

# Town of Kilmarnock

**VICE MAYOR** - DR. CURTIS H. SMITH  
**COUNCIL MEMBER** - KYLIE ABBOTT  
**COUNCIL MEMBER** - MICHAEL BEDELL  
**COUNCIL MEMBER** - EMERSON GRAVATT  
**COUNCIL MEMBER** - DONALD LEE  
**COUNCIL MEMBER** - LES SPIVEY

**MAYOR** - MAE P. UMPHLETT



**TOWN MANAGER** - SUSAN COCKRELL  
**TOWN ATTORNEY** - NANCY ELLEN KEANE  
**TOWN PLANNER** - MARSHALL SEBRA  
**TOWN CLERK** - CINDY BALDERSON  
**TOWN TREASURER** - JUDY G. STEVENS  
**POLICE CHIEF** - CLIFF DAWSON

The Town of Kilmarnock is requesting quotations for lawn cutting services for Town Centre Park, 150 N. Main Street.

Responses are due at the Town of Kilmarnock office located at 1 N. Main Street by 12:00PM April 09, 2021. 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 of lawn maintenance is to up keep and maintain Town Centre Park. The work includes grass cutting of entire park, edging and weed eating of entire park, and cut and/or removal of all debris left from grass cutting, for all sidewalks and parking lots. This will need to be done 2 times per week. A detailed listing is shown below.

Included are the following duties and responsibilities:

- Grass cutting at Town Centre Park, all areas with the following specifics:
  - Grass cutting to be 2 time a week in season with reasonable allowance for wetter and drier than normal conditions.
  - Two green spaces closest to Main Street need to be manicured and cut and kept at a healthy height of 4 to 5.5 inches. Labeled Multi- Purpose on Map.
  - **Must push mow the following areas:** Amphitheater terraced seating to avoid damage to step rails, around bathhouse, and small area with 2 picnic tables on Library side of Park. (areas marked in yellow in attached diagram)
  - Trimming in all areas. Sidewalks edged.
  - Removal of trash prior to cutting. Do not mulch any paper trash.
  - Removal of grass clippings from all sidewalks and parking lots after cutting.
  - Dog Park: Mowed 2 times weekly in season.
  - Apply herbicide as needed throughout the park.
  - All cut areas shall be kept at a healthy height and not cut to short.
- No driving on the paver areas (see marked diagram-areas in red). No rubber tire marks or fluid stains to be left on paver areas.
- Must bring own equipment. Town does not provide equipment.
- Needed from April 15 to July 1, 2021. This contract may be extended for the balance of the 2021 season.

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.
- Must hold valid Commercial pesticide license.

**This project begins immediately on or about April 15<sup>th</sup>, 2021 and ends July 1<sup>st</sup>, 2021 with a possibility of extension into summer/fall. The Town reserves the right to review this contract and make adjustments as needed.**

## 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 grass cutting 2021 Spring/Summer".

Proposals must be mailed or hand delivered to the address below for arrival no later than 12:00 P.M., April 9<sup>th</sup>, 2021.

Please send or deliver personally to:

**Town of Kilmarnock, Virginia  
Town Centre Park Grass Cutting 2021 Spring/Summer  
1 N. Main Street  
PO Box 1357  
Kilmarnock, VA 22482**

**Questions?** Call Susan Cockrell at 804-435-1552 x1 or [susancockrell@kilmarnockva.com](mailto: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.

