

COUNTY OF NELSON, VIRGINIA

INVITATION FOR BID MOWING AND TRIMMING SERVICES

Issue Date: March 5, 2014

Due Date: March 21, 2014

Time: 2:00 P.M.

IFB Number: 2014-MTS

Bid Opening Location: Nelson County Courthouse
4th Floor Conference Room, Room #420
84 Courthouse Square
Lovingston, VA 22949

Issuing Department: Nelson County Administrator
84 Courthouse Square, Room #210
P.O. Box 336
Lovingston, VA 22949
(P) 434-263-7000

Technical Inquiries: Paul Truslow
Maintenance Supervisor
(P) 434-263-7084
(C) 434-981-2899
ptruslow@nelsoncounty.org

The Nelson County Board of Supervisors is seeking competitive sealed bids from qualified firms for mowing and trimming services in accordance with the specifications set forth in this Invitation for Bid.

A pre-bid meeting will be held on Friday, March 14, 2014 at 2:00 p.m. in the 4th Floor Conference Room, Room #420, of the Nelson County Courthouse located at 84 Courthouse Square, Lovingston, VA 22949. It is strongly recommended that all interested firms conduct site visits to each service location listed prior to submitting bids.

Bids must be sent directly to the issuing department shown above by the date and time listed. Any bids sent via facsimile, telephone, or email shall not be considered.

Hereafter, all references to "Maintenance Supervisor" within this Invitation for Bid shall be interpreted as the "Nelson County Maintenance Supervisor".

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I. **PURPOSE**

The intent of this Invitation for Bid is to seek competitive sealed bids from qualified firms for mowing and trimming services at various locations throughout Nelson County.

II. **CONTRACT PERIOD**

- a) The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the County of Nelson to accept it. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids/proposals and to waive any informality in bids/proposals received whenever such rejection or waiver is in the best interest of the County of Nelson. Award may be made to as many bidders/offerors as deemed necessary to fulfill the anticipated requirements of the County of Nelson. The Purchasing Agent also reserves the right to reject the bid if a bidder is deemed to be a non-responsible and/or non-responsive bidder.
- b) The winning bidder/s will be awarded a firm, fixed price contract for a term of seven (7) months beginning April 1, 2014 and ending on October 31, 2014. The Purchasing Agent shall have the option to renew the contract for services during the same monthly time period for up to the next four (4) year terms following the initial contract year provided annual pricing adjustment increases do not exceed five percent (5%) over the total contract amount per annum. Any adjustments to pricing on the Bid Form shall be submitted by the Contractor to the Purchasing Agent no later than thirty (30) days prior to contract renewal. All negotiations and adjustments in pricing must be agreed upon in writing prior to contract renewal. Automatic contract renewals are prohibited as are fuel surcharges. Nelson County reserves the right to extend and/or reject any and all contract extensions if it is in the best interest of the county or to terminate any contract if the Contractor fails to perform services as specified in the contractual agreement.

III. SPECIFICATIONS

- a) The following service locations require mowing and trimming services each month as designated by section:

Section I

Mowing/Trimming Once Weekly		
Courthouse Complex	84 - 100 Courthouse Square (Courthouse Building Complex and parking areas, E911 Dispatch Center, Sheriff's Dept., and prior Nelson County Health Dept. site)	Loveyngston, VA 22949

Section II

Mowing/Trimming Once Every Other Week		
Dept. of Social Services	203 Front Street	Loveyngston, VA 22949
Montreal Village Park	11558 James River Rd.	Shipman, VA 22971
Nelson County Maintenance Shop	8375 Thomas Nelson Hwy.	Loveyngston, VA 22949
Blue Ridge Railway Trail	Entrances at Route 151 and Old Rosemill Rd.	Piney River & Roseland
Welcome to Nelson signs (2)	North and South on Route 29 (County entrances)	
Piney River Sewage Pumping Stations (2)	One on Route 56 and one on Route 151 (these must be invoiced separately from all other locations monthly)	Piney River, VA 22964

Section III

Mowing/Trimming 3 Times Monthly (approximately every ten days)		
Faber Collection Center	366 Cove Valley Lane	Faber, VA 22938
Massies Mill Collection Ctr.	921 Tan Yard Road	Roseland, VA 22967
Rockfish Collection Center	136 Rockfish School Lane	Afton, VA 22920
Shipman Collection Center	11535 James River Road	Shipman, VA 22971
Nelson Memorial Library & Tourism Dept.	8519 and 8521 Thomas Nelson Hwy.	Loveyngston, VA 22949

- b) Lawns will be mowed and/or trimmed to no less than 3.0 inches in height when cut.
- c) Mowing of the Courthouse Green is not permitted when the Circuit Court is in session, or when the Board of Supervisors meet, or at such other times when mowing will interfere with business being conducted in the Courthouse.
- d) Invoicing for mowing and trimming at all locations may be combined with the exception of the two (2) Piney River pumping stations which must be invoiced separately from all other locations.

IV. SCOPE OF WORK

- a) The Contractor shall be experienced in mowing and trimming services.
- b) All equipment used shall be in good condition with all safety mechanisms in place. Any equipment deemed unsafe will not be allowed on the property.
- c) All equipment operators assigned to each location shall be qualified to operate the approved equipment.
- d) Contractor is responsible for providing all fuel, oil, and maintenance to equipment furnished. No County facilities or tools will be used to maintain Contractor furnished equipment.
- e) The Contractor shall provide walkway clearing of all clippings after mowing and/or trimming.

V. SAFETY REQUIREMENTS: ALL SECTIONS

- a) The Contractor shall employ all necessary safety precautions to prevent damage to County or personal property. Any damages shall be immediately reported to the Maintenance Supervisor. Contractor negligence shall constitute Contractor liability.
- b) If at any time the County determines that proper safety measures are not being employed, the County reserves the right to stop work until corrective actions are taken by the Contractor.

VI. SUBMITTAL INSTRUCTIONS

- a) It is the sole responsibility of the bidder to have his/her bid submitted on time to the issuing department (Room #210) listed on page one (1). Any bids received after the designated time shall be considered non-responsive.
- b) Any bids received by telephone, email, or facsimile shall not be considered.
- c) All bids shall be signed in ink by an authorized representative of the firm.
- d) Bidders are required to provide pricing on every location within a section (i.e. Section I, Section II, and/or Section III) to be considered responsive. Failure to complete the Bid Form as required may result in the bidder being determined non-responsive.

VII. GENERAL CONDITIONS - (See Exhibit 1)

VIII. BID FORM - (See Exhibit 2)

IX. NON-COLLUSION STATEMENT - (See Exhibit 3)