



INVITATION TO BID

Lawn Mowing and Landscaping Services For Lurich Road Ballfields

Town of Narrows, Virginia

Pre-Bid Meeting: April 21, 2023 at 3:00 p.m. at Lurich Road Ballfields

Deadline for Submission: April 28, 2023 at 3:00 pm at Town Offices

The Town of Narrows (Owner) is seeking bids for the attached Scope of Work from Contractors who have demonstrated capabilities to perform the work. The contractor must currently be in the business of providing lawn and landscaping maintenance services.

The selected Contractor will be required to:

- Execute a contract with the Town of Narrows
- Maintain General Liability Insurance (\$1,000,000 minimum) and Workers Compensation Insurance (\$100,000) and furnish proof of such insurance.

Bid responses shall be submitted on the Bid Submission Form and must be a hard copy delivered in person to the address below. Bids will not be accepted by email or other electronic means.

Bid must include at least one professional reference. Reference(s) should be attached to the Bid Submission Form and include current contact information including name, address, telephone number and email address.

Completed bids must be received no later than April 28, 2023 at 3:00 p.m. and delivered to:

Town of Narrows
Attn: Terry Nicholson
210 Main Street
Narrows, VA 24124.

NOTE: Bids received after this deadline will be refused and deemed ineligible for consideration at the Town's sole discretion.

The Town of Narrows (Town) will review all bids submitted and if deemed to be in the best interest of the Town, a Contractor will be chosen. The Town shall be free to accept any bid it deems

appropriate in its sole discretion. The Town will determine final scope and project components, based on funding availability.

The Contractor selected will be required to submit a Certificate of Insurance naming the Town of Narrows as an additional insured, which will be reviewed by the Town Manager's Office.

A contract will then be negotiated between the Contractor and the Town, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the Town, County, State and Federal governments.

Before submitting the bid, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work, taking into account any special or unusual features peculiar to this project. By submitting a bid, the contractor, if selected for award, shall be deemed to have accepted the terms of this invitation to bid.

SCOPE OF WORK

This scope of work pertains to the requirements of maintaining grass and landscaped areas at the Lurich Road ballfields in the Town.

1. Contractor shall furnish all labor, equipment, fuel, and materials necessary to complete the scope of work, as specified herein.
2. Prior to each mowing, remove all litter and debris from mowing areas, and perform general upkeep of area.
3. Grass shall be cut by no more than one third of its length. If grass is taller, multiple passes with progressively lower blade heights will be required.
4. Prior to each mowing operation, the Contractor shall collect and bag all trash and debris from areas to be mowed. No trash shall be cut at any time. The Contractor will coordinate trash disposal with Owner.
5. The Contractor shall mow and trim sites in such a manner so as not to bump, girdle, and/or cause any damage to trees, shrubs, plants, structures, fences, or other Owner infrastructure.
6. The Contractor shall not mow when drought or excessively wet conditions could result in damage to turf, create ruts, and/or create unsafe mowing conditions for the Contractor. During prolonged wet periods, Contractor may mow the areas that can be safely mowed without causing damage to the property. Smaller equipment shall be considered if the conditions prevent the use of larger equipment. Contractor will contact Owner representative the same day concerns arise or when in doubt of which areas to mow.
7. The Contractor shall furnish all labor, equipment, fuel, and materials necessary to perform the mowing and landscaping maintenance tasks in the invitation to bid. It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the surfaces and items to be maintained in this invitation to bid. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the

standards included herein, for the prices submitted in Contractors bid.

8. All work is to be performed when the ballfields are not in use, typically Monday through Friday between the hours of 7 am to 3 pm.
9. The Contractor shall take every precaution to ensure the safety of the public and Owner employees during mowing operations. If Contractor cannot safely mow any specific area, that area should be bypassed and mowed at a later time.
10. The lawn and landscaped areas must be maintained and serviced at the frequency and to the standards as detailed in these specifications. The Town Manager or his designee shall determine whether the tasks have been performed, and that the performance is in accordance with the standards set forth in these specifications.

MOWING SCHEDULE

Month	Minimum Number of Cuts	Minimum Number of Weed Eating Fence Lines
April	Bi-monthly	Monthly
May	Bi-monthly	Monthly
June	Weekly	Bi-monthly
July	Weekly	Bi-monthly
August	Weekly	Bi-monthly
September	Bi-monthly	Monthly
October	Bi-monthly	Monthly

NOTE: Base Contract price includes 20 cuts per the mowing schedule, with 10 of those cuts including weed-eating. Schedule of cuts may be altered per the Town’s request or as required by climatic conditions.

LOCATIONS OF WORK TO BE PERFORMED UNDER INVITATION TO BID

A. Locations included in base bid:

LOCATIONS	TASKS
Lurich Road Ballfields	Remove litter and debris, cut grass, weed eat/trim fence lines (if applicable and necessary) – approximately 7.8 acres

PAYMENT TO CONTRACTOR

At the end of each month, the Contractor shall render to the Contract Manager their invoice, for the services provided during the preceding month.

CONTACT INFORMATION:

Questions can be emailed to tnicholson@townofnarrows.org or call 540-726-2423.

NON-DISCRIMINATION

No Contractor who is the recipient of Town of Narrows funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran's status, physical or mental disability or perceived disability, or other criteria protected by law. Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the Town. The Town of Narrows complies with all Equal Employment Opportunity requirements. The Town of Narrows does not discriminate in the admission of, or employment in, its programs, activities or services. Minority and women owned businesses, as well as Contractors located in Giles County, are encouraged to submit bids.

BID SUBMISSION FORM

**Town of Narrows Lawn Mowing and Landscaping Services
For Lurich Road Ballfields**

- 1. COMPANY NAME _____
- 2. ADDRESS (Home Office) _____
- 3. TELEPHONE NUMBER _____
- 4. NUMBER OF FULL-TIME EMPLOYEES _____
- 5. OWNERS NAME _____
- 6. PROFESSIONAL REFERENCE (Attached)

These are fixed prices for all requirements identified in Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the invitation to bid.

Pricing to comply with the Scope of Services for locations identified in the invitation to bid.
Base bid for the lawn mowing and landscaping services:

Price per cut:

1. Price for Mowing only: _____

2. Price for Mowing and Weed-eating: _____

Annual Cost: _____
(Price for Mowing Only x 10) + (Price for Mowing and Weed-eating x 10)

Additional Comments:

_____ Signature of Authorized Representative

_____ Name/Title of Authorized Representative

_____ Date