

**LW'S LAWN SERVICE**

**615 OLD EAST PINNER STREET, SUFFOLK, VIRGINIA 23434**



**PREPARED FOR:**

**CITY OF SUFFOLK**

**REQUEST FOR PROPOSAL #2013-00072-IC**

**CEMETERY MAINTENANCE CEDAR HILL AND HOLLY LAWN**

**' OPEN MARCH 21, 2013 PRIOR TO 5:00 P.M.**

**"EASTERN STANDARD TIME"**

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**LW'S LAWN SERVICE  
615 E PINNER STREET  
P O BOX 3285, SUFFOLK, VIRGINIA 23439-3285  
TELEPHONE: (757) 925-0747 FAX: (757) 925-4943**

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March 6, 2013

Department of Finance  
Attention: Ivy Crawford, Buyer I  
Purchasing Division, Room 105  
441 Market Street  
Suffolk, Virginia 23434

**RE: RFP # 2013-00072-IC**

**Title: Cemetery Maintenance Cedar Hill and Holly Lawn  
Acceptance Date: Prior to 5:00 p.m. - March 21, 2013 "Eastern Standard Time"**

Dear Ms. Crawford,

LW's Lawn Service is pleased to submit its proposal for providing professional services to perform mowing and cleanup of properties owned and managed by the City of Suffolk. The proposal price that we are submitting will be valid for a period of at least 120 days.

Our team has worked together on numerous successful projects including, City of Suffolk, Portsmouth Redevelopment and Housing Authority, Burger King Franchises, Kentucky Fried Chicken (KFC), 7-Eleven Franchises, and numerous other commercial and residential properties.

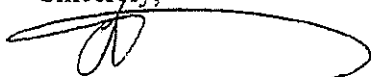
LW's Lawn Service team has direct experience in:

- Commercial Properties
- Residential Properties
- REAC Inspections
- Landscaping
- Flowerbed Design
- Seasonal Planting of Flowers
- Planting and trimming of shrubs
- Professional edging of Properties
- Mulching
- Scheduling of Work

- Customer Service
- Sod Application

Our team has extensive knowledge and experience in providing professional grounds maintenance services which makes us the ideal team to provide excellent service and to continue our partnership with the City of Suffolk.

Sincerely,



LeOtis Williams  
Chief Executive Officer/Manager  
LW's Lawn Service

# SIGNATURE SHEET

*(Submit with Proposal)*

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the City of Suffolk and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the City of Suffolk, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the City of Suffolk.

By signature and title, I hereby certify that I am authorized to sign as a Representative for the Firm and can bind the firm into a contract:

Complete Legal Name of Firm: LW's Lawn Service

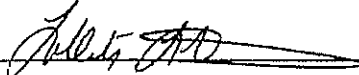
Address: 615 Old East Pinner street Suffolk, VA 23434

Federal ID No.: 54-1679648

Telephone No. (757) 925-0747 Fax No. (757) 925-4943

E-mail address (for purchase orders): \_\_\_\_\_

Name (type/print): LeOtis Williams Title: Manager

Signature: 

## **CEDAR HILL CEMETERY**

### **METHODOLOGY AND SCHEDULE OF COMPLETION**

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Upon arriving on site the following steps are needed to complete grass mowing and ground maintenance services in a professional and timely manner

1. Have crew walk through the cemetery to ensure that there are no objects on the ground, which could become a safety hazard while mowing turf.
2. Mow turf in and around the entire cemetery.
3. Trim (weed eat) grass around trees, footstones, monuments, and any other permanent objects.
4. Blow any thrown grass off the sidewalks and curbs after mowing.

Regular Estimated time of completion for ground maintenance services will be 12 hours and 43 minutes.

All employees must wear protective gear while performing ground maintenance services at all sites.

The Owner/Manager of LW's Lawn Service will conduct Quality Control on a regular basis at all sites.

**HOLLY LAWN CEMETERY**  
**METHODOLOGY AND SCHEDULE OF COMPLETION**

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Upon arriving on site the following steps are needed to complete grass mowing and ground maintenance services in a professional and timely manner

1. Have crew walk through the cemetery to ensure that there are no objects on the ground, which could become a safety hazard while mowing turf.
2. Mow turf in and around the entire cemetery.
3. Trim (weed eat) grass around trees, footstones, monuments, and any other permanent objects.
4. Blow any thrown grass off the sidewalks and curbs after mowing.

Regular Estimated time of completion for ground maintenance services will be 12 hours and 43 minutes.

All employees must wear protective gear while performing ground maintenance services at all sites.

The Owner/Manager of LW's Lawn Service will conduct Quality Control on a regular basis at all sites.



**CHIEF EXECUTIVE OFFICER/MANAGER**

LW's Lawn Service is professionally owned and operated by LeOtis Williams. LW's Lawn Service is located at 615 Old East Pinner Street, Suffolk, Virginia. It has been in business for over Twenty-Eight (28) years. LW's Lawn Service is dedicated and committed to providing excellent service to all of our commercial and residential customers.

Mr. Williams, the Chief Executive Officer, and Manager have over Twenty-Eight (28) years of horticultural experience. He is very knowledgeable in the daily functions of ground maintenance. Since working in horticulture Mr. Williams is very familiar with applying chemical applications, irrigations systems, planting, cutting, plant handling, activities of insecticides, fungicides, herbicides, fertilization, and growth regulators. He is also verse in facilities layout, planning, produce selection, purchasing, marketing, merchandising and display. He teaches his staff practical aspects of soils, other growing media, techniques of tree care, pruning, and may other items in horticulture.

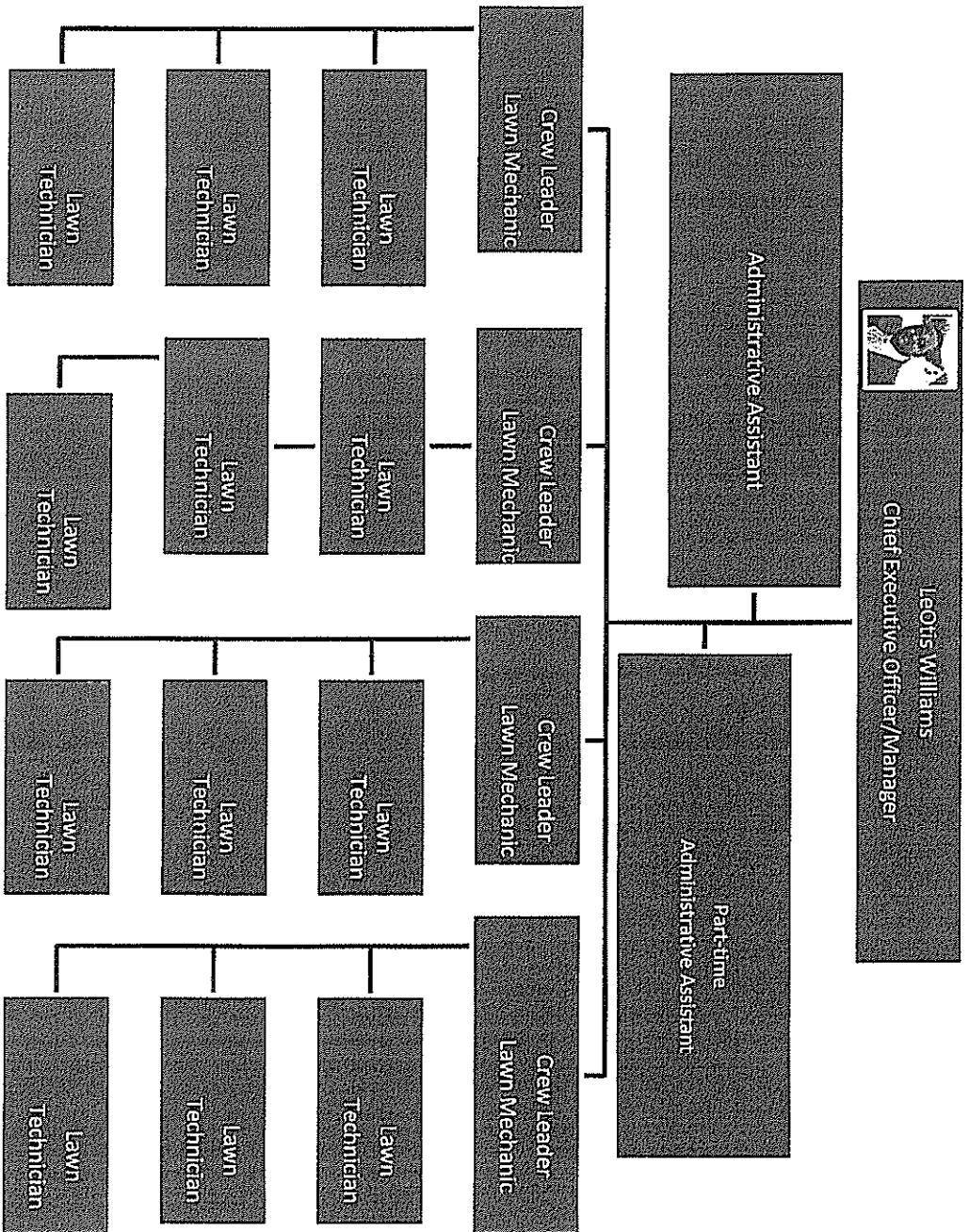
LW's Lawn Service staff is professionals in the industry. The staff comprise of the Chief Executive Office/Manager, an Administrative Assistant, Lawn Mechanics and Lawn



Technicians. All staff is trained in horticultural practices, basic chemical principles and application, proper implementation of herbicides and fertilization, landscape maintenance, techniques of tree care, pruning, grass cutting, trimming, identification of flowers, shrubs, and the proper use of lawn equipment.

LW's Lawn Service provides lawn maintenance for several commercial customers. Some of the companies that we provide services for are: City of Suffolk, Portsmouth Redevelopment and Housing Authority, 7 Eleven Franchises, and Burger King Franchises.

# LW'S LAWN SERVICE ORGANIZATIONAL STRUCTURE



# JOB DESCRIPTION

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<b>Position Title:</b>	LAWN TECHNICAN	<b>Date:</b>	September 2012
<b>Reports to:</b>	MANAGER		

## GENERAL STATEMENT OF DUTIES:

Performs basic landscape maintenance for commercial and residential properties. Ensure that communities are well maintained and manicured to the expectations of property owners.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## EXAMPLES OF WORK:

Performs the basic landscape maintenance of commercial or residential communities. Minor repair to lawn equipment to ensure equipment is working properly.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in landscape construction, equipment operations and maintenance. Understand horticultural practices and basic knowledge of irrigation systems. Must have knowledge of chemical principles and their application to horticulture. Knowledge of insecticides, fungicides, herbicides, fertilization and growth regulators. Understand approaches to home landscape, planning, proper implementation and landscape maintenance. Must have knowledge of seeding, sprigging, sodding techniques, watering, weed identification, soil structure, plant handling, facilities layout, techniques of tree care, pruning, grass cutting, trimming, identification of flowers, and grass, identification and proper use of lawn equipment.

## ACCEPTABLE EDUCATION AND EXPERIENCE:

Must have a minimum of tenth grade education. Valid drivers' license required and must maintain eligibility for coverage under the company automobile insurance coverage.

# JOB DESCRIPTION

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<b>Position Title:</b>	LAWN MECHANIC	<b>Date:</b>	September 2012
<b>Reports to:</b>	MANAGER		

## GENERAL STATEMENT OF DUTIES:

Performs basic landscape maintenance for commercial and residential properties. Ensure that communities are well maintained and manicured to the expectations of property owners. Performs basic mechanical repairs to lawn equipment and ensure that equipment is properly maintained.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## EXAMPLES OF WORK:

Performs the basic landscape maintenance of commercial or residential communities. Repair and ensure that all lawn equipment work properly. Make necessary repairs to equipment. Plan and directs the work of subordinate staff, evaluate work performance of others,

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in landscape construction, equipment operations and maintenance. Understand horticultural practices and basic knowledge of irrigation systems. Must have knowledge of chemical principles and their application to horticulture. Knowledge of insecticides, fungicides, herbicides, fertilization and growth regulators. Understand approaches to home landscape, planning, proper implementation and landscape maintenance. Must have knowledge of seeding, sprigging, sodding techniques, watering, weed identification, soil structure, plant handling, facilities layout, techniques of tree care, pruning, grass cutting, trimming, identification of flowers, and grass, identification and proper use of lawn equipment.

**ACCEPTABLE EDUCATION AND EXPERIENCE:**

Must have a minimum of tenth grade education. Valid drivers' license required and must maintain eligibility for coverage under the company automobile insurance coverage.

**EOE**

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**ABEL BRYANT**  
**615 E PINNER STREET**  
**SUFFOLK VIRGINIA 23434**  
**TELEPHONE: (757) 925-0747**

### **OBJECTIVE**

To learn the day to day operational functions and other aspects of LW's Lawn Service. I would like to be a part of the future of LW's Lawn Service that one day I will be able to manage a branch of the lawn service as we expand.

### **EDUCATION**

**Graduated 1993—Nansemond River High School - Suffolk Virginia**

### **WORK EXPERIENCE**

LW's Lawn Service—June 2003 to Present— While working for LW's Lawn Service I have served in many different positions. I worked in the position of Lawn Technician, Lawn Mechanic and I am currently working as a Lawn Crew Leader. As a Crew Leader I am responsible for the day to day functions of the lawn crew while we are working in the community. It is my responsibility to check in with management staff and to ensure that all landscape projects are performed appropriately. I perform landscape maintenance for commercial and residential properties. I ensure that communities are well maintained and properly manicured. Perform basic mechanical repairs to the lawn equipment and ensure that all equipment is properly maintained. I perform inventory daily of all lawn equipment and record the daily activities of the crew.

### **HOBBIES**

Spending time with family

Barbering

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**TREYVEL MANNING  
615 E PINNER STREET  
SUFFOLK VIRGINIA 23434  
TELEPHONE: (757) 925-0747**

### **OBJECTIVE**

To learn the day to day operational functions and other aspects of LW's Lawn Service. This will equip with the ability to manage LW's Lawn Service in the future.

### **EDUCATION**

**Graduated 2004—Lakeland High School - Suffolk Virginia**

### **WORK EXPERIENCE**

LW's Lawn Service—August 2000 to Present— I began working for LW's Lawn Service while in high school. I have served in many different positions, Lawn Technician, Lawn Mechanic and I am currently working as a Lawn Crew Leader. As a Crew Leader I am responsible for the day to day functions of the lawn crew while we are working in the community. It is my responsibility to check in with management staff and to ensure that all landscape projects are performed appropriately. I perform landscape maintenance for commercial and residential properties. I ensure that communities are well maintained and properly manicured. Perform basic mechanical repairs to the lawn equipment and ensure that all equipment is properly maintained. I perform inventory daily of all lawn equipment and record the daily activities of the crew. I complete daily work orders and document all work performed throughout the day. Reports directly to the Owner/Manager.

### **HOBBIES**

Spending time with family

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**WAYNE MANNING**  
**615 E PINNER STREET**  
**SUFFOLK VIRGINIA 23434**  
**TELEPHONE: (757) 925-0747**

## **OBJECTIVE**

To learn the day to day operational functions and other aspects of LW's Lawn Service. I hope to one day open my own Lawn Service within the Hampton Roads Community.

## **EDUCATION**

**Graduated 2005—Lakeland High School - Suffolk Virginia**

## **WORK EXPERIENCE**

LW's Lawn Service—September 2004 to Present— I have served in many different positions while working for LW's Lawn Service. I worked as a Lawn Technician, Lawn Mechanic and I am currently working as a Lawn Crew Leader. As a Crew Leader I am responsible for the day to day functions of the lawn crew while we are working in the community. It is my responsibility to check in with management staff and to ensure that all landscape projects are performed appropriately. I perform landscape maintenance for commercial and residential properties. I ensure that communities are well maintained and properly manicured. Perform basic mechanical repairs to the lawn equipment and ensure that all equipment is properly maintained. I perform inventory daily of all lawn equipment and record the daily activities of the crew. I complete daily work orders and document all work performed throughout the day. Reports directly to the Owner/Manager.

## **HOBBIES**

Cooking and spending time with my family.



## References

LW's Lawn Service (RFP #2013-00072-IC)

### Reference 1

\*\*See Attachments\*\*

Name of Business, City, County or Agency: \_\_\_\_\_

Street Address \_\_\_\_\_

City & State \_\_\_\_\_

Contract Dates \_\_\_\_\_

Contact  
Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

\_\_\_\_\_

### Reference 2

Name of Business, City, County or Agency: \_\_\_\_\_

Street Address \_\_\_\_\_

City & State \_\_\_\_\_

Contract Dates \_\_\_\_\_

Contact  
Title \_\_\_\_\_

Telephone \_\_\_\_\_

LW's Lawn Service

Email Address \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

**Reference 3** \_\_\_\_\_

Name of Business, City, County or Agency: \_\_\_\_\_

Street Address \_\_\_\_\_

City & State \_\_\_\_\_

Contract Dates \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contract Amount \$ \_\_\_\_\_

**LW'S LAWN SERVICE  
615 OLD EAST PINNER STREET  
SUFFOLK, VIRGINIA 23439  
TELEPHONE: (757) 925-0747 / FAX: (757) 925-4943**

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**List Of References (RFP #2013-00072-IC)**

**First Reference:**

City of Suffolk Department of Public Works  
277 Pine Street Suffolk, Virginia 23434

Started Ground Maintenance Services, for Suffolk Department of Public Works in April 1990 to present.

Mrs. Sheril Davenport, Grounds Superintendent (757) 514-7634

Ground Maintenance/Landscaping Services for multiple City Owned Properties and Cemeteries

We are responsible for the ground maintenance of multiple buildings, which consist of grass cutting, trimming, edging, and some landscaping services.

We also have the task of performing ground maintenance for a City owned cemeteries, which consist of grass mowing, trimming around head stones, shrub maintenance, and some landscaping services.

Contract Amount \$109,000

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**Second Reference:**

Suffolk Department of Capital Programs and Buildings  
P.O. Box 1858, Suffolk Virginia 23439-1858

Started Ground Maintenance Services, for Suffolk Department of Capital Programs and Building in July 2011 to present.

Ground Maintenance/Landscaping Services for City Owned buildings

Mr. Gerry Jones, RA, Director for Capital Programs and Buildings (757) 514-4030

We are responsible for the ground maintenance of multiple buildings, which consist of grass cutting, trimming, edging, and landscaping services.

Contract Amount \$34,500

**Third Reference:**

**Pleasant Hill Cemetery  
1417 Blythewood Drive Suffolk, Virginia 23434**

**Pleasant Hill Cemetery (1993 to present)**

**Ground Maintenance Services**

**Mr. Douglas Jones (757) 362-1508**

**We have the task of performing ground maintenance services on the Cemetery, which consist of grass mowing, and trimming around head stones.**

**Contract Amount \$4,300.00**

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**Fourth Reference:**

**Oak Grove Baptist Church Cemetery  
2635 East Washington Street Suffolk, Virginia 23434**

**Oak Grove Cemetery (1995 to present)**

**Ground Maintenance Services**

**Trustee Council (757) 537-6272**

**We have the task of performing ground maintenance services on the Cemetery, which consist of grass mowing, and trimming around head stones.**

**Contract Amount \$4,950.00**

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**Fifth Reference:**

**Portsmouth Redevelopment and Housing Authority  
801 Suite 200, Water Street Portsmouth, Virginia 23705**

**Started Ground Maintenance, Services on the Community Development Properties in 1998 to present and under Mr. Miranda supervision since January 1, 2012.**

**CD Properties Ground Maintenance Services**

**Mr. Robert Miranda, Maintenance Superintendent (757) 449-0407**

**We are responsible for the ground maintenance services for Portsmouth Redevelopment and Housing Authority Community Development owned properties, which consist of grass mowing (lawn mowers), bush-hog service (tractor), trimming (weed eating), and when called upon landscaping services.**

**Contract Amount \$119,000**

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## LW's Lawn Service

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### Equipment List

<u>Quantity</u>	<u>Description</u>	<u>Manufacturer</u>
1. (12)	BR380-2100 Back pack blowers	Stihl
2. (18)	FS-75 Trimmer	Stihl
3. (6)	PB 2100 Trimmer	Echo
4. (6)	Echo hand Blower	Echo
5. (6)	PZ 3061 Bush Hog (60" deck)	Bush Hog
6. (7)	Hedge Clipper	Stihl
7. (2)	Cub Cadet Tank (61" deck)	Cub Cadet
8. (8)	Poulan Pro Chain Saw	Poulan
9. (7)	Murray 22" Push Mower	Murray
10. (1)	1920 Ford Tractor	Ford Tractor
11. (1)	TC-45 New Holland Tractor	New Holland
12. (1)	RM-372 Woods Mower	Woods
13. (1)	MD-160 Woods Rotary Cutter	Woods
14. (8)	Wright Stander (60" deck)	Wright Stander
15. (5)	Murray Edgers	Murray
16. (4)	PE-255 String Edger	Echo

## CEMETERY MAINTENANCE (RFP #2013-00072-IC)

LW's Lawn Service

### PROPOSED COST SCHEDULE

CEMETERY

Cedar Hill Cemetery

ITEM #	DESCRIPTION	QTY APPROX PER YEAR	PER OCCURANCE	ANNUAL COST
1	Mowing/Trimming	18	3,460.00	62,280.00
2	Mowing Public Utilities Site	18	-0-	-0-
3	Shrub Pruning	4	200.00	800.00
4	Flower Bed Maintenance	<del>9</del> 18	180.00	3,240.00
5	Tree Maintenance	1	690.00	690.00
6	Weekly Emptying of Trash Receptacles	52	138.00	7,176.00
7	Emptying of Trash Receptacles Prior to Designated Holiday	4	138.00	552.00
8	Litter Control Non-Mowing Season (November 2 <sup>nd</sup> – March 14 <sup>th</sup> )	16	450.00	7,200.00
9	Leaf Removal Non-Mowing Season (November 2 <sup>nd</sup> – March 14 <sup>th</sup> )	16	400.00	6,400.00
10	Planting 100 Geraniums	1	400.00	400.00
11	Planting 100 Pansies	1	400.00	400.00
12	Herbicide Roadways	2	2,449.50	4,899.00
13	Flower Bed Maintenance	18	-0-	-0-
14	Tree Maintenance	4	-0-	-0-
15	Weekly Emptying of Trash Receptacles	18	-0-	-0-
16	Emptying of Trash Receptacles Prior to Designated Holiday	1	-0-	-0-
<b>Total Annual Cost</b>				<b>94,037.00</b>

LW's Lawn Service

**CEMETERY MAINTENANCE**  
(RFP #2013-00072-IC)

**PROPOSED COST SCHEDULE**

CEMETERY

Holly Lawn Cemetery

ITEM #	DESCRIPTION	QTY APPROX PER YEAR	PER OCCURANCE	ANNUAL COST
1	Mowing/Trimming	18	1,120.00	20,160.00
2	Mowing Public Utilities Site	18	59.98	1,079.64
3	Shrub Pruning	4	105.00	420.00
4	Flower Bed Maintenance	18	-0-	-0-
5	Tree Maintenance	1	690.00	690.00
6	Weekly Emptying of Trash Receptacles	52	85.00	4,420.00
7	Emptying of Trash Receptacles Prior to Designated Holiday	4	85.00	340.00
8	Litter Control Non-Mowing Season (November 2 <sup>nd</sup> – March 14 <sup>th</sup> )	16	125.00	2,000.00
9	Leaf Removal Non-Mowing Season (November 2 <sup>nd</sup> – March 14 <sup>th</sup> )	16	175.00	2,800.00
10	Planting 100 Geraniums	1	-0-	-0-
11	Planting 100 Pansies	1	-0-	-0-
12	Herbiciding Roadways	2	400.00	800.00
13	Flower Bed Maintenance	18	-0-	-0-
14	Tree Maintenance	4	-0-	-0-
15	Weekly Emptying of Trash Receptacles	18	-0-	-0-
16	Emptying of Trash Receptacles Prior to Designated Holiday	1	-0-	-0-
<b>Total Annual Cost</b>				<b>32,709.64</b>