

Town of Farmville, Virginia



REQUEST FOR QUOTE

**GRASS CUTTING SERVICE AND REMOVAL OF TRASH AND DEBRIS –
PROPERTIES IN THE TOWN OF FARMVILLE THAT HAVE BEEN CITED FOR NOT
FOLLOWING THE TOWN’S ORDINANCES**

**QUOTE DUE DATE:
THURSDAY, APRIL 22, 2021, 2:00 P.M.**

TOWN OF FARMVILLE:

KIMBERLY W. THOMPSON, PURCHASING AGENT
Office: (434) 392-8465
Email: kthompson@farmvilleva.com

**Town of Farmville
116 North Main Street
Post Office Drawer 368
Farmville, Virginia 23901**

Quotes, subject to specifications and conditions contained herein and attached hereto, will be received at the Farmville Town Office, 116 North Main Street, Post Office Drawer 368, Farmville, VA 23901 until, **but no later than, 2:00 p.m. on THURSDAY, APRIL 22, 2021**, for grass cutting and removal of trash and debris services for properties in the Town that have been cited for not following the Town's cutting and removal of vegetation ordinance and/or ordinance regulating trash and debris.

For your quote to be considered, it must be submitted on a copy of this quote in the spaces provided. Please sign this form in the spaces provided, without detaching from the rest of the quote, and return in its entirety.

Quotes may be mailed to the Farmville Town Office, 116 North Main Street, Farmville, VA 23901 or delivered in person to the attention of the Purchasing Agent at the Town Hall. You may also .pdf your quote and send to kthompson@farmvilleva.com. Please call to verify that your quote has been received.

Time is of the essence. Any quote received after the announced time and date for submittal, whether by mail or otherwise, will be rejected.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The Town of Farmville encourages all businesses, including minority and women-owned businesses, to respond to this quote.

All items shall be bid as specified, or an equal approved by the Town, unless the item specifically states no substitute. If bidding other than specified, complete specifications on each item quoted upon must be submitted with bid. Failure to comply with this requirement will be cause for rejection of bid.

No quote may be withdrawn after the scheduled closing time for receipt of bids for ninety (90) calendar days, except as provided in Section 2.2-4330 of the Code of Virginia, which states the bidder shall give notice in writing of his claim to withdraw his bid within two (2) business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.

Questions relating to this Invitation for Bid should be directed to Ms. Kimberly Thompson, Purchasing Agent, at (434) 392-8465, or via email at kthompson@farmvilleva.com.

Scope of Work

The Town of Farmville is requesting quotes from responsible parties for two services:

- Grass cutting
- Cleanup of trash, rubbish, and/or other debris.

The services will be rendered for properties in violation with Town Ordinances, Sections 17.1-17.9 and Sections 17.10-17.14.

Work associated with this quote is expected to start May 1, 2021, and end on April 30, 2022.

Notification of Work to be Done

The Town Property Inspector will notify the Contractor of the address and services to be performed and authorize all work.

All work to be authorized by the Town will be through a two-part verification process. First, the Contractor will receive an email from the Town. Second, Town staff will verify and confirm the requested service at the address either through a confirmation email or verbally on the phone.

Contractor's Responsibility

The Contractor will be responsible to start services, as requested by the Town, **within 48 hours after notification**, weather permitting.

The Contractor must take a picture when they arrive at the property and a picture after completion of services. These pictures will be submitted on or before the submittal of the associated invoices.

The Contractor will be responsible for keeping a list of addresses where services were performed. This list will state the address, when the Town contacted the Contractor and the date and time the services were performed. This list will be kept by the Contractor, until the end of the contract, and then turned over to the Town.

For grass cutting and trimming services, grass clippings are to be removed from the driveway, sidewalk, and street pavement, in front of the property.

Trash and debris removal services may be required stand alone or in association with grass cutting.

When associated with grass cutting, the Contractor will only clean-up trash, rubbish, tree debris from the yard, that if not done would damage the Contractor's equipment.

Whether stand alone or in association with grass cutting, the Contractor may only remove what meets the Town ordinance's definition of trash, rubbish, and/or debris, and what Town staff has specifically identified as trash, rubbish, or debris.

When any trash, rubbish, or debris is cleaned from the property, the Contractor will either bag the trash or put the debris in bundles and sit by the curb of the property for the Town's trash collector to pick up for disposal.

If no Town receptacles are on site, or if the trash and debris is of an amount that is too much for standard Town trash collection, the Contractor must properly dispose of the trash and debris off-site.

Contract Time Period

This contract is good for the period of May 1, 2021, through April 30, 2022. The Town reserves the right to renew this contract in one-year terms, not to exceed a total of two additional years, at a price agreed to by the Contractor and the Town.

Termination of Contract

The Town reserves the right to terminate this contract upon thirty (30) days notice to the Contractor.

Availability of Funds

It is understood and agreed between the parties that the Town of Farmville shall be bound hereunder only to the extent of the funds available, or which may hereafter become available, for the purpose of this agreement.

Choice of Law and Venue

Any disputes under a resulting contract, that cannot be resolved between the Town and the Contractor, must be resolved in the Circuit Court of the County of Prince Edward. Any resulting contract shall be governed by the laws of the Commonwealth of Virginia.

Contractor's Requirements (If awarded this contract)

A. Insurance Requirements – The Contractor must have insurance.

The Contractor shall purchase and maintain in force, at his own expense, such insurance as will protect him and the Town from claims which may arise out of or result from the Contractor's execution of the work, whether such execution be by himself, his employees, agents, subcontractors or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to fully protect the Town and the general public from any and all claims for injury and damage resulting by any actions on the part of the Contractor or his forces as enumerated above. The Contractor shall furnish an original Certificate of Insurance, naming the Town of Farmville as an additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail thirty (30) days written notice to the certificate holder. The Contractor shall furnish insurance in satisfactory limits and on forms and of companies which are acceptable to the Town's Attorney and/or Risk Management and shall require and show evidence of insurance coverage on behalf of any subcontractors (if applicable), before entering into any agreement to sublet any part of the work to be done under this Contract. The Contractor will provide a minimum of liability insurance as follows:

- Workmen's Compensation-- statutory limits.
- Contractor's liability covering all operations performed by the Contractor or any subcontractor with limits of not less than \$1,000,000 combined single limit. Sub-contractors are subject to the same limits and must submit certificates of insurance to this office. All certificates of insurance must name the Town of Farmville as additionally insured.
- Automobile liability insurance--all owned, non-owned and hired automobiles with same limits as in (A) above.

Certification of above insurance requirements will be required before the issuance of an award. Also required to be submitted with the insurance certificate is the complete address, phone number and contact person for the insurance company. The authorized agent signing on behalf of the insurance company must submit certification that they are a licensed agent to do business for the company within the Commonwealth of Virginia.

Certificate holder shall be listed as: Town of Farmville, 116 North Main Street, P. O. Drawer 368, Farmville, Virginia 23901.

B. Hold Harmless the Town (form to be provided if awarded this contract)

- The Contractor shall indemnify and save harmless the Town, its agents and employees from and against all claims, damages, injuries, losses to persons or to property and expenses including attorneys' fees, alleged to have been caused through the fault, omissions or negligence of the Contractor, its agents and employees, in the performance of any part of the work herein. Contractor shall be responsible to Town for the acts and omissions of all persons, firms or corporations directly or indirectly employed by the Contractor in connection with the work.
- In any and all claims against the Town, or any of its agents or employees, by any employee of the Contractor or anyone directly or indirectly employed by the Contractor, the indemnification obligation under paragraph (a) shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under Workmen's Compensation Act, disability benefit acts or other employee benefit acts. Insurance coverage specified in any part of this contract constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of Contractor under the terms of the contract.

C. Contractor must do the work under this contract under the following provisions:

- Provide a drug-free workplace for the Contractor's employees;
- Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use a controlled substance or marijuana is prohibited in the Contractor's workplace. The statement must also specify the actions that will be taken against employees for violations of such prohibition.
- State in all solicitations for advertisement for employees, placed by or on behalf of the Contractor, that the Contractor maintains a drug-free workplace.

D. Sub-Contracting of work

- Only employees of the Contractor shall perform all work under this contract. No work may be subcontracted without the written permission of the Town.

E. Professional manner

- The Contractor will act as an agent of the Town. All services are to be performed in a professional manner. Any contact with citizens should be in a professional and polite manner.

Proposal

Provide all materials, labor, equipment, fees, and insurance coverage for providing the below services, for those Town residents that have been cited for not following the Town’s ordinances regulating these areas of concern:

Grass cutting and trimming (All labor/material, priced per job):

Lawn Mower (1/2 acre or less)	\$ _____	Lump Sum
Lawn Mower (1/2 acre or more)	\$ _____	Lump Sum
Multiple cuts/Bush Hog, due to height of grass	\$ _____	Lump Sum

Cleaning yard of trash, rubbish and or debris (all labor/material, priced per job):

Removal on site, using Town trash collection (Placing at Curb for City Trash Pickup, every Wednesday)	\$ _____	Lump Sum
Removal off-site, including proper disposal	\$ _____	Lump Sum

References: Please list major clients that you perform grass cutting and trimming for:

Name of Client _____

Contact Person _____

Telephone number _____

Email _____

Name of Client _____

Contact Person _____

Telephone number _____

Email _____

Request for Quote

March 30, 2021

Name of Client _____

Contact Person _____

Telephone number _____

Email _____

Name of Client _____

Contact Person _____

Telephone number _____

Email _____

SUBMITTED BY:

Name of Bidding Company _____

Contact _____

Address _____

Office number _____

Cell Number _____

Email Address _____