

Town of Kilmarnock

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REQUEST FOR QUOTE (RFQ) FOR PROFESSIONAL LANDSCAPING SERVICES-March 21, 2018

The Town of Kilmarnock is requesting quotations for landscape services within the Town's Steptoe's District located along Main Street in Kilmarnock.

Responses are due at the Town of Kilmarnock office located at 1 N. Main, Kilmarnock by 5:00 PM April 5, 2018. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated above. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. Proposals by telephone, electronic mail or facsimile will not be accepted. No postmarks or exceptions will be accepted or made.

I. SCOPE OF WORK/DESCRIPTION OF PROJECT ACTIVITIES

This project entails adding seasonal annuals within the eight side beds within the Steptoe's District, two beds that exist on the 1 N. Main Street property and around 2 entrance signs at the Town Centre Park.

The work includes the removal of identified plants (if any), placement of additional plants, watering in and top dressing with new mulch.

Two components should be bid separately: 1) Installation of the plant materials and 2) mulching of the areas. The bids may be awarded separately. Plant materials have been selected and are on order by the Town of Kilmarnock.

Included in **Bid #1 Planting** are the following activities:

- **Clearing** the seven (7) side beds of existing annuals. These plants are to be disposed of by the bidder.
- **Clearing** the two (2) beds on 1 N. Main Street of existing annuals. (Bed on Main St. and bed along W. Church St.).
- **Clearing** the two (2) areas around the entrance signs at Town Centre Park.
- **Planting** eight (8) locations with annuals along Main Street.
 - **Front of building housing the Flower Cart on N. Main Street.**
 - **Two beds at entrance to public parking lot by Masonic Hall on N. Main Street.**
 - **Center bed at traffic light at Rt. 200 & Main Street.**
 - **Two curbside beds in front of Noblett's & Pearl at S. Main Street and Augusta.**
 - **Curbside bed in front of Burke's Jewelers on S. Main Street.**
 - **Curbside bed in front of old Cockrell's Supermarket at Irvington\S. Main Street.**
- **Planting** the two (2) Main Street beds at 1 N. Main St. with annuals. Beds are next to the building, not the curbside beds at the street.
- **Planting** the areas around the 2 entrance signs at Town Centre Park.
- **Annuals for islands and selected side bed areas, all 6" pots: 855 units**

Included in **Bid #2 Mulching** are the following activities:

- **Mulching ALL islands, ALL side beds in Steptoe's District** (this includes side beds that did not receive any annuals along Main Street and two beds on E. Church St., plus bed in front of ABC Store) and two beds at 1 N. Main Street. Includes the materials and labor.

The Town will provide the planting plans by location.

- Removal of all trash and debris, including plant tags, is required before completion of the project.
- Any remaining or excess plants are the property of the Town of Kilmarnock.
- Contractor shall be responsible for correcting, repairing or replacing all municipal Right-Of-Way, sidewalks, asphalt, concrete, curbing and storm drains damaged by contractor vehicles in performing work. Owner of damaged public works shall dictate corrective action.

Bidder: _____

Person of contact: _____ Phone#: _____

Bidder mailing address: _____

Bid #1 Planting Amount _____

Bid #2 Mulching Amount _____

Bidder signature: _____ Date: _____

Town of Kilmarnock

Project Administrator

Acceptance of bid: _____ Date: _____

II. STATEMENT OF QUALIFICATIONS

Respondent should include in response all information relating to the following:

- Copy of applicable insurance.
- A work schedule for completion of project.

IV. TIMEFRAME

All project activities must be completed by the week ending May 11, 2018. Estimated arrival of plant materials is the week of April 30, 2018. All work that requires proposer's personnel to block any area of Main Street must be completed prior to 8 AM. Other times necessitating street blocking must be coordinated with Town of Kilmarnock personnel.

V. RIGHT OF REJECTION AND CLARIFICATION:

The Town of Kilmarnock reserves the right to reject all proposals and to request clarification of information from any proposer. The Town of Kilmarnock is not obligated to enter into a contract on the basis of any proposal submitted in response to this document. The Town of Kilmarnock is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

VI. REQUEST FOR ADDITIONAL INFORMATION:

Prior to the final selection, proposers may be required to submit additional information which the Town may deem necessary to further evaluate the proposer's qualifications.

VII. DENIAL OF REIMBURSEMENT: The Town of Kilmarnock will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

VIII. GRATUITY PROHIBITION: Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Town of Kilmarnock for the purpose of influencing consideration of this proposal.

IX. RIGHT OF NEGOTIATION:

Town of Kilmarnock reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

XI. EXCEPTIONS TO THE RFQ:

Proposers may find instances where they must take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for Town of Kilmarnock, and a description of the advantage to be gained or disadvantages to be incurred by the Town as a result of these exceptions.

XII. INDEMNIFICATION:

Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Town of Kilmarnock, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.

XIII. RIGHTS TO SUBMITTED MATERIAL: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all reports, charts, and other documentation submitted by proposers shall become the property of Town of Kilmarnock when received.

XIV. COPIES: An original and one copy of the proposal and supporting documents must be submitted in response to the RFQ. All responses must relate to the specifications as outlined.

All proposals shall be marked "Keep Kilmarnock Beautiful Project-Spring 2018".

Proposals must be mailed or hand delivered to the address below for arrival no later than 5:00 P.M., April 5, 2018. Please send or deliver personally to:

Town of Kilmarnock, Virginia
Keep Kilmarnock Beautiful Project-Spring 2018
1 N. Main Street
PO Box 1357
Kilmarnock, VA 22482

Questions? Call Susan Cockrell at 804-435-1552 x25 or susancockrell@kilmarnockva.com
Minority and/or female-owned businesses are encouraged to apply. The Town of Kilmarnock is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national origin or against faith-based organizations.