



# CITY OF SUFFOLK

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

Purchasing Division

## ADDENDUM #1 INVITATION FOR BID

### Grass Cutting Services – Hosier Road Landfill

ACCEPTANCE DATE: Prior to 3:00 p.m. September 18, 2012 “Local Verizon Time”

IFB NUMBER: 2013-00021

MAIL OR DELIVER RESPONSE TO: Purchasing Division, Room 105  
441 Market Street  
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Conference Room  
441 Market Street, Room 105

Requests for information related to this Invitation for Bid should be directed to:

Ivy Crawford, Buyer I  
(757) 514-4015  
Email address: [icrawford@suffolkva.us](mailto:icrawford@suffolkva.us)

This document can be down loaded from our web site: [www.suffolk.va.us/bids/index.jsp](http://www.suffolk.va.us/bids/index.jsp)

Issue Date: September 13, 2012

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

If you have obtained this bid document from the City’s website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your bid to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the bidder is not listed as a prospective bidder.

**BIDS MUST BE RETURNED ON REVISED BID FORM.**

**PLEASE ACKNOWLEDGE THE ADDITION TO THE SPECIFICATIONS: (in bold)**

**4.0 SPECIFICATIONS**

Contractor(s) shall provide all labor, materials, transportation, equipment, licenses, permits, etc. necessary to maintain landscaping and acceptable grass height as designated by the Departments of Public Works.

The City does not guarantee any minimum amount of work for the Contractor during the contract period.

The City reserves the right to amend the cutting height requirements, thereby reducing the frequency of cuttings, if required, due to budget restrictions.

Contractor shall complete work on location at one cutting, unless otherwise approved by the City.

Contractor shall use commercial grade OPEI/UL approved equipment maintained in good working condition and appropriately equipped with safety devices. Contractor shall have adequate equipment and manpower necessary to complete the job in the time allotted. Equipment and available manpower must be listed on the BID FORM.

Contractor shall only use equipment with safety guards and shall practice safe operating procedures to properly protect the operator, bystanders and adjacent property from injury/damage. Contractor shall furnish and maintain insurance coverage and shall indemnify and hold harmless the City of Suffolk in substantial accordance with the attached.

*It shall be the Bidder's responsibility to examine and understand the requirements of the bid documents and visit the job site(s) to familiarize himself with boundaries and/or local conditions that may in any manner affect cost, progress or performance of the work.*

Quote firm price per cutting for cutting for the entire designated area at location.

Contractor shall submit monthly bill for the past month's services. The bill shall identify the site, day of the week it was mowed, starting time, and stopping time; weather related delays shall also be noted.

**4.1 Requirements specific to Hosier Road Landfill Site:**

Contractor shall cut the site in early summer and mid fall. The cut shall be a rough cut at 4" to 6" high. There are approximately 50 acres of grass to be cut per even.

The terrain is varied and there are some side slopes. There is also some thicker brush that will need to be cut and managed.

L J Hansen, Civil Engineer III with Public Works will be the contract person for the City of Suffolk. You can make arrangements to visit the site by calling Mr. Hansen and he will create a list of interested bidders and notify you of when the time and date for the site visit will be done.

**4.2 FIRST CUTTING**

**The first cutting will require brush removal of “bush-hogging” of trees and brush along the north and south slopes of the waste containing area. All material less than 2” in diameter shall be removed from the top of slope to the toe of the slop. Please include a separate price for this one-time event. This area will need to be mowed as part of all mowing activities and should be included in the mowing event pricing as well.”**

# REVISED BID FORM

**TO:** City of Suffolk  
  
 Purchasing Division  
 P.O. Box 1858  
 Suffolk, VA 23434

**BID:** Grass Cutting Services – Hosier Road Landfill

**DUE:** *September 18, 2012*

**TIME:** 3:00 p.m., Local Verizon Time

\_\_\_\_\_ (**Company**) offers to furnish all labor, equipment, transportation, materials, and insurance required to provide annual **Grass Cutting Services** for the City of Suffolk in accordance with all specifications, terms, and conditions herein.

**The bidder agrees to provide grass cutting services on a twice a year schedule in accordance with the specifications, terms, and conditions herein based on per cutting at this location.**

**See Attachment “A” for map of location.**

**First Cutting** \$ \_\_\_\_\_ **one time event**

**PUBLIC WORKS**

Hosier Road Landfill \$ \_\_\_\_\_ per cutting

**TOTAL FOR SITE LISTED** \$ \_\_\_\_\_

**Unit Price**

**Additional Grass Cutting Services** \$ \_\_\_\_\_ sq. ft.

List all mowing equipment to be used by Contractor to maintain grass for this contract. Use back of BID FORM if additional space is needed.

	<b><u>Quantity</u></b>	<b><u>Description</u></b>	<b><u>Manufacturer</u></b>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____
7)	_____	_____	_____

- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

**Manpower:** The Contractor has \_\_\_\_\_ (number) of employees available to his/her company to perform mowing services as needed for this contract.

**Bidder has included Anti-collision Statement with bid.** Yes/No (Circle one)

**Bidder has included Insurance documents with bid.** Yes/No (Circle one)

**Bidder has acknowledged any Addenda** Yes/No (Circle one)

**Bidder has included SCC form with bid.** Yes/No (Circle one)

**FEDERAL I.D. #** \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Person Quoting \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; based on this, by my signature below I waive all rights to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

"Registered Virginia Contractor No." \_\_\_\_\_

Bidders Shall Provide References On This Form.

1. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_
2. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_
3. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_
4. Firm Name \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

**PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA  
THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE  
TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR  
PROPOSAL/BID**

Pursuant to Virginia Code §2.2-4311.2 an Officer/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. \_\_\_\_\_ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is \_\_\_\_\_.

B. \_\_\_\_\_ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's identification Number issued to it by the SCC is \_\_\_\_\_.

C. \_\_\_\_\_ Offeror/Bidder does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

**Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.**

\_\_\_\_\_  
Legal Name of Company (as listed on W-9)

\_\_\_\_\_  
Legal Name of Offeror/Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title

**RETURN THIS PAGE WITH COPIES OF DOCUMENTATION**



**ANTICOLLUSION/NONDISCRIMINATION/DRUG FREE WORKPLACE CLAUSES**

**ANTICOLLUSION CLAUSE:**

IN THE PREPARATION AND SUBMISSION OF THIS BID, SAID BIDDER DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED BIDDER HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF SUFFOLK HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS BID; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS BID.

**DRUG-FREE WORKPLACE:**

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) 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 CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS I, II, AND III IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH THIS CHAPTER, THE EMPLOYEES OF WHOM 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.

**NONDISCRIMINATION CLAUSE:**

1. EMPLOYMENT DISCRIMINATION BY BIDDER SHALL BE PROHIBITED.
2. DURING THE PERFORMANCE OF THIS CONTRACT, THE SUCCESSFUL BIDDER SHALL AGREE AS FOLLOWS:
  - A. THE BIDDER, 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 STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION/CONSIDERATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE BIDDER. THE BIDDER AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
  - B. THE BIDDER, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED ON BEHALF OF THE BIDDER, WILL STATE THAT SUCH BIDDER IS AN EQUAL OPPORTUNITY EMPLOYER.
  - C. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
  - D. BIDDER WILL INCLUDE THE PROVISIONS OF THE FOREGOING SECTIONS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

<b>Name and Address of Bidder:</b>	Date:
	By:
	Signature In Ink
	Printed Name
Telephone Number: (    )	Title
Fax Phone Number: (    )	
FIN/SSN#:	

Is your firm a "minority" business?    Yes    No                      If yes, please indicate the "minority" classification below:  
 African American    Hispanic American    American Indian    Eskimo    Asian American    Aleut  
 Other; Please Explain: \_\_\_\_\_

Is your firm Woman Owned?    Yes    No                      Is your firm a Small Business?    Yes    No