



Procurement

300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

January 27, 2025

Valley Landscaping Inc
Nathan Ramey
750 Den Hill Rd
Christiansburg, VA 24073

Dear Nathan,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-2203-2024
Commodity/Service: Grounds Maintenance Services
Renewal Period: 4/1/25 - 3/31/26
Renewal #: (1 of 4) one-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by ASAP.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.


In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely,

Chad Dalton
Systems and Contracts Lead
(540) 231-9129

Valley Landscaping Inc **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  Date: 1/27/2025
Name: Nathan Ramey Title: Director of Landscape Maintenance
(please print)

We currently participate in the Wells One Program: _____

We would like to participate in the Wells One Program: _____

Approved: 
Assistant Director, Goods and Services

Date: 1/27/2025

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-2203-2024

This contract entered into this 1st day of April 2024 by Valley Landscaping dba Valley Landscaping, Inc hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide Grounds Maintenance Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From April 1, 2024 through March 31, 2025 with the option for four (4) one-year renewals.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 337312424 dated February 1, 2024, together with Addendum Number 1 To RFP dated February 9, 2024, the proposal submitted by the Contractor dated February 14, 2024, the negotiation summary and Exhibit A – Primary Award Price Schedule. all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and

admissibility
ds
MR / ACS
(initials)

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By: Nathan Ramey
BD9BC730FCC84EA...

(Signature)
Nathan Ramey Director of Landscape Maintenance
Name and Title

Virginia Tech
By: Adam Smith
E6B827C6BAF742F...

Adam Smith
Associate Director for Capital Construction



Request for Proposal # 337312424

For

Grounds Maintenance Services

February 1, 2024

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP # 337312424, Grounds Maintenance Services

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until February 14, 2024 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Mary Seyler, Phone: (540) 231-3813 e-mail: mseyler@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 4:00PM on February 6, 2024. Inquiries must be submitted to the procurement officer identified in this solicitation.

SITE VISITS: Site visits may be arranged by contacting Matt Gart at gartm@vt.edu. Virginia Tech cannot provide GIS mapping information so a site visit is highly recommended.

PROPOSAL SUBMISSION:

***Please note, proposal submission procedures have changed effective March 2023.**

Proposals may NOT be hand delivered to the Procurement Office.

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

Proposals must be submitted electronically at:

<https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Vendors will need to sign up through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu. It is recommended to use Chrome as your browser.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 50MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE: _____ Date: _____

[INCLUDE THIS PAGE]

I. PURPOSE:

This Request for Proposal (RFP) seeks to solicit proposals to establish a contract through competitive negotiations for Grounds Maintenance Services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 38,000 students and manages a research portfolio of nearly \$513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Twelve (12) Blacksburg campus locations are being offered to commercial firms for grounds maintenance services. Services will be primarily mowing, trimming and leaf removal services. However additional grounds maintenance may be required. A map and description of each of the Twelve (12) locations is provided in Attachment D.

Offerors may submit proposals for any or all of the seven locations for grounds maintenance services, and may also submit a proposal for mulching on a campus-wide basis.

In addition to the twelve (12) locations identified in this solicitation, Virginia Tech may elect to add additional locations for similar services during the term of this contract. If this occurs, contract holders will be asked to provide a quotation for the new service area with the aim of adding the service to the most favorably priced contractor.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

The term of this contract is for 1 year(s), or as negotiated. There will be an option for four one-year renewals, or as negotiated.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the

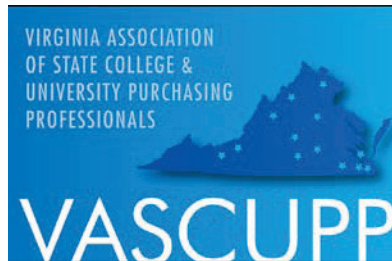
procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba.** *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <https://eva.virginia.gov/>, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

- A. General: Provide all equipment, materials and labor described in Attachment B – Statement of Work. All services to be provided in accordance with Attachment A – Terms and Conditions.
- B. Pricing: Offerors prices shall include all costs associated with providing the services described in Attachment B – Statement of Work. Offerors shall complete Attachment C - Price Schedule. Note that offerors are not required to submit pricing for all zones.
- C. Work Site Information: See Attachment D for Aerial photos of the work zones. The first page of this attachment shows an overview of all zones with the exception of the Brooks Center. The following pages show the service perimeter of each zone.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. A completed pricing sheet (Attachment C) for each location to be considered. Provide a statement regarding how you will propose pricing adjustments during renewal terms. Outline any additional costs or upcharges. Provide normal operating hours and describe what is identified as overtime. Provide any overtime rates.
2. Three business references for whom your firm has been providing services similar in scope and size for at least two years. Provide contact information of individuals familiar with the work you are using as a reference.
3. Provide an overview statement of your firm and its experience in providing grounds maintenance services. Describe your plan for providing the services outlined in the Statement of Work including all machinery available and from what location you will be providing services. Outline your plan to supervise the work being performed and describe the quality control processes you will employ. Provide information and pricing for any other services you would like for the University to consider.
4. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>
5. The return of the Submission Instruction page and addenda, if any, signed and filled out as required.

D. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Virginia Tech online submission portal. Refer to page 2 for instructions.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent

disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	20
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	15
4. Cost (or Price)	30
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

IX. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

X. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XI. ADDENDUM:

Any ADDENDUM issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XII. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XIII. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XIV. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XV. CONTRACT ADMINISTRATION:

- A. Mary Seyler, Buyer, Procurement Department, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XVI. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Statement of Work
Attachment C - Pricing Schedule
Attachment D - Aerial Maps of Service Zones

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf

ADDITIONAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to the Virginia Tech online submission portal. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 50MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf
- 10. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 11. INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am 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 Virginia Tech.
- 12. INSURANCE:**
By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.
INSURANCE COVERAGES AND LIMITS REQUIRED:
A. Worker's Compensation - Statutory requirements and benefits.
B. Employers Liability - \$100,000.00
C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
D. Automobile Liability - \$500,000.00
E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.
F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
- 13. PRICE ESCALATION/DEESCALATION:** Price adjustments for changes in the contractor's price of materials, labor and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Contractor shall give not less than 30 days advance notice prior to the annual renewal of the contract of any desired price increase.

The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor and transportation. Documentation shall be supplied with the contractor's request for increase which will (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech, and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers. Failure by the contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Procurement Department may verify such change in price independently. The Virginia Tech Procurement Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Procurement Department determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Virginia Tech Procurement Department. The Virginia Tech Procurement Department will notify the contractor in writing of the effective date of any increase which is approved. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustments of the old contract prices.

"Across the Board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.

- 14. PROPOSAL/BID ACCEPTANCE PERIOD:** Any Proposal/Bid received in response to this solicitation shall be valid for (90) days. At the end of the (90) days the Proposal/Bid may be withdrawn at the written request of the offeror/bidder. If the Proposal/Bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- 15. PROPOSAL/BID PRICES:** Proposal/Bid shall be in the form of a firm unit price for each area of work during the contract period.
- 16. QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply at Proposal/Bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- 17. RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech upon written agreement of both parties for (one year)/(Four successive one year periods), under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- 18. RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech for a period of 1 year only under the terms and conditions of the original contract except as stated in A, B, C, & D below. Price increases may be negotiated only at the time of renewal. Written notice of Virginia Tech's intention to renew shall be given (approximately 90 days) prior to the expiration date of each contract period.
 - A. If Virginia Tech elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional year shall not exceed the contract prices of the original contract increased/decreased by no more than the percentage increase/ decrease of the All Items category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - B. If during the first one-year renewal Virginia Tech elects to exercise the option to renew the contract for the second additional one-year period, the contract price(s) for the second additional one-year period shall not exceed the contract price(s) of the first one-year renewal period increased/decreased by no more than the percentage increase/decrease of the All Items category of the CPI-W section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - C. If during the second one-year renewal Virginia Tech elects to exercise the option to renew the contract for the third additional one-year period, the contract price(s) for the third additional one-

year period shall not exceed the contract price(s) of the second one-year renewal period increased/decreased by no more than the percentage increase/decrease of the All Items category of the CPI-W section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- D. If during the third one-year renewal Virginia Tech elects to exercise the option to renew the contract for the fourth additional one-year period, the contract price(s) for the fourth additional one-year period shall not exceed the contract price(s) of the third one-year renewal period increased/decreased by no more than the percentage increase/decrease of the All Items category of the CPI-W section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- 19. SAFETY:** The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech's Environmental, Health and Safety Services (EHSS) web site at this URL <https://ehs.vt.edu/programs/occupational-safety/contractor-safety.html>. A copy of the publication may also be obtained by contacting EHS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.
- 20. SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- 21. WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's expense.

ATTACHMENT B

STATEMENT OF WORK

Equipment:

All equipment and power tools that comply with the latest rules of "The Virginia OSHA Standards for General Industry". The contractor shall maintain an active preventative maintenance program to prevent damage or injury to property and people. All equipment shall be maintained with a sharp cutting edge and shall be properly guarded to prevent injury or damage due to flying objects.

Mowing:

Mowing heights shall be set to produce a finished cut of a minimum height of 3.5 inches. Height will be adjusted to 4 inches in August. The direction of the cut shall be changed with each cutting. Deflection chutes shall be down at all times.

All mowing, edging, trimming and removal of debris, trash and litter shall be completed, from start to finish, within three days.

All grass trimmings and clippings shall be removed from all sign legs after the area is trimmed. All grass trimmings and clippings shall be removed from other areas when they detract from the appearance of the campus as directed by the Contract Administrator or designee.

Grass clippings shall not be discharged into mulched areas or outdoor equipment such as a/c units, generators, louvers, and vehicles. Grass clippings discharged improperly shall be cleaned by the Contractor.

The Contractor shall be responsible for picking up and disposing of any trash, small tree limbs debris. Removal shall be completed prior to mowing. Sidewalks. Steps and Walk-ways shall be kept clean of all grass, with clippings and debris removed same day as each area is completed.

Mowing operations may be conducted during weekdays when the grass is dry. Contractor may contact the Contract Administrator or designee to make arrangements for mowing on weekends, holidays or when the grass is wet.

The boundary line to determine the stopping place for mowing adjacent to wooded areas shall be the base of the trees in the wooded area. For example, the base of the trees shall be called the tree line and all mowing will stop in line with the line of site with the base of the trees.

Edging and Trimming:

Grass shall be trimmed around buildings, walkways, roadways, fences and other structures and objects so that grass encroachment does not exceed one inch.

String trimmers may be used on non-living edges such as mulched beds, walkways and roadways. String trimmers will not be used to trim up to living plants and trees.

Grass along mulch and pavement edges should be trimmed to mowing height - scalping grass to under 2" height is not acceptable

Leaf Collection:

Collect and remove all leaves within the designated area of service. Leaf service will be ordered scheduled by the Contract Administrator or designee.

Campus Wide Mulching:

Mulching services will involve spreading either dyed shredded hardwood mulch or wood chips. The depth can vary by location. Contractor will complete all cleanup that is associated with the mulching operation. Contractor may provide only labor with Virginia Tech making available the mulch at designated campus storage locations, or the Contractor may be asked to provide both labor and mulch. Mulch may be blown in the extent feasible, but some areas may require hand mulching. Mulching services will be ordered and scheduled by the Contract Administrator or designee.

Additional Services:

Trash Removal Services: Empty trash cans on the main Blacksburg campus from the hours of 6PM to 10PM on weekdays and 2PM to 10PM on weekends. Please provide hourly rates for this service as well as any costs associated with equipment rental to perform work.

Brush and Woody Debris Grinding: Contractor to provide all materials and labor to provide this service on an as needed basis

Bed Preparation and Weed Control: Please provide your firms recommended method(s) for providing these services, as well as pricing for all materials and labor.

Site Information:

See Attachment D aerial photos showing individual site photos where work will be performed and the perimeter of each zone. Offerors are encouraged to perform a site visit to view areas of work. Site visits can be coordinated with Matt Gart: email address gartm@vt.edu .

ATTACHMENT C

GROUNDS MAINTENANCE SERVICES PRICING SCHEDULE

SPECIAL PURPOSES HOUSING ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL FEES/CHARGES FOR THIS LOCATION:

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

ANAEROBE LAB/GLADE ROAD RESEARCH FACILITY ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL FEES/CHARGES FOR THIS LOCATION:

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

MINING AND MINERALS ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION: _____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

PRICE’S FORK RESEARCH CENTER ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION: _____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

MOORE HOUSE ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION: _____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

AQUATIC RESEARCH ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION: _____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

PLANTATION ROAD RESEARCH COMPLEX ("TIN CITY") ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
TOTAL FEES/CHARGES FOR THIS LOCATION:		_____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

BROOKS CENTER ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
TOTAL FEES/CHARGES FOR THIS LOCATION:		_____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

DRONE PARK ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION:

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

VA TECH ELECTRIC ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION:

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

CHICKEN HILL ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION: _____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

CRC AIRPORT ZONE:	<u>Cost per Occurrence</u>	<u>Total Pricing</u>
Cost for mowing and trimming fields in this location:	_____ x 32	_____
Cost for leaf collection and removal in this location:	_____ x 3	_____
Any additional fees or charges not included above: (Please describe in detail below what these charges include)	_____	_____
_____		_____
_____		_____
_____		_____
_____		_____

TOTAL FEES/CHARGES FOR THIS LOCATION: _____

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

<u>Mulching</u>	<u>Cost per Cubic Yard</u>	<u>Total Pricing</u>
1. Mulching cost for labor and mulch product to be applied <u>by hand</u> as stated:	_____ x 5	_____
2. Mulching cost for labor and mulch product to be applied <u>by blower</u> as stated:	_____ x 12	_____
3. Cost for labor only (product provided by Virginia Tech) for <u>hand</u> mulching:	_____ x 2	_____
4. Cost for labor only (product provided by Virginia Tech) for <u>blower applied</u> mulching:	_____ x 2	_____

TOTAL FEES/CHARGES FOR MULCHING:

** For purposes of comparison, total cost is determined by the number of occurrences listed in the table above.

ADDITIONAL SERVICES PRICING

Trash Removal Services:

- 1. Weekday hourly rate for campus wide trash removal services: \$_____ per hour
- 2. Weekend hourly rate for campus wide trash removal services: \$_____ per hour
- 3. Vehicle equipment rental if required to perform work: \$_____ per month

Brush and woody debris grinding:

- 1. Service to be provided on an as needed basis: \$_____ per cubic yard

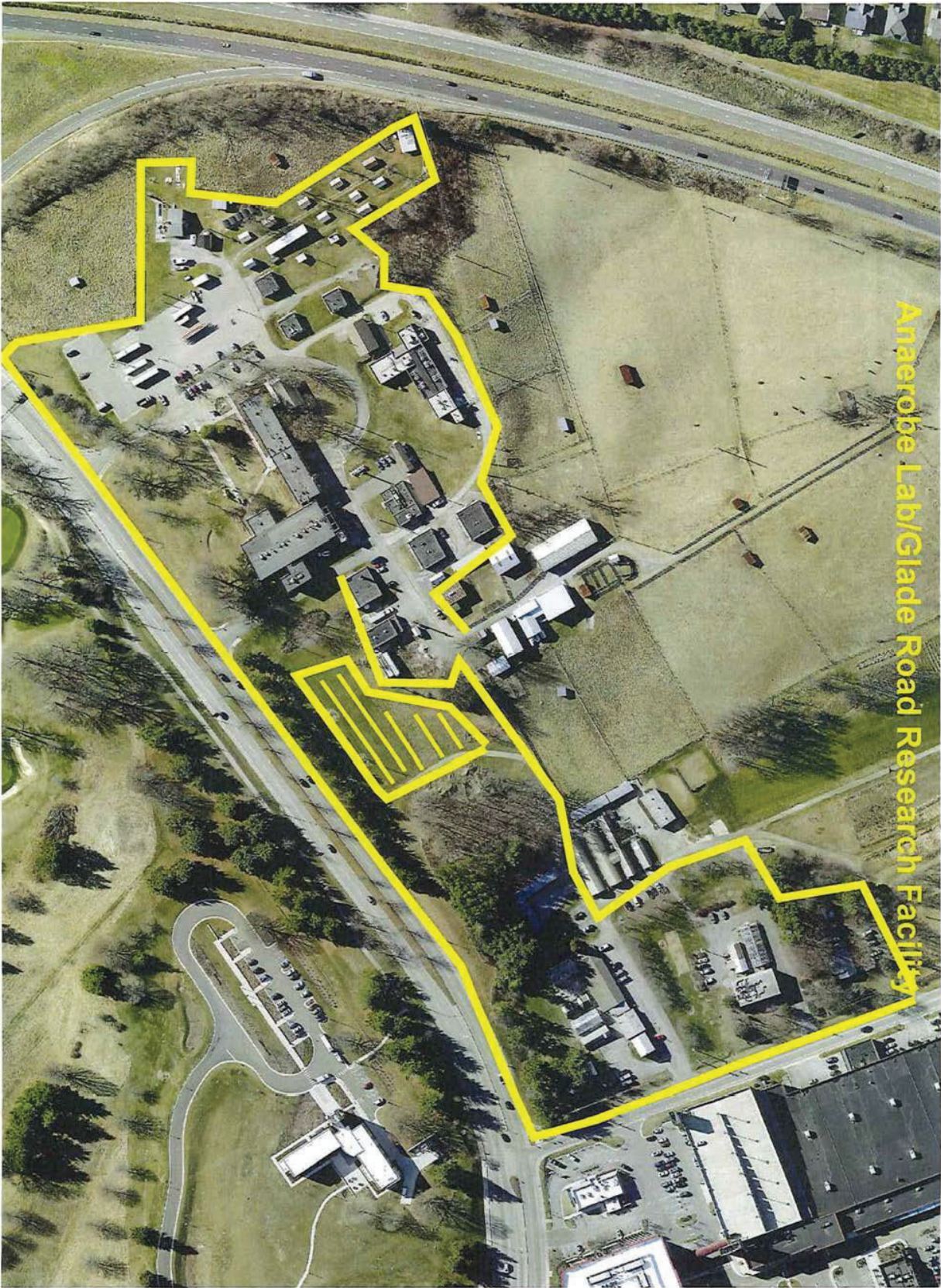
Bed Preparation and Weed Control:

- 1. Materials: Provide product name, unit and cost per unit _____
- 2. Labor: \$_____ per hour

ATTACHMENT D

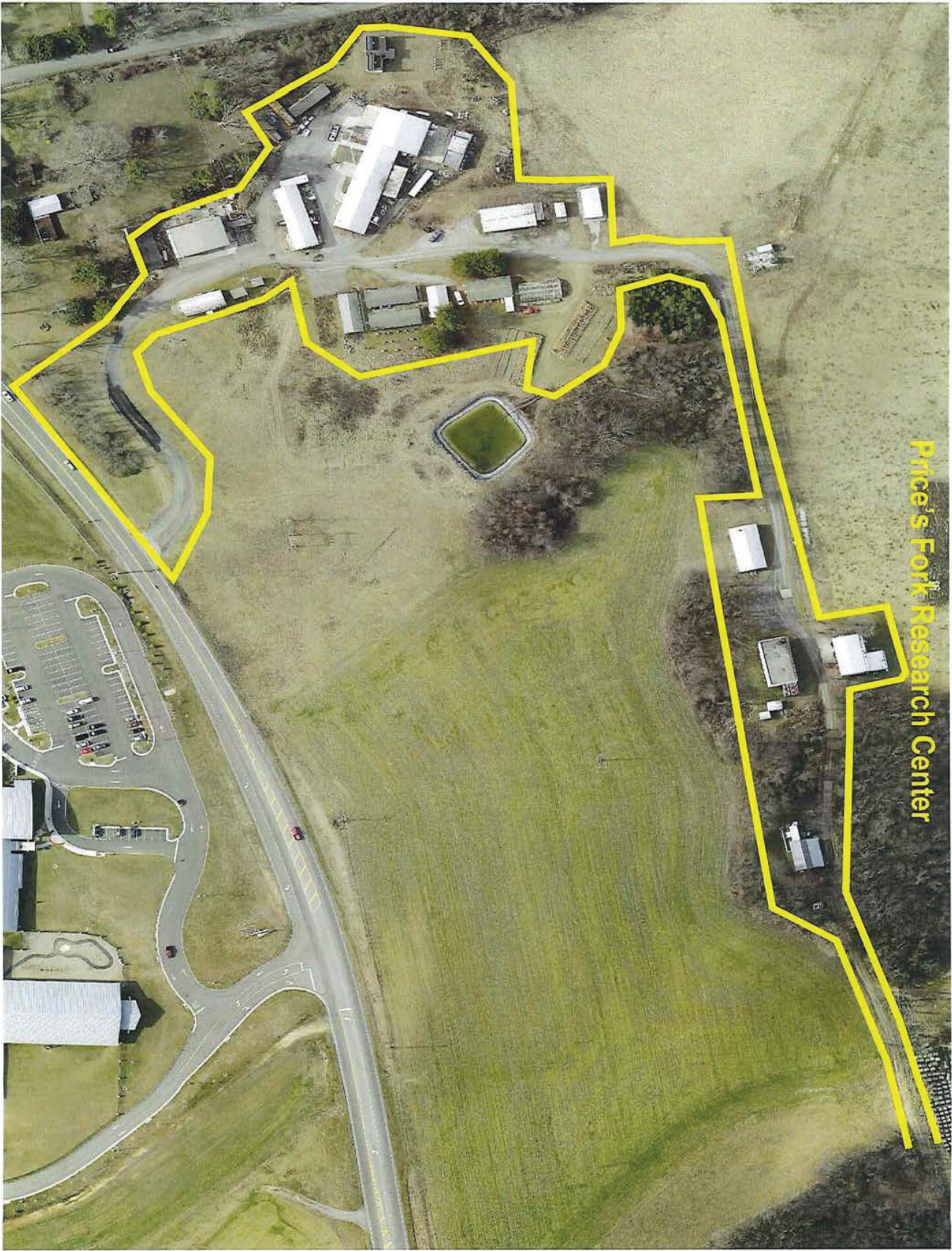
**AERIAL PHOTOS OF WORK ZONES
12 PAGES TO FOLLOW**





Anaerobe Lab/Glade Road Research Facility



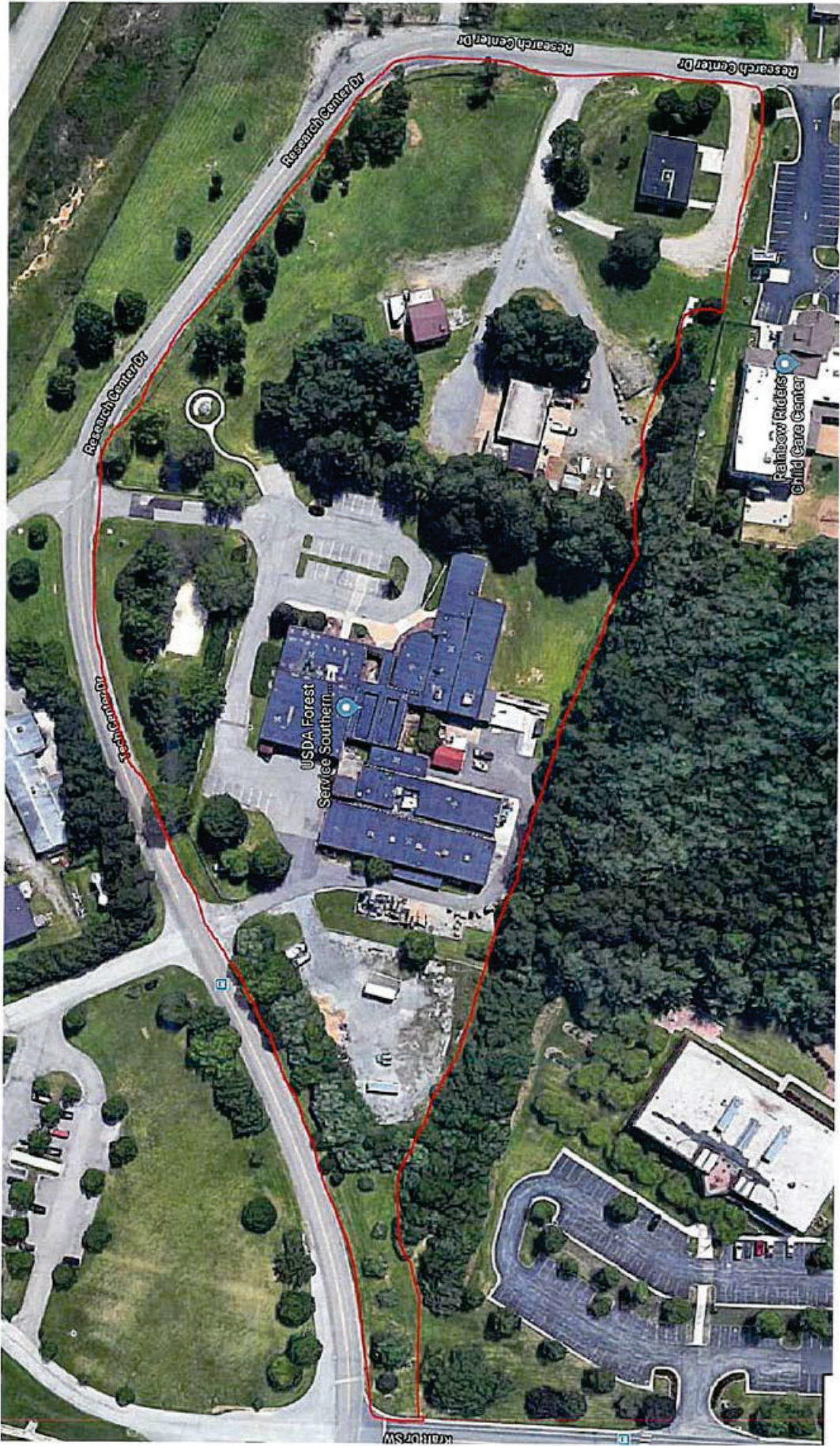






Aquatic Research

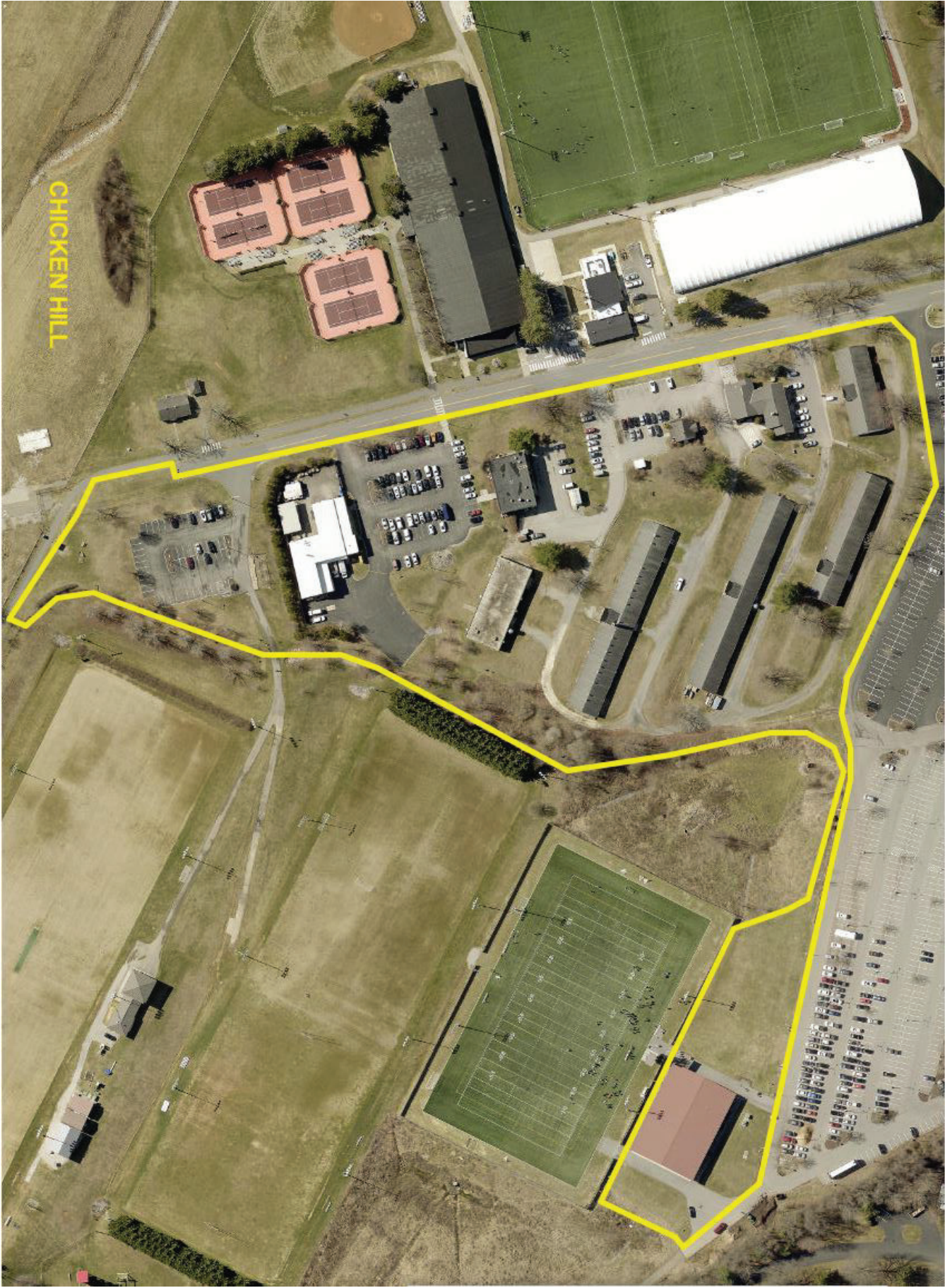




Brooks Center Zone









**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PROCUREMENT DEPARTMENT**

ADDENDUM NO. 1

DATE: February 9, 2024
TO: All Offerors
FROM: Mary Seyler, Contracting Officer
TOTAL PAGE(S): 1
SOLICITATION TITLE: Grounds Maintenance Services
SOLICITATION NUMBER: 337312424

I. CLARIFICATIONS AND ADDITIONAL INFORMATION

Proposal Due date and time remains February 14, 2024 at 3:00 PM.

All descriptions, Terms and Conditions remain the same.

II. REQUESTS FOR INFORMATION

1. Question: Can you provide price information about current or previous contract?

Virginia Tech Response: *Offerors may view current contracts and pricing by visiting <https://vascupp.org/> and searching "Grounds Maintenance Services". This will pull up the 2 current Virginia Tech contracts. Note: Some of the mowing zones in this RFP are new so pricing for these zones will not be on these current contracts. Zones not included in these current contracts are: Drone Park, VA Tech Electric, Chicken Hill and CRC/Airport.*

2. Question: Who is the current incumbent contractor?

Virginia Tech Response: *See response to question 1.*

3. Question: Is there a local vendor preference?

Virginia Tech Response: *Technically No. However, higher scores under Section VIII, A, #3 could potentially be given to vendors who are more local to Virginia Tech's Blacksburg campus.*

4. Question: Can you provide the current year spend for these services?

Virginia Tech Response: *Approximately \$64,000.*

5. Question: Are there any bonding requirements?

Virginia Tech Response: *No.*

6. Question: Is this a firm fixed price award or lowest responsible offeror?

Virginia Tech Response: *Please refer to Section VIII, A for proposal evaluation criteria.*

ATTACHMENT C

GROUNDS MAINTENANCE SERVICES PRICING SCHEDULE

SPECIAL PURPOSES HOUSING ZONE:
Cost per Occurrence
Total Pricing

Cost for mowing and trimming fields in this location:

\$1,132.⁰⁰ x 32 \$36,224.⁰⁰

Cost for leaf collection and removal in this location:

\$2,000.⁰⁰ x 3 \$6,000.⁰⁰

 Any additional fees or charges not included above:
 (Please describe in detail below what these charges include)

TOTAL FEES/CHARGES FOR THIS LOCATION:
\$42,224.⁰⁰

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

ANAEROBE LAB/GLADE ROAD RESEARCH FACILITY ZONE:
Cost per Occurrence
Total Pricing

Cost for mowing and trimming fields in this location:

\$456.⁰⁰ x 32 \$14,592.⁰⁰

Cost for leaf collection and removal in this location:

\$800.⁰⁰ x 3 \$2,400.⁰⁰

 Any additional fees or charges not included above:
 (Please describe in detail below what these charges include)

TOTAL FEES/CHARGES FOR THIS LOCATION:
\$16,992.⁰⁰

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

MINING AND MINERALS ZONE:**Cost per Occurrence****Total Pricing**

Cost for mowing and trimming fields in this location:

\$ 48.00

x 32

\$ 1,536.00

Cost for leaf collection and removal in this location:

\$ 114.00

x 3

\$ 342.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)**TOTAL FEES/CHARGES FOR THIS LOCATION:**\$ 1,878.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

PRICE'S FORK RESEARCH CENTER ZONE:**Cost per Occurrence****Total Pricing**

Cost for mowing and trimming fields in this location:

\$ 114.00

x 32

\$ 3,648.00

Cost for leaf collection and removal in this location:

\$ 114.00

x 3

\$ 342.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)**TOTAL FEES/CHARGES FOR THIS LOCATION:**\$ 3,990.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

MOORE HOUSE ZONE:Cost per OccurrenceTotal Pricing

Cost for mowing and trimming fields in this location:

\$ 57.00 x 32 \$ 1,824.00

Cost for leaf collection and removal in this location:

\$ 228.00 x 3 \$ 684.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)**TOTAL FEES/CHARGES FOR THIS LOCATION:**\$ 2,508.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

AQUATIC RESEARCH ZONE:Cost per OccurrenceTotal Pricing

Cost for mowing and trimming fields in this location:

\$ 147.00 x 32 \$ 4,704.00

Cost for leaf collection and removal in this location:

\$ 160.00 x 3 \$ 480.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)**TOTAL FEES/CHARGES FOR THIS LOCATION:**\$ 5,184.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

**PLANTATION ROAD RESEARCH COMPLEX
("TIN CITY") ZONE:**

Cost for mowing and trimming fields in this location:

Cost per Occurrence\$ 424.00

x 32

Total Pricing\$ 13,568.00

Cost for leaf collection and removal in this location:

\$ 200.00

x 3

\$ 600.00

Any additional fees or charges not included above:

(Please describe in detail below what these charges include)

TOTAL FEES/CHARGES FOR THIS LOCATION:\$ 14,168.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

BROOKS CENTER ZONE:

Cost for mowing and trimming fields in this location:

Cost per Occurrence\$ 304.00

x 32

Total Pricing\$ 9,728.00

Cost for leaf collection and removal in this location:

\$ 380.00

x 3

\$ 1,140.00

Any additional fees or charges not included above:

(Please describe in detail below what these charges include)

TOTAL FEES/CHARGES FOR THIS LOCATION:\$ 10,868.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

DRONE PARK ZONE:**Cost per Occurrence****Total Pricing**

Cost for mowing and trimming fields in this location:

\$ 95.00

x 32

\$ 3,040.00

Cost for leaf collection and removal in this location:

\$ 76.00

x 3

\$ 228.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)

TOTAL FEES/CHARGES FOR THIS LOCATION:\$ 3,268.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

VA TECH ELECTRIC ZONE:**Cost per Occurrence****Total Pricing**

Cost for mowing and trimming fields in this location:

\$ 171.00

x 32

\$ 5,472.00

Cost for leaf collection and removal in this location:

\$ 380.00

x 3

\$ 1,140.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)

TOTAL FEES/CHARGES FOR THIS LOCATION:\$ 6,612.00

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

CHICKEN HILL ZONE:**Cost per Occurrence****Total Pricing**

Cost for mowing and trimming fields in this location:

\$ 380.00

x 32

\$ 12,160.00

Cost for leaf collection and removal in this location:

\$ 300.00

x 3

\$ 900.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)**TOTAL FEES/CHARGES FOR THIS LOCATION:**\$ 13,060

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

CRC AIRPORT ZONE:**Cost per Occurrence****Total Pricing**

Cost for mowing and trimming fields in this location:

\$ 95.00

x 32

\$ 3,040.00

Cost for leaf collection and removal in this location:

\$ 76.00

x 3

\$ 228.00Any additional fees or charges not included above:
(Please describe in detail below what these charges include)**TOTAL FEES/CHARGES FOR THIS LOCATION:**\$ 3,268

** For purposes of comparison, total cost is determined by 32 occurrences of mowing/trimming and 3 occurrences of leaf removal.

<u>Mulching</u>	<u>Cost per Cubic Yard</u>	<u>Total Pricing</u>
1. Mulching cost for labor and mulch product to be applied <u>by hand</u> as stated:	<u>\$66.00</u>	x 5 <u>\$330.00</u>
2. Mulching cost for labor and mulch product to be applied <u>by blower</u> as stated:	<u>\$66.00</u>	x 12 <u>\$792.00</u>
3. Cost for labor only (product provided by Virginia Tech) for <u>hand</u> mulching:	<u>\$40.00</u>	x 2 <u>\$80.00</u>
4. Cost for labor only (product provided by Virginia Tech) for <u>blower applied</u> mulching:	<u>\$48.00</u>	x 2 <u>\$96.00</u>
TOTAL FEES/CHARGES FOR MULCHING:		<u>\$1,298.00</u>

** For purposes of comparison, total cost is determined by the number of occurrences listed in the table above.

ADDITIONAL SERVICES PRICING

Trash Removal Services:

1. Weekday hourly rate for campus wide trash removal services: \$ 40.00 per hour
2. Weekend hourly rate for campus wide trash removal services: \$ 48.50 per hour
3. Vehicle equipment rental if required to perform work: \$ 1,100.00 per month

Brush and woody debris grinding:

1. Service to be provided on an as needed basis: \$ 8.50 per cubic yard / BRUSH
\$17.00 chunk wood & stump

Bed Preparation and Weed Control:

1. Materials: Provide product name, unit and cost per unit Pre-emergent Snapshot
\$5.00/lb
2. Labor: \$ 40.00 per hour
Post Emergent - Glyphosate
\$2.00/gal

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

1. Provide a statement regarding how you will propose pricing adjustments during renewal terms. Outline any additional costs or upcharges. Provide normal operating hours and describe what is identified as overtime. Provide any overtime rates.

Pricing Adjustments

Pricing adjustments during renewal terms will be given in advance written notice if of any increase for the upcoming renewal year not to exceed 3% or the percentage that Virginia Tech has mandated as a maximum increase, whichever of the two are less. In an effort to provide the most affordable pricing possible, crews will be monitored weekly to ensure budgeted times of onsite work are met while maintaining the high-quality level of work Virginia Tech and Valley Landscaping holds as a standard. With our focus on efficiency of our crews, equipment and scheduling our goal is to maintain the contract at the primary projected price level listed unless large rises in inflation arise forcing us to renegotiate renewal terms up to the percentage as stated.

All costs for labor and materials are considered in pricing listed and foresee no other upcharges nor additional cost.

Hours of operation are Monday-Friday 7:00am-5:00pm. There are no additional overtime rates within regular contract maintenance work. Specific work scheduled outside of regular operating hours such as weekend trash removal has been priced accordingly. If there are one off jobs that are to be bid throughout the year that require work outside of the contract and normal operating hours, pricing would be reflective of operating at a 1.25-1.5 man hour rate.

Thank you for your consideration,

Nathan Ramey

Director of Landscape Maintenance

Valley Landscaping Inc.

Business References for Similar SOW

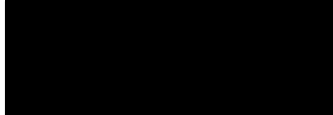
Virginia Tech Grounds



City of Radford



Radford University



VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

3. Provide an overview statement of your firm and its experience in providing grounds maintenance services. Describe your plan for providing the services outlined in the Statement of Work including all machinery available and from what location you will be providing services. Outline your plan to supervise the work being performed and describe the quality control processes you will employ. Provide information and pricing for any other services you would like for the University to consider.

Valley Landscaping has provided high quality landscaping services in the New River Valley and surrounding areas since 1991. We currently have multiple Virginia Tech graduates on staff including Todd Walters, President, as well as multiple business leaders, management members, Certified Arborists, and Landscape Architects. Valley Landscaping prides itself in being an industry leader with a continued focus on quality, efficiency, and safety.

Valley Landscaping has worked with Virginia Tech and is currently contracted for the grounds maintenance in much of the current RFP as well as providing snow removal services. Valley also provides landscape maintenance services for surrounding municipalities, and Radford University.

Valley Landscaping currently offers equipment to outfit 10 mowing crews with trucks, trailers, multiple commercial mowers, and small tools for each crew such as blowers, string trimmers, and hedge trimmers. We currently employ three onsite mechanics with shops that would rival most for hire garages in our community. Although we currently employ 10 mow crews and staff, we have multiple pieces of spare equipment that can be changed out if assigned equipment fails to ensure deadlines are met, and efficiency does not falter.

If awarded the contract for ground maintenance, Valley would like to set up a meeting with our management team and the Virginia Tech Grounds department to review scheduling that would be preferred by Virginia Tech. Our goal is to schedule for one crew to complete all areas weekly to ensure consistency in quality and scheduling. A second crew can be scheduled to assist in an event where weather conditions create an opportunity for work not to be completed in the time frame given by the ground's operations supervisor. A Valley Landscaping Account Manager will review work completed to ensure quality parameters are met.

All services provided from our Christiansburg location; 3000 Peppers Ferry Rd. NW

Thank you,
Nathan Ramey
Director of Landscape Maintenance
Valley Landscaping Inc.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

4. Participation of Small, Women-owned and Minority-owned Business (SWaM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract.

SWaM Certification

Valley Landscaping is pleased to be a certified SWaM business and pledges to maintain the certification so long as it operates within this contract. We will also use sub contractor agreement information within our company so that we may report correct usage of said contractors when needed.

RFP # 337312424, Grounds Maintenance Services

INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED

DUE DATE: Proposals will be received until February 14, 2024 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Mary Seyler, Phone: (540) 231-3813 e-mail: mseyler@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 4:00PM on February 6, 2024. Inquiries must be submitted to the procurement officer identified in this solicitation.

SITE VISITS: Site visits may be arranged by contacting Matt Gart at gartm@vt.edu. Virginia Tech cannot provide GIS mapping information so a site visit is highly recommended.

PROPOSAL SUBMISSION:

***Please note, proposal submission procedures have changed effective March 2023.**

Proposals may NOT be hand delivered to the Procurement Office.

Proposals should be submitted electronically through Virginia Tech's procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

Proposals must be submitted electronically at:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Vendors will need to sign up through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu. It is recommended to use Chrome as your browser.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

Attachments must be smaller than 50MB in order to be received by the University.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

AUTHORIZED SIGNATURE:



Date:

2/14/24

[INCLUDE THIS PAGE]

Negotiation Questions for Valley Landscaping

1. Virginia Tech Question: Regarding mowing, it is likely that Virginia Tech will award multiple contracts and split the zones based on price while also considering the costs associated with administering multiple contracts. With this in mind provide your best per occurrence pricing for each zone with an emphasis on VT Electric, Chicken Hill, CRC/ Airport, Moore House and Mining & Minerals zones. Note that leaf removal services will only be awarded for the Special Purpose Housing Zone. Attached find updated Attachment C for completion.

Vendor Response to #1: The best price is currently provided for mowing of the areas.

2. Virginia Tech Question: Although Virginia Tech has noted a total of 3 occurrences of leaf removal services over the course of the contract period, Virginia Tech will ask for these services on an as needed basis. Please indicate your understanding that the number of leaf removals for Special Purpose Housing zone may be more or less than 3.

Vendor Response to Question 2: Leaf removal pricing was based on clearing of the leaves over the property with three visits so that 1/3 of the amount is done each time. If Virginia Tech chooses to wait until all leaves have fallen, the total price would be for the three visits charged at one time.

3. Virginia Tech Question: Please provide your best price for mulching services. Note Virginia Tech will ask for these services on an as needed basis. Complete and return Attachment C.

Vendor Response to #3: Mulch Pricing remains the same as the original proposal. See attachment C.

4. Virginia Tech Question: As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online, contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.

Vendor Response to Question 4: There is no information provided that would not be appropriate for public viewing.

5. Virginia Tech Question: Does Valley Landscaping agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

Vendor Response to Question 5: Yes

6. Virginia Tech Question: Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?

Vendor Response to Question 6: Yes

7. Virginia Tech Question: End of Contract Service Transition Expectations: If or when a transition of service to another provider is required (end of contract life or otherwise), the university would require

the incumbent firm to cooperative fully in a successful transition of services. Explain any requirements your firm might have in preparing for such a transition of services. Additionally, please indicate your willingness to establish a transition plan alongside the new provider of service which may include but not be limited to sharing important data and/or existing service information via a cooperative knowledge transfer process.

Vendor Response to Question 7: If certain items from the contract are removed Valley Landscaping would require a non renewal letter specifically stating which items would no longer need to be serviced with end dates. Valley would not be able to share company data with competitors other than scheduled date of stop service and day of weekly service is provided so that a smooth transition from vendor to vendor is made.

8. Virginia Tech Question: Do you agree that the initial contract period shall be 1 year?

Vendor Response to Question 8: Yes, Valley is aware that the contract period is one year per the RFP

9. Virginia Tech Question: Upon completion of the initial contract period, does Valley Landscaping agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) one year periods, under the terms of the current contract?

Vendor Response to Question 9: Yes

10. Virginia Tech Question: If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?

Vendor Response to Question 10: In an effort to be as efficient as possible, Valley Landscaping will monitor its time and materials throughout the year and work with the production team to ensure that the goals are met within the budgeted time. If there are factors due to inflation that would require a raise in contract pricing, Valley would honor the limitations set by the Consumer Price Index, or 3% whichever is less as stated above.

11. Virginia Tech Question: If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

Vendor Response to Question 11: Our goal is to hold pricing for the first renewal year, however due to the possibility of unforeseen circumstances we would not be able to agree to a two year price hold initially.

12. Virginia Tech Question: Please identify the highest-level executive in your organization that is aware of this solicitation. Describe that person's commitment to assuring the highest quality service to Virginia Tech if your organization is awarded a contract.

Vendor Response to Question 12: Todd Walters, the President of Valley Landscaping is the highest-level executive within our organization that is aware of this solicitation. As the President and Founder, Mr. Walters is dedicated to quality and continuous improvement in all areas of the organization.

13. Virginia Tech Question: Please describe your quickest turn-around time if emergency services are needed.

Vendor Response to Qusetion 13: Though turnaround time is dependent on the type of request, Valley Landscaping will take all necessary steps to ensure resolution within 24 hours, if same day service is not possible.

14. Virginia Tech Question: Will you be able to handle increased volumes of business and/or provide service to additional departments during the course of the contract?

Vendor Response to Question 14: Yes. Valley Landscaping would be able to provide additional services upon request.

15. Virginia Tech Question: How soon after contract award can you begin providing services?

Vendor Response to Question 15: Immediately upon awarded agreement.

16. Virginia Tech Question: Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

Vendor Response to Question 16: Yes

17. Virginia Tech Question: Regarding the pricing provided under these negotiations, are the prices for all goods/services inclusive of all applicable eVA system transaction fees?

Vendor Response to Question 17: Yes

18. Virginia Tech Question: Due to weather conditions, Virginia Tech may not need mowing 32 times per season. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

Vendor Response to Question 18: Yes. There is a mutual understanding that weather conditions dictate the amount of mowing that can take place. The 32 visits stated in the proposal or for budgetary purposes and historically, the typical amount of mowing visits is near 24-28 times.

19. Virginia Tech Question: Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 337312424 shall govern the contract if a contract is awarded to your company?

Vendor Response to Question 20: Yes

20. Virginia Tech: Please submit a revised quotation on the provided attachment to incorporate any changes resulting from these negotiations. N/A. Pricing remains the same.

21. Virginia Tech Question: Your company is currently a certified SWaM vendor with the Virginia Department of Small Business and Supplier Diversity. Do you agree to maintain that certification throughout the term of this contract?

Vendor Response to Question 21: Yes

22. Virginia Tech Question: For purposes of interacting with HokieMart, please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.

Vendor Response to Question 22: Amber Page, Office Administrator, 540-382-6710 ext. 300, apage@valleylandscapingva.com

Contract VTS-2203-2024: EXHIBIT 1 – PRIMARY AWARD PRICING

SPECIAL PURPOSES HOUSING ZONE:	Cost per Occurrence		Total Pricing
Cost for mowing and trimming fields in this location:	\$1,132.00	x 32	\$36,224.00
Cost for leaf collection and removal in this location:	\$2000.00	x 3	\$6,000.00

PRICE’S FORK RESEARCH CENTER ZONE:	Cost per Occurrence		Total Pricing
Cost for mowing and trimming fields in this location:	\$114.00	x 32	\$3,648.00

DRONE PARK ZONE:	Cost per Occurrence		Total Pricing
Cost for mowing and trimming fields in this location:	\$95.00	x 32	\$3,040.00

VA TECH ELECTRIC ZONE:	Cost per Occurrence		Total Pricing
Cost for mowing and trimming fields in this location:	\$171.00	x 32	\$5,472.00

CHICKEN HILL ZONE:	Cost per Occurrence		Total Pricing
Cost for mowing and trimming fields in this location:	\$380.00	x 32	\$12,160.00

CRC AIRPORT ZONE:	Cost per Occurrence		Total Pricing
Cost for mowing and trimming fields in this location:	\$95.00	x 32	\$3,040.00

Mulching	Cost per Cubic Yard		Total Pricing
1. Mulching cost for labor and mulch product to be applied by hand as stated:	\$66.00	x 5	\$330.00
2. Mulching cost for labor and mulch product to be applied by blower as stated:	\$66.80	x 12	\$792.00
3. Cost for labor only (product provided by Virginia Tech) for hand mulching:	\$40.00	x 2	\$80.00
4. Cost for labor only (product provided by Virginia Tech) for blower applied mulching:	\$48.00	x 2	\$96.00

** For purposes of comparison, total cost is determined by the number of occurrences listed in the table above. Work to be performed on an as needed basis.