



COUNTY OF WASHINGTON, VIRGINIA

COUNTY GOVERNMENT CENTER
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

TAMMY COPENHAVER, CPA,
DIRECTOR OF BUDGET & FINANCE

DEPARTMENT OF BUDGET & FINANCE

February 15, 2019

RE: Invitation for Bids for Mowing Services for Washington County, Virginia

To whom it may concern:

The County of Washington, Virginia is currently accepting sealed bids from qualified vendors for mowing services identified in the Scope of Work/Specifications. The contract season is from April 1st to October 31st.

Sealed Bids must be received no later than: 3:00 p.m., February 27, 2019.

Bids must be made using the bid form provided by the County and directed to **Tammy Copenhaver, Director; Department of Budget & Finance; County Government Center; 1 Government Center Place, Suite A; Abingdon, Virginia 24210.** Two copies of the completed bid form and references must be submitted in a sealed envelope or package marked on the outside with the Contractor's name and address, and clearly marked: "**BID FOR MOWING SERVICES**". No faxed bids or electronic media responses will be accepted. Bids must be signed in ink by an official authorized to bind the Contractor. Bids received after the deadline, postmarks notwithstanding, shall be rejected. The County reserves the right to reject any or all bids.

The Invitation for Bids Packet, containing instructions and specifications, is attached for your use. Questions to clarify the terms of the Invitation should be submitted by email no later than five working days before the due date to tcopenhaver@washcova.com. The email inquiry should be identified with a subject line of: "**Questions Regarding Mowing Services**".

Sincerely,

A handwritten signature in cursive script that reads "Tammy Copenhaver".

Tammy Copenhaver, CPA
Director of Department of Budget & Finance

Invitation for Bids
Mowing Services for Washington County, Virginia

For posting and/or legal advertisement

INVITATION FOR BIDS
MOWING SERVICES FOR WASHINGTON COUNTY, VIRGINIA

The County of Washington, Virginia is currently accepting sealed bids from qualified vendors for mowing services identified in the Scope of Work/Specifications. The contract season is from April 1st to October 31st. An Invitation for Bids packet containing instructions, qualifications, and specifications may be obtained by contacting the Department of Budget & Finance at County Government Center; 1 Government Center Place, Suite A; Abingdon, Virginia 24210; or phone 276-525-1310.

Sealed bids will be accepted until 3:00 p.m., on Wednesday, February 27, 2019. Bids must be made using specified bid forms, and may be mailed or delivered to the address above for the Department of Budget & Finance. Bids received after the deadline, postmarks notwithstanding, shall be rejected. The County reserves the right to reject any and all bids.

**Invitation for Bids
Mowing Services for Washington County, Virginia**

WASHINGTON COUNTY, VIRGINIA
GOVERNMENT CENTER BUILDING
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

**Invitation for Bids
Mowing Services for Washington County, Virginia**

February 15, 2019

**Sealed bids will be received until
3:00 P.M. ON WEDNESDAY, FEBRUARY 27, 2019**

BIDS ARE TO BE MAILED OR DELIVERED DIRECTLY TO

**Tammy Copenhaver, Director;
Department of Budget & Finance;
County Government Center;
1 Government Center Place, Suite A;
Abingdon, Virginia 24210**

Two copies of the Bid must be submitted using the specified Bid Form in a sealed package marked on the outside with the Bidder's name and address, and clearly marked:
"BID FOR MOWING SERVICES".

**Invitation for Bids
Mowing Services for Washington County, Virginia**

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Invitation for Bids
Mowing Services for Washington County, Virginia

I. PURPOSE

The County of Washington, Virginia is currently accepting sealed bids from qualified vendors for mowing services identified in the Scope of Work/Specifications. The contract season is from April 1st to October 31st.

II. BACKGROUND

The County has identified the properties in the Scope of Work/Specifications that are maintained by the General Services Department and Solid Waste Department that require mowing services. The County's intent is to have a contract in place by April 1, 2019. The contract season is from April 1st to October 31st each year. Any contract awarded pursuant to this Solicitation shall begin on April 1, 2019 and last through October 31, 2021 for the contract season with optional renewal upon written agreement of both parties for up to two successive terms.

III. INSTRUCTIONS TO BIDDERS: BID SUBMITTAL, QUESTIONS, AND AWARD

The following terms and conditions shall apply to this procurement.

- A. Submittal of bid. Two copies of the completed bid form and references, using the form provided with this solicitation, may be submitted by regular mail delivery (U.S. or private delivery service) or hand-delivered to Tammy Copenhaver, Director; Department of Budget & Finance; County Government Center; 1 Government Center Place, Suite A; Abingdon, Virginia 24210. The County shall not accept bids by email transmittal.
- B. Deadline for County receipt. Bids must be received by the County no later than: 3 p.m. Wednesday, February 27, 2019 (Due Date). Bids received after the deadline, postmark notwithstanding, shall be rejected.
- C. Form of bid.
 - a. Bid must be made using the form provided with this Solicitation.
 - b. Bid must include references using the form provided with this Solicitation.
 - c. Two copies of the Bid must be submitted in a sealed envelope or package that is clearly marked with the Bidder's name and address and with: "Bid for Mowing Services".
 - d. Bids must be signed in ink by an official authorized to bind the Bidder.
- D. Rejection if bid in improper form. Bidder's failure to submit a bid on the bid form provided with

Invitation for Bids
Mowing Services for Washington County, Virginia

this Solicitation and with all information required by this Solicitation shall be a cause for rejection of the bid. Modification of or additions to any portion of the bid form may be cause for rejection of the bid; however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the County may, in its sole discretion, request that Bidder withdraw or modify non-responsive portions of a bid that do not affect quality, quantity, price, or delivery.

- E. Questions, clarification of terms, and modification. Questions to clarify the terms of this Solicitation shall be submitted by email no later than five working days before the Due Date to tcopenhaver@washcova.com. The email must identify in the subject line: "Question Regarding Mowing Services". There shall be no modification of the Solicitation except by written addendum issued by the County. Answers to all questions and any written addendum will be sent by email to all Bidders of whom the County is aware have interest in this Solicitation, posted on the County website, and posted on Virginia's eProcurement Portal (eVA.virginia.gov). Questions to clarify this Solicitation shall not be received or answered by telephone or in-person.

- F. Optional pre-bid meeting. Not applicable.

- G. Inspection of job site. By submittal of a bid in response to this Solicitation, Bidder certifies that Bidder has inspected the job site and is aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the County. **The job site may be viewed during its regular operating hours: Monday through Friday: 8 a.m. to 5 p.m.**

- H. Period allowed for County acceptance of bid. Any bid submitted in accordance with this solicitation shall be valid for 90 days after the bid submittal deadline. At the end of the 90-day period, the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

- I. Interview. Prior to making an award pursuant to this solicitation, the County reserves the right to require Bidder to interview with a County review committee to determine whether Bidder is fully qualified to provide the goods and services as set forth herein. The interview is intended to show that Bidder is fully qualified, that Bidder's services will be provided in a completely satisfactory manner, and that Bidder is competent to meet or exceed the performance specifications. Failure by a Bidder to comply promptly with a request for interview may result in its bid being rejected.

Invitation for Bids
Mowing Services for Washington County, Virginia

- J. Award. The contract will be awarded to the lowest responsive and responsible bidder that demonstrates the qualifications as required by this solicitation. The County reserves the right to conduct any tests it may deem advisable and to make all evaluations. The County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to negotiate the bid price as permitted by Virginia Code § 2.2-4318 if the lowest responsive and responsible bid exceeds available funds. The County reserves the right to make multiple awards as a result of this Solicitation. To clarify the term multiple awards for this solicitation, the County may make an award to one bidder for all General Services Department locations (Option One) and another bidder for all Solid Waste Department Locations (Option Two). Failure of Bidder to execute a contract and provide certificate(s) of insurance within 15 calendar days of the date of the approval for awarding of the contract as herein provided will be just and sufficient cause for the denial of the award.
- K. Applicable laws and courts. This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Washington County, Virginia. The Bidder shall comply with all applicable federal, state and local laws, rules and regulations. Claims against the County for damages shall proceed as required by Title 15.2, Chapter 12, Article 4 of the Code of Virginia (1950, as amended).
- L. Ethics in public contracting. By submitting their bid, Bidder certifies that their bid is 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 bid, 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, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- M. Debarment status. By submitting their bid, Bidder certifies that they are not currently debarred by the Commonwealth of Virginia or County of Washington, Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Bidder further certifies that they are not debarred from filling any order or accepting any resulting order, and that they are not an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or County of Washington, Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

Invitation for Bids
Mowing Services for Washington County, Virginia

- N. Investigation of qualifications of bidder. Bidder agrees to cooperate with such reasonable investigation as the County deems proper and necessary to determine the ability of Bidder to satisfy the terms of any contract that may be awarded pursuant to this Solicitation. Investigation may include inspection of Bidder's physical facilities prior to award to satisfy questions regarding Bidder's capabilities. Further, the County reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the County that such bidder is properly qualified to fulfill the obligations of the contract.
- O. Testing and inspection. The County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

Attachment 1 – Scope of Work & Specifications

Invitation for Bids for Mowing Services for Washington County, Virginia

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The headings included in the Scope of Work & Specifications, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract. Hereinafter in this attachment, “Contractor” shall refer to the Bidder that is awarded the contract from this solicitation.

A. QUALIFICATIONS

1. Contractor shall provide all labor, equipment, fuel, tools, materials, supervision, and incidentals necessary to provide the timely, safe, and effective execution of the work detailed in this Solicitation. Bids are to be inclusive of all costs associated with the work detailed in this scope.
2. Contractor equipment shall meet OSHA standards.
3. All work shall be performed according to the standard of the industry and to the complete satisfaction of the Project Manager.
4. Personnel used by the Contractor for performance of this work shall be properly trained and qualified to perform the work.
5. Contractor shall be responsible for the conduct of all personnel while on the job site.
6. Contractor shall maintain at least the minimum insurance coverage as specified in the general terms and conditions.

B. SCOPE OF WORK/SPECIFICATIONS

1. Contractor shall provide mowing services at the following locations for General Services Department:

Location	Address	Frequency of Mowing Events
Government Center Building	One Government Center Place; Abingdon	
	<ul style="list-style-type: none">• Main Lawn	Weekly
	<ul style="list-style-type: none">• Large open lawn on west side	Every two weeks
Public Safety Building	20281 Rustic Lane; Abingdon	
	<ul style="list-style-type: none">• Main Lawn	Weekly
	<ul style="list-style-type: none">• Area between fence and Steinman Road	Every two weeks
Animal Shelter	27252 Porter Lane; Abingdon	Weekly
Firing Range	27252 Porter Lane; Abingdon	Every two weeks
Valley Street Building	234 West Valley Street; Abingdon	Weekly
Library, Abingdon Branch	2015 Oak Hill Street; Abingdon	Weekly
Library, Damascus Branch	310 Water Street; Damascus	Weekly



Attachment 1 – Scope of Work & Specifications

Invitation for Bids for Mowing Services for Washington County, Virginia

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2. Contractor shall provide mowing services at the following locations for Solid Waste Department:

Location	Address	Frequency of Mowing Events
Transfer Station	14579 Industrial Park Road; Bristol	Weekly
Mendota Convenience Lot	4071 Mendota Road; Mendota	Every two weeks
Glade Spring Convenience Lot	9528 Old Mill Road; Glade Spring	Every two weeks

3. Contractor shall provide edge-trimming and clean mowed grass from walkways, parking lots, and other non-lawn areas.
4. Weekly mowing is based on need to mow. Washington County reserves the right to delay mowing at any location for any reason.
5. Contractor shall submit with each invoice a log of services performed that shall include: date, location, work performed, hours required, and signature of a person present at time of each service. A separate invoice and log of services must be submitted for General Services Department and Solid Waste Department.
6. Mowing around parking lots shall only be performed after regular business hours or when offices are closed.
7. For the locations for the Solid Waste Department, the Contractor shall provide weed eating services at the time of the mowing event. Weed eating shall include weeding around all fencing areas.
8. Prior to the mowing event, the Contractor shall pick up any litter before mowing in the grassy areas and properly dispose of the material.



Attachment 2 – SPECIAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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By submitting a bid in response to this solicitation, Bidder agrees to the following terms and conditions that shall be included in any contract formed as a result of this solicitation unless specifically stated otherwise in such contract. The headings included in the Special Terms and Conditions, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract. Hereinafter in this attachment, “Contractor” shall refer to the Bidder that is awarded the contract from this solicitation.

Special Terms & Conditions

- A. Term of Contract. The contract season shall be from April 1st to October 31st. Any contract awarded pursuant to this Solicitation shall begin on April 1, 2019 and last through October 31, 2021 for the contract season with optional renewal upon written agreement of both parties for up to two successive terms.



Attachment 3 – GENERAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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By submitting a bid in response to this solicitation, Bidder agrees to the following terms and conditions that shall be included in any contract formed as a result of this solicitation unless specifically revised or deleted by provisions stated in the Special Terms and Conditions negotiated in such contract. The headings included in the General Terms and Conditions, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract. Hereinafter in this attachment, "Contractor" shall refer to the Bidder that is awarded the contract from this solicitation.

General Terms and Conditions

Payment

1. Form of payment. All invoices shall be directed to the payment address shown on the purchase order/contract. All invoices shall show the County purchase order number and the Contractor's federal employer identification number.
2. Timing of payment. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after the invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.

Tax exemptions

3. Tax exemption. The County is exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.
4. Direct purchase. Not applicable.

Contractor Qualifications & Performance

5. Contractor licensure. Not applicable.
6. Independent contractor. The selected contractor is an independent contractor and shall not be deemed the agent of the County of Washington for any purpose whatsoever. No contractor's employee or sub-contractor shall hold himself out as an employee of the County of Washington and none shall have power or authority to bind or obligate the County of Washington in any manner. Contractor shall be liable for and pay all taxes required by local, state, or federal governments or any other taxes and permits required by law. Contractor shall adhere to any and all regulations and stipulations governing the operation and work of such contractor for the duration of this contract. The County of Washington shall in no manner be held liable for the Contractor's disregard for required work related regulations.



Attachment 3 – GENERAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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7. No subcontract or assignment. No portion of the work to be performed pursuant to this Contract shall be subcontracted or assigned without the written consent of the County.
8. Contract performance. Contractor shall perform all work pursuant to this Contract in accordance with manufacturers' instructions, industry standards, and in a workmanlike manner.
9. Asbestos. Not applicable.
10. Repair of damage. Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the County's satisfaction at the Contractor's expense.
11. Final Inspection. The County reserves the right to conduct any test/inspection it may deem advisable to assure services conform to the specifications. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to County's acceptance of the work. Alternatively, at the County's sole discretion, the County may direct in writing that the County does not require replacement or correction, and an equitable adjustment to the contract price may be negotiated.
12. Record retention and audit. Contractor shall retain all books, records, and other documents relative to this contract for 5 years after final payment, or until audited by the County or its authorized agent, whichever is sooner.
13. Indemnification. The Contractor shall indemnify and hold harmless the County against and from all liability, claims, damages and costs, including attorney's fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.
14. Insurance requirement. Contractor shall maintain insurance to meet the minimum requirements specified below, including contractual liability as stated in these General Terms and Conditions. Within 15 calendar days of award of the contract, Contractor shall deliver to the County a Certificate of Insurance from carriers acceptable to the County specifying such limits. The Certificate shall show the County of Washington named as an additional insured for the Comprehensive General Liability. In addition, Contractor or its insurer shall give the County 30 days advance notice of its decision to cancel coverage, which shall be grounds for County termination of contract. Liability Insurance Coverage requirements:
 1. Worker's Compensation and Employer's Liability Coverage A - Statutory Requirements



Attachment 3 – GENERAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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Coverage B - \$100,000 Per Occurrence
Coverage C - \$100,000/\$100,000 Accident and/or Disease
All States Endorsement

- 2. Automobile Liability, including Owned, Non-Owned, and Hired Car Coverage
Limits of Liability
Combined Single Limit \$1,000,000

- 3. Comprehensive General Liability Limits of Liability:
Per Occurrence \$1,000,000
In Aggregate \$2,000,000

Including:

- A. Completed Operations/Products
- B. Contractual Liability for Specified Agreement
- C. Personal Injury and Advertising Injury
- D. Bodily Injury and Broad Form Property Damage

15. Insurance discretion of County. If the insurance coverage and limits stated herein cannot be provided, the County Director of Department of Budget and Finance, in such Director's sole discretion, may approve such other insurance coverage or limits that the County Director of Department of Budget and Finance deems acceptable.

County constitutional limitation

16. Constitutional limitation. The County obligations pursuant to this Contract are moral obligations subject to the limitations of the constitution and law of the Commonwealth of Virginia, subject to annual appropriation by the Board, and non-appropriation shall not constitute grounds for recovery against the County or Authority. The covenants of the County as stated herein shall not be interpreted to establish any pledge, security interest, lien, or other encumbrance of the full faith and credit or property of the County. State law and constitution prohibit Washington County from expenditure of funds unless appropriated by the Washington County Board of Supervisors and from obligating funds beyond the current fiscal year (July 1 – June 30). Therefore, notwithstanding any provision in this contract to the contrary, if the Washington County Board of Supervisors does not appropriate funds for the continuance of this contract in any future fiscal year, this contract and all obligations hereunder shall automatically terminate upon depletion of the currently appropriated funds, without penalty to the County.



Attachment 3 – GENERAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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Contract

17. Non-waiver of rights. No failure of either party to exercise any power given to it hereunder, nor a failure to insist upon strict compliance by the other party with its obligations hereunder, nor a custom or practice of the parties at variance with the terms hereof, nor any payment constitutes a waiver of either party's right to demand exact compliance with the terms hereof. Failure by the County to act on or to assert any right hereunder does not constitute a waiver of such right.
18. Binding effect. This Contract shall be binding upon all heirs, successors, and/or assigns to any of the parties to this Contract, subject to limitations of law for the County as stated herein.
19. Modification and assignment. This Contract may be modified or assigned only by written agreement signed by all parties hereto.
20. Change orders. Any change in the scope of work to be performed, materials to be used, price of project, schedule for completion, or other aspect of performance of the contract shall require a written modification of the contract, which shall be called a Change Order. Unless it is not feasible to do so, Change Orders shall be prepared using the County-provided form for Change Orders. BEFORE proceeding with any additional work or variations in specified materials, Contractor shall obtain a written Change Order signed by both parties to the contract or, at minimum, email authorization from the County. The only persons authorized to sign a Change Order on behalf of the County or to provide email authorization for a Change Order shall be the Project Manager as specified in the Contract and the County Administrator. The County shall not pay any additional expense incurred by Contractor based on an oral-only change agreement. The Change Order shall be come effective only after it has been signed on behalf of both parties to the Contract by the authorized representatives, or if authorized by email, clearly transmitted by emails between such authorized representatives that address all matters that are covered by the Change Order form and that communicate both parties' agreement. Both parties to the contract agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order.
21. Sovereign immunity. Nothing in this Contract shall be construed as an express or implied waiver of the County's sovereign or Eleventh Amendment immunity, as a political subdivision of the Commonwealth.
22. Governing laws. This Contract shall be governed by the laws of the Commonwealth of Virginia. In the event of dispute, the affected party shall provide written notice of dispute to all other parties. The parties shall make all reasonable efforts to resolve differences by



Attachment 3 – GENERAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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negotiation. However, in the event that a resolution by negotiation is not reached within a reasonable time, the parties may proceed to mediation or litigation.

23. Litigation venue. Venue for litigation shall be in the Circuit Court of the County of Washington, Virginia. All parties to this Contract have standing to enforce any covenants, terms, provisions, and contracts set forth herein.
24. Complete agreement. This Contract sets forth all of the promises, contracts, conditions, and understandings between the parties respecting the subject matter hereof and supersedes all prior and contemporaneous negotiations, conversations, discussions, correspondence, memoranda, and contracts between parties concerning such subject matter.
25. Severance clause. If any provision of this Contract shall be determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable to any extent, the remainder of this Contract shall not be affected and shall be enforceable to the fullest extent permitted by law.
26. Counterparts and electronic signature. This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Facsimile signatures or signed copies sent by portable document format (PDF) shall be deemed originals.

Disputes, failure to perform, termination

27. Failure to deliver. In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.
28. Termination of contract:
 - a. County or Contractor may terminate this Contract for convenience upon giving the other party thirty (30) calendar days prior written notice. County shall within thirty (30) calendar days after the date of termination pay Contractor for all services rendered and all costs incurred up to the date of termination in accordance with the applicable fee schedule.
 - b. County may terminate the Contract for cause subject to the following provisions. Prior to termination of the contract, the County shall give Contractor ten (10) calendar days prior written notice, during which Contractor may rectify the cause of the termination. County may postpone the effective date of the termination, at its sole



Attachment 3 – GENERAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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discretion. If rectified to the satisfaction of the County within said ten (10) days or such other time as allowed by County, County may rescind the notice of termination. If it does not, then the County may immediately terminate the contract for cause by giving written notice to the Contractor.

- c. Written notice of termination, whether initial or given after a period of postponement, may be served upon the contractor by U.S. mail or any other means at Contractor's last known place of business in Virginia or elsewhere, by delivery to any officer or management/supervisory employee of either wherever they may be found, or, if no such officer, employee or place of business is known or can be found by reasonable inquiry within three (3) business days, by posting the notice at the job site. Contractor's failure to accept or pick up registered or certified mail addressed to the last known address shall be deemed to be delivery.

29. Termination for cause. Without limitation, the following are bases for termination for cause, County may terminate the contract in the event Contractor fails to remain in compliance with applicable requirements for permitting, insurance, registration to do business in the Commonwealth of Virginia for the purposes required by the contract.

30. Termination for bankruptcy or acquisition by third party. The County may terminate the Contract if Contractor files for bankruptcy protection or is acquired by an independent third party. Contractor must disclose to the County any litigation, bankruptcy, or suspensions/disbarments that occur during the Contract period. Failure to disclose such information authorizes the County to immediately terminate the Contract.

31. Immediate termination. In the event of Contractor conduct that exhibits reckless disregard for the consequences of its conduct and its performance of services pursuant to this Contract, County, at its sole discretion, may immediately terminate the Contract upon written notice to Contractor. Additionally, in the event of voluntary or involuntary action that results in either the Contractor coming under the jurisdiction of federal bankruptcy court or assignment to a receivership, the County shall have sole discretion to terminate this contract immediately.

Compliance with laws

32. No illegal aliens. Contractors certify that they do not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.



Attachment 3 – GENERAL TERMS AND CONDITIONS

Invitation for Bids for Mowing Services for Washington County, Virginia

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33. Drug-free workplace.

- a. Contractor acknowledges and certifies that it understands that the following acts by Contractor, its employees, and/or agents performing services on County property are prohibited: (i) The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and (ii) Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
- b. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the County in addition to any criminal penalties that may result from the conduct.

34. Federal laws. Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964 (as amended), the Americans With Disabilities Act (as amended), the Virginia Human Rights Act, and the Virginians with Disabilities Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided: however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body.

In every contract over \$10,000.00, the contractor agrees as follows:

- a. Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or 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. Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor, in all solicitations or advertisements for employees placed by or 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 regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.



Attachment 3 – GENERAL TERMS AND CONDITIONS

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- e. The requirements of this section are a material part of the contract. If the contractor violates one of these provisions, the County may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from contracting regardless of whether the specific contract is terminated.



Attachment 4 – BID FORM

Invitation for Bid for Mowing Services for Washington County, Virginia

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ALL BIDS MUST BE SUBMITTED ON THIS BID FORM.

The undersigned, as Bidder, hereby declares that the only person or persons interested in this bid as principal or principals is or are named herein and that no other person or firm herein mentioned has any interest in this bid; that this is made without connection with any other person or company or parties making a bid; and that it is in all respects fair and in good faith without collusion or fraud.

Bidder further declares that they have examined the specifications of the materials and services and informed themselves fully in regard to all the conditions pertaining to the materials and services; that they have examined the specifications relative thereto, and have read all special provisions furnished prior to the submittal of the bid; that they have satisfied themselves relative to the materials and service to be provided.

Bidder agrees, if this bid is accepted, to furnish all necessary materials and services in accordance with this bid necessary to complete the Contract in full and complete accordance with the shown, noted, described and reasonably implied requirements of the Invitation for Bid attached hereto to the full and entire satisfaction of Washington County, with the definite understanding that no money will be allowed for extra work except as set forth in the attached Invitation for Bid and any contract that may result from such submitted Bid. The statement on this cover sheet shall apply to each element of each bid submitted to the County.

AGREED, _____
(Signature of Authorized Person)

Signatory's Name (Printed): _____

BIDDER'S NAME (Business Entity): _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

VA STATE CORPORATION COMMISSION IDENTIFICATION NUMBER, IF ANY: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____



Attachment 4 – BID FORM

Invitation for Bid for Mowing Services for Washington County, Virginia

Page 2 of 5

OPTION ONE

Services being procured: **Mowing Services for General Services Department Locations**

ALL BIDS MUST BE SUBMITTED ON THIS FORM. Bids will only be accepted where pricing is submitted on this Bid form. Vendor quotations and other supporting documentation can be included with the bid, but bids may be rejected if pricing is not included on this Bid form. The County reserves the right to reject any and all bids.

For all options for which a bid is made, bid shall include the cost of labor and materials to complete work in accordance with Scope of Work/Specifications. Vendor may bid on any or all the options.

Bid Price for Mowing Services for General Services Department Locations:

Provide bid price in the column indicated “Bid Price per Mowing Event”. The bid price is for each mowing event. The County reserves the right to increase or decrease the mowing frequency.

Location	Address	Frequency of Mowing Events	Bid price per Mowing Event
Government Center Building	One Government Center Place; Abingdon		
	• Main Lawn	Weekly	\$ _____
	• Large open lawn on west side	Every two weeks	\$ _____
Public Safety Building	20281 Rustic Lane; Abingdon		
	• Main Lawn	Weekly	\$ _____
	• Area between fence and Steinman Road	Every two weeks	\$ _____
Animal Shelter	27252 Porter Lane; Abingdon	Weekly	\$ _____
Firing Range	27252 Porter Lane; Abingdon	Every two weeks	\$ _____
Valley Street Building	234 West Valley Street; Abingdon	Weekly	\$ _____
Library, Abingdon Branch	2015 Oak Hill Street; Abingdon	Weekly	\$ _____



Attachment 4 – BID FORM

Invitation for Bid for Mowing Services for Washington County, Virginia

Page 3 of 5

Library, Damascus Branch	310 Water Street; Damascus	Weekly	\$ _____
	Total Bid Price per Mowing Event		\$ _____

Deviations

List, describe, and explain any deviations or exceptions to the specifications and requirements of this solicitation to bid:



Attachment 4 – BID FORM

Invitation for Bid for Mowing Services for Washington County, Virginia

Page 4 of 5

OPTION TWO

Services being procured: **Mowing Services for Solid Waste Department Locations**

ALL BIDS MUST BE SUBMITTED ON THIS FORM. Bids will only be accepted where pricing is submitted on this Bid form. Vendor quotations and other supporting documentation can be included with the bid, but bids may be rejected if pricing is not included on this Bid form. The County reserves the right to reject any and all bids.

For all options for which a bid is made, bid shall include the cost of labor and materials to complete work in accordance with Scope of Work/Specifications. Vendor may bid on any or all the Options.

For Option Two, there is an Option A and Option B. The County may select either Option A or Option B.

Bid Price for Mowing Services for Solid Waste Department Locations:

Provide bid price in the column indicated “Bid Price per Mowing Event”. The bid price is for each mowing event. The County reserves the right to increase or decrease the mowing frequency.

Option A: Mowing Services for All Solid Waste Department Locations

Location	Address	Frequency of Mowing Events	Bid price per Mowing Event
Transfer Station	14579 Industrial Park Road; Bristol	Weekly	\$_____
Mendota Convenience Lot	4071 Mendota Road; Mendota	Every two weeks	\$_____
Glade Spring Convenience Lot	9528 Old Mill Road; Glade Spring	Every two weeks	\$_____
	Total Bid Price per Mowing Event		\$_____



Attachment 4 – BID FORM

Invitation for Bid for Mowing Services for Washington County, Virginia

Page 5 of 5

Option B: Mowing Services for Transfer Station Only

Location	Address	Frequency of Mowing Events	Bid price per Mowing Event
Transfer Station	14579 Industrial Park Road; Bristol	Weekly	\$ _____
	Total Bid Price per Mowing Event		\$ _____

Option A

Deviations

List, describe, and explain any deviations or exceptions to the specifications and requirements of this solicitation to bid:

Option B

Deviations

List, describe, and explain any deviations or exceptions to the specifications and requirements of this solicitation to bid:



Attachment 5 – REFERENCES

Invitation for Bids for Mowing Services for Washington County, Virginia

Page 1 of 1

References for _____

Name of Bidder

Bidder shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, name of the contact person, email address and telephone number.

- 1. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____

- 2. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____

- 3. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____

This form is required to be submitted to be considered a Qualified Bidder for this solicitation.

