

Town of Kilmarnock

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REQUEST FOR QUOTE (RFQ) For Commercial Irrigation Installation

The Town of Kilmarnock is requesting quotations for the installation of landscape irrigation at the Town Centre Park located at 150 N. Main Street in Kilmarnock. The Park is a new installation and encompasses approximately 9 acres. An irrigation plan has been developed (attached separately) and irrigation sleeves have been installed during the construction of Town Centre Park (sleeve diagram attached separately).

Responses are due at the Town of Kilmarnock office located at 1 N. Main, Kilmarnock by 5:00 PM, May 2, 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 will not be accepted. No postmarks or exceptions will be accepted or made.

I. SCOPE OF WORK/DESCRIPTION OF PROJECT ACTIVITIES

This project entails installing irrigation at the Town Centre Park per the engineering drawing by Smith Turf.

For questions on these engineering drawings, please contact:

J. Felice Hall, CID, CLIA
Irrigation Designer, Smith Turf
Phone 804.237.7830
Fax 804.358.9189
Toll-free 800.752.7931

For questions regarding Kilmarnock's public water system, please contact:

PJ Jones
Public Works Supervisor, Town of Kilmarnock, VA
Cell: 804-436-6617
pjones@kilmarnockva.com

Bidder: _____

Person of contact: _____ Phone#: _____

Bidder mailing address: _____

Bid 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.
- Evidence of similar work.
- A work schedule for project including a targeted start week.

IV. TIMEFRAME

This project can begin immediately. The Town reserves the right to review this contract and make adjustments as needed.

The Park is open to the public daily from sunrise to sunset. In addition, there are public events scheduled for the park and its amphitheater. Based on the suggested work schedule, the Town will provide dates of potential conflict. All work should be planned with this in mind.

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.

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 "Town Centre Park Irrigation April 2018".

Proposals must be mailed or hand delivered to the address below for arrival no later than 5:00 P.M., May 2, 2018. Please send or deliver personally to:

Town of Kilmarnock, Virginia
Town Centre Park Irrigation April 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.