Request for Quote

March 5, 2019

Grass Cutting Services Contract

RFQ No. 1084

Due Date

March 28, 2019

4:00 PM EST

Rivanna Water & Sewer Authority
695 Moores Creek Lane, Charlottesville, Virginia 22902-9016
Tel (434) 977-2970 | Fax (434) 293-8858

Request for Quote No. 1084

Grass Cutting Services Contract

BACKGROUND

Rivanna Water and Sewer Authority is a regional non-profit public corporation and political subdivision of the Commonwealth of Virginia, that supplies drinking water to and treats the sewage of the City of Charlottesville and certain areas of the County of Albemarle.

PURPOSE, SCOPE & QUOTE REQUIREMENTS

See attached document

REQUEST FOR QUOTE REPRESENTATIVE

All inquiries for information regarding this RFQ should be directed to:

David Tungate, Director of Operations
695 Moores Creek Lane, Charlottesville, VA 22902-9016
Telephone: (434) 977-2970, email: dtungate@rivanna.org

DUE DATE:

RFQs will be received until **4:00 PM EST on March 28, 2019.** RFQs received after the date and time will not be accepted. RFQs may be shipped, mailed or hand delivered to 695 Moores Creek Lane, Charlottesville, VA 22902-9016. Telephoned, emailed or faxed quotes will not be accepted.

RFQs must be clearly labeled with the following information:

RFQ No. 1084

Title: Grass Cutting Services Contract

RFQ Due Date: March 28, 2019

From: Name of Firm submitting RFQ

General Purchase Order Provisions

1. The Authority reserves the right to withhold payment of invoices until merchandise is received and accepted and does not waive right to deduct cash discount where applicable.
2. All prices, unless otherwise specified, should be FOB Destination - Freight Prepaid and Allowed. If shipping charges are added to the invoice the original Bill of Lading shall accompany invoice. All charges are to be prepaid.
3. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice, or material, whichever is the later.
4. Separate invoices are required for each order and each shipment. All copies shall be forwarded directly to invoice address shown. Purchase Order number shall be shown by Vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
5. Rejected supplies will be returned at Vendor's expense. The Authority's count is final and conclusive.
6. Vendor warrants that merchandise is free and clear of all liens and encumbrances, and that the sale of merchandise does not infringe on any patents, copyrights or trademarks. The Vendor further warrants that all goods and services furnished shall conform in all respects with the terms of this order, including any drawings, specifications or standards incorporated herein and that they are suitable and will perform in accordance with the purposes for which they were intended.
7. Acceptance of this order shall be limited to the terms and conditions contained herein and incorporated herein by reference. This order shall be deemed accepted upon the return of the acknowledgment of this order or the commencement of performance by Vendor, except in the event that this order was placed by the Authority in acceptance Vendor's quote, bid or proposal in which case the order is deemed accepted by both parties upon issuance of the order by the Authority. The Authority rejects any additional or inconsistent terms and conditions offered by Vendor at any time and irrespective of Authority's acceptance of or payment for Vendor's items or services. These terms and conditions constitute the entire agreement between the parties and no change to or modification of this order shall be binding upon Authority unless signed by an authorized representative of Authority's purchasing office.
8. Authority reserves the right to terminate this order, in whole or in part, for default or convenience with written notice at least 15 days prior to effective date of cancellation. Any such termination will be without liability to Authority except for completed items delivered and accepted by Authority, payment for which can be set off against any damages to Authority. Authority may require Vendor to transfer-title and deliver to Authority any or all property produced or procured by Vendor for performance of the work terminated and Vendor shall be credited with the reasonable value thereof not to exceed Vendor's cost.
9. In case of failure to deliver the goods or products in accordance with the contract terms and conditions, the Authority, after due oral and written notice, may procure the goods or products from other sources and hold the Vendor responsible for any resulting additional purchase and administrative costs.
10. The Authority shall have sole rights of ownership to any product, idea or property resulting from the performance of this contract unless otherwise agreed to in writing by both parties.
11. Neither party shall be in default for any delay or failure to perform hereunder due to causes beyond its control and without its fault or negligence, provided that any delay or failure to perform caused by the default of a supplier of the Vendor is beyond the control of both Vendor and such supplier and without the fault or negligence of either and the items to be furnished are not obtainable from other sources in sufficient time to permit Vendor to meet the delivery schedule; and provide further, that Vendor furnishes prompt written notice to Authority of the occurrence of any such cause which will or may delay Vendor's performance.
12. Whenever Vendor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this order, Vendor shall immediately give notice thereof, including all relevant information with respect thereto, to Authority. Vendor agrees to insert the substance of this clause, including this sentence, in any purchase order to subcontract hereunder.
13. The Vendor shall agree to indemnify and save harmless the Authority and all of its officers, agents, and employees from all suits, actions or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property by or from the Vendor or by or in consequence of any neglect in safeguarding the work, or through the use of unacceptable materials in the construction of improvements, or by or on account of any act or omission, neglect, misconduct or negligence of the Vendor.

14. The rights and remedies of the Authority set forth herein shall be in addition to any other rights and remedies provided in law or equity and the failure or delay by Authority to exercise any rights or remedies under this order shall not operate as a general waiver thereof.
15. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia and of the United States of America. The Vendor shall comply with applicable federal, state and local laws and regulations.
16. The Vendor certifies that it does 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.
17. Vendors providing goods to the Authority under this order herewith assure the Authority that they are conforming to the provision of the Civil Rights Act of 1964 as amended, as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable.
18. The Authority is exempt from provisions of Virginia Sales and Use Taxes and Federal Excise Taxes.
19. The Contract is governed by the applicable provisions of the Rivanna Water & Sewer Authority Purchasing Procedures, as amended.
20. It is expressly agreed that nothing under the Contract shall be subject to arbitration, and any references to arbitration are expressly deleted from the Contract Documents.
21. During the performance of this contract, the Vendor agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Also, the Vendor, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, will state that it is an equal opportunity employer.
22. During the performance of this contract the Vendor agrees as follows: (i) to provide a drug-free workplace for the Vendor's employees; (ii) to post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Vendor that the Vendor maintains a drug-free workplace. For the purposes of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with the contract awarded to a Vendor in accordance with this procurement transaction, where the Vendor's employees are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract. 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.
23. The Authority does not discriminate against faith-based organizations.
24. The Authority shall have the right at any time by written notice via P.O. Change Order to Vendor to make changes in the specifications, the quantity of items called for, delivery schedules, and requirements covering testing, packaging, or destination. Any claim by Vendor for adjustment under this clause shall be deemed waived unless made in writing within (10) days after receipt by Vendor of notice of such change. Price increases or extensions of time for delivery shall not be binding on the Authority unless evidenced by a P.O. Change Order issued by the Authority's Purchasing Agent.
25. The Authority may delay delivery or acceptance occasioned by causes beyond its control. Vendor shall hold such materials, equipment, supplies, services and or installations at the direction of the Authority and shall deliver them when the cause affecting the delay has been removed. The Authority shall be responsible only for Vendor's direct additional costs in holding the goods or delaying performance of this P.O. at the Authority's request. Vendor shall also be excused if delivery is delayed by unforeseen events beyond its reasonable control, provided Vendor notifies the Authority as soon as they occur. The Authority may cancel this P.O. if such delay exceeds thirty (30) days from the original delivery date. Vendor shall use its best efforts to grant preference to this P.O. over those of other customers which were placed after this P.O.
26. To the extent required by the Commonwealth of Virginia (*see e.g.* 54.1-1100 *et seq.* of the Code of Virginia) or the County of Albemarle, the Vendor shall be duly licensed to perform the services required to be delivered pursuant to this Contract.

Request for Quote No. 1084

Grass Cutting Service Contract

March 5, 2019

Purpose, Scope & Quote Requirements

A. SCOPE

Rivanna Water & Sewer Authority (RWSA) wishes to secure a 12-month contract (purchase order) for grass cutting services for water treatment facilities located in the Crozet, North Garden, Scottsville and Charlottesville Urban areas. The selected contractor shall furnish all labor, tools, vehicles, supplies and equipment required to perform the services described hereunder.

B. PERIOD OF CONTRACT

The contract award shall be for a term of 12-months beginning May 1, 2019 and ending April 30, 2020. At the end of the term, the contract may be renewed for an additional (2) two 12-month terms with the mutual consent of RWSA and the Contractor.

C. ESTIMATED REQUIREMENTS

The services requested in this Request for Quote are good faith projections of requirements and are given for the information of the potential contractor and for the purpose of quote evaluation. They do not indicate the precise days of service that will be required. Actual service needs may be more or less than estimates depending on the amount of rainfall and other weather conditions during the contract period.

D. SPECIFICATIONS

The contract is to include grounds maintenance services for the mowing and line/string trimming of sites operated by RWSA. The sites include (5) five water treatment plants (WTP), (1) one well site, and 11 water storage tank lots. Additional sites may be added to the contract on an as needed basis with the mutual consent of RWSA and the Contractor.

The Contractor will mow all grassed areas on RWSA property, mainly inside fence lines. Discharge from all mowers will be directed away from open tanks, buildings, equipment, parked cars, etc. All areas along the road curbing, sidewalks, tank structures, buildings, guardrails, fences, steps, light poles, bollards, generators, signs, vaults, around trees and equipment will be line/string trimmed. All clippings will be blown off all sidewalks, roadways, generators, concrete pads, and any other place they may be found.

Water treatment plants located within each service area are anticipated to require (2) two to (4) four cuttings per month during the growing season, but frequency is dependent upon rainfall and at the discretion of RWSA *(with the exception of the Scottsville WTP which will be on an as needed basis)*. Water treatment plant cuttings must be performed within (3) three days from the date when a cutting request is made. Cutting requests will be made by the RWSA Department Manager or Assistant Manager.

Water storage tank lots located within each service area are anticipated to require (2) two to four cuttings per month during the growing season, but frequency is dependent upon rainfall and at the discretion of RWSA (with the exception of the Scottsville WTP, which will be on an as needed basis). Water storage tank lot cuttings must be performed within (3) three days from the date when a cutting request is made. Cutting requests will be made by the RWSA Department Manager or Assistant Manager.

All quotes must be submitted using the attached Request for Quote form. List any other associated costs or fees in the designated areas on the quote form.

E. SERVICE LOCATIONS AND CUTTING INSTRUCTIONS

For a better idea of the service areas and the locations to be mowed, see web based aerial photos by using Google Maps, etc.

1. Crozet Area
    a. Buck Mountain Storage Tank: 1645 Beaver Creek Mountain Road, Crozet, VA 22932
    b. Crozet WTP: 4673 Three Notched Road, Crozet, VA 22932

        Plant property with frontage on Route 240 along sedimentation basins and south to fence line. Includes sludge lagoons across 240 which may be maintained by line trimmer. Includes the raw pump station at the Beaver Creek Reservoir and the area around electric meter on pole.

    c. Crozet Ground Storage Tank: 4685 Three Notched Road Crozet, VA 22932
2. North Garden
    a. Red Hill Community Water System: 2885 Monacan Trail, North Garden, VA 22959
3. Scottsville Area (as needed)
    a. Scottsville Storage Tank: 421 James River Road, Scottsville, VA 24590
    b. Scottsville WTP: 663 James River Road, Scottsville, VA 24590

        Includes areas around the plant along James River Road, the sludge lagoons behind the plant, the steps to the discharge valves, the area around the valves and a 20’ wide access path to the raw water pump station.

    c. Scottsville 795 Storage Tank: 996 Holly Road, Scottsville, VA 24590
4. Charlottesville Urban Area
    a. Avon Storage Tank: 1737 Avon Street Extended, Charlottesville, VA 22902
    b. Lewis Mountain Storage Tank: 299 Colonnade Drive, Charlottesville, VA
    c. North Rivanna WTP: 230 Saint Ives Road, Charlottesville, VA 22911

        Includes the field alongside the sedimentation basins to the tree line by the river, between the WTP and the raw pump station, raw pump station lot and lagoon area.

d. Observatory Storage Tank: 2715 Fontaine Avenue Extended, Charlottesville, VA 22903

e. Observatory WTP: 585 McCormick Road, Charlottesville, VA 22903

   Includes the WTP grounds inside the fenced area as directed, includes grass cutting and weed trimming at:

   1) Alderman Road Pump Station: 550 Alderman Road, Charlottesville, VA 22903
   2) Royal Pump Station: 2599 Stadium Road, Charlottesville, VA 22903
   3) Stadium Road Pump Station: 2015 Stadium Road, Charlottesville, VA 22903

f. Pantops Storage Tank: 1962 Tremont Road, Charlottesville, VA 22911

g. Piney Mountain Storage Tank: 5175 Piney Mountain Road, Charlottesville, VA 22911

h. South Rivanna WTP: 2385 Woodburn Road Charlottesville, VA 22901

   Includes the WTP grounds, raw pump station, includes the connecting roads to the raw pump station, the hydro plant and the Woodburn elevated tank lot on Woodburn Road.

i. Stillhouse Storage Tank: 2710 Barracks Road, Charlottesville, VA 22901

F. ADHERENCE TO SPECIFICATIONS

Any and all deviations shall be stated on the returned quote. Unless stated by the Contractor, RWSA shall assume that all requirements will be met and shall hold the Contractor to each and every part of the specifications.

G. INSURANCE REQUIREMENTS

All insurance required by the Contract Documents must be purchased and maintained by the Owner or Contractor and shall be obtained from insurance companies that are duly licensed in Virginia. The Contractor shall deliver to RWSA a copy of the Certificate of Insurance and endorsements with the Contractor is required to maintain along with a "paid" invoice or letter from the Contractor's insurance company.

The limits of liability for the insurance shall provide coverage for not less than the following:

- Workers Compensation, State: Statutory required
- Contractor's General Liability: General Aggregate $1,000,000.00
- Automobile Liability: Each accident $1,000,000.00

H. PURCHASE ORDER(S)

A blanket purchase order covering the contract term for each service area listed on the quote will be issued as the award of contract.

I. INVOICING & PAYMENT FOR SERVICES

All invoices are to be submitted to RWSA by the end of each month. Payments are issued on or about the 10th and 25th of each month. Submitted invoices must include a Purchase Order number, dates of service

and facilities cut. Submit all invoices to: Accounts Payable, Rivanna Water & Sewer Authority, 695 Moores Creek Lane, Charlottesville, VA 22902-9016.

J. GUARANTEE

If service is found to consistently not meet our expectations or to be of such low quality of work, RWSA will have the right to cancel the awarded contract.

K. CONTRACT AWARD

The RWSA Purchasing Agent intends to award a contract through a purchase order. The Contractor may choose to bid on individual service areas, or all service areas as listed in items D. and E. of this document. However, RWSA reserves the right to award in total. Locations listed under each service area may not be separated. All quotes must include all other costs associated with the services requested. RWSA expects all such costs to be included in the unit quote price per location.

L. RESPONSE TIME

The RWSA Department Manager or Assistant Manager will contact the Contractor to schedule cuttings. The Contractor will have (3) three days from date of request to perform cutting at locations in service area(s) for which a contract has been issued.

M. INTERPRETATION OF QUOTATION

Any questions pertaining to this request for quote should be directed to:

David Tungate, Director of Operations
Rivanna Water & Sewer Authority
695 Moores Creek Lane
Charlottesville, VA 22902-9016
Telephone: (434) 977-2970

N. DUE DATE

Quotes must be received by 4:00 p.m. EST March 28, 2019 at the Rivanna Water & Sewer Authority, Administration Building, 2nd Floor, Moores Creek Advanced Water Resource Recovery Facility, 695 Moores Creek Lane, Charlottesville, VA 22902-9016.

O. ADA REASONABLE CLAUSE

If you need any reasonable accommodations in order to participate in this procurement, please contact RWSA at (434) 977-2970, ext. 0 to make arrangements.

P. NON-DISCRIMINATION

RWSA does not discriminate on the basis of race, religion, color, sex, national origin, age or disability, or against faith-based organizations as defined under the Virginia Public Procurement Act (VPPA) on the basis of such organization's religious or charitable character.

REQUEST FOR QUOTE SUBMITTAL FORM

695 Moores Creek Lane
Charlottesville, VA 22902
(434) 977-2970 | T
(434) 293-8858 | F

RIVANNA WATER & SEWER AUTHORITY

QUOTE NO.	1084

SERVICES:	Grass Cutting Services Contract

Quotes to furnish pricing based on the attached specifications will be received at the Office of the Purchasing Agent, Rivanna Water & Sewer Authority, 695 Moores Creek Lane, Charlottesville, VA 22902-9016 until 4:00 pm EST Thursday, March 28, 2019.

Contractors may quote prices on individual or all Service Areas. Locations listed under each Service Area may not be quoted separately. Ensure location unit price quoted includes all costs (cost per cutting and other costs).

BUSINESS NAME	ADDRESS	CITY	STATE	ZIP CODE

CONTACT NAME	TITLE	OFFICE No.	FAX No.	MOBILE No.

EMAIL ADDRESS	BUSINESS WEBSITE

CHARLOTTESVILLE URBAN SERVICE AREA

LOCATION	Cost Per Cut		Other Costs		Unit Price	Comments/Explanation
a. Avon Storage Tank	$ _____	+	$ _____	=	$ _____	_____
b. Lewis Mountain Storage Tank	$ _____	+	$ _____	=	$ _____	_____
c. North Rivanna WTP	$ _____	+	$ _____	=	$ _____	_____
d. Observatory Storage Tank	$ _____	+	$ _____	=	$ _____	_____
e. Observatory WTP	$ _____	+	$ _____	=	$ _____	_____
f. Pantops Storage Tank	$ _____	+	$ _____	=	$ _____	_____
g. Piney Mountain Storage Tank	$ _____	+	$ _____	=	$ _____	_____
h. South Rivanna WTP	$ _____	+	$ _____	=	$ _____	_____
i. Stillhouse Storage Tank	$ _____	+	$ _____	=	$ _____	_____
	CHARLOTTESVILLE URBAN SERVICE AREA TOTAL				**$**	

CROZET SERVICE AREA

LOCATION	Cost Per Cut		Other Costs		Unit Price	Comments/Explanation
a. Buck Mountain Tank	$ _____	+	$ _____	=	$ _____	_____
b. Crozet WTP	$ _____	+	$ _____	=	$ _____	_____
c. Crozet Ground Storage Tank	$ _____	+	$ _____	=	$ _____	_____

CROZET SERVICE AREA TOTAL **$** _____

NORTH GARDEN SERVICE AREA

LOCATION	Cost Per Cut		Other Costs		Unit Price	Comments/Explanation
a. Red Hill Community Water Supply	$ _____	+	$ _____	=	$ _____	_____

NORTH GARDEN SERVICE AREA TOTAL **$** _____

SCOTTSVILLE SERVICE AREA (as needed)

LOCATION	Cost Per Cut		Other Costs		Unit Price	Comments/Explanation
a. Scottsville Storage Tank	$ _____	+	$ _____	=	$ _____	_____
b. Scottsville WTP (as needed)	$ _____	+	$ _____	=	$ _____	_____
c. Scottsville 795 Storage Tank	$ _____	+	$ _____	=	$ _____	_____

SCOTTSVILLE SERVICE AREA TOTAL **$** _____

ALL SERVICE AREAS GRAND TOTAL **$** _____

We submit the above prices which are guaranteed until: _____ Terms: _____

SIGNATURE _____ PRINTED NAME _____ TITLE _____ DATE _____