the awarded Contractor on similar future projects that pertains to but not limited to (cause and effect projects) the current scope of work/project. This shall not bind the Contractor nor Henry County to any future contracts with the awarded vendor.

## **Contact:**

For additional questions/clarifications please contact Tim Pace, P.E., Director of Engineering, at 276-634-2559 or [tpace@co.henry.va.us](mailto:tpace@co.henry.va.us)



**Cost of Services:**

**Patriot Centre**

<b><u>Item</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total</u></b>
1. Entrance	Month	12	\$_____	\$_____
2. Shoulder/Embankment	Month	12	\$_____	\$_____
3. Embankment	Month	12	\$_____	\$_____
4. Open Field	Acre	43	\$_____	\$_____

**Patriot Centre**  
**Fire Department**

<b><u>Item</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total</u></b>
1. Entrance	Month	12	\$_____	\$_____
4. Open Field	Acre	1.2	\$_____	\$_____

**Commonwealth Crossing**  
**Business Centre**

<b><u>Item</u></b>	<b><u>Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Cost</u></b>	<b><u>Total</u></b>
1. Entrance	Month	12	\$_____	\$_____
2. Shoulder/Embankment	Month	12	\$_____	\$_____
3. Embankment	Month	12	\$_____	\$_____
4. Open Field	Acre	57	\$_____	\$_____
5. Storm Water Pond	Month	12	\$_____	\$_____

**\*\* Services may be modified or added as property conditions change or other needs arise.**