

INVITATION TO BID

The New River Regional Water Authority will be accepting bids for the 2018 Grounds Maintenance Project for maintenance of two (2) specified sites on February 9, 2018 until 3:00 p.m. local prevailing time. The successful bidder shall furnish all necessary labor and equipment to perform this work. The sites are to be mowed and trimmed on a 10 day schedule, less if in a drought season or more often in wet season, as needed, and trash and debris are to be picked up before and after mowing. The bid is to be based on a per-session mowing basis. One (1) session includes maintenance of all sites.

There will be no pre-bid meeting.

Bids should be submitted to Shawn Brooms, Chief Operator, New River Regional Water Authority, at 289 Kohler Ave. Austinville, VA 24312. Bids should be marked on the outside of the envelope as (Bid for 2018 Grounds Maintenance)

The Authority reserves the right to accept or reject any or all bids, or to accept a bid where it appears it will be in the best interest of the Authority.

For a tour of the grounds that will need to be maintained or any other questions please contact Shawn Brooms at 276-699-8101.

NEW RIVER REGIONAL WATER AUTHORITY

2018 GROUNDS MAINTENANCE

**MOWING @ WATER TREATMENT PLANT AND
VARIOUS LOCATIONS NEAR THE AUSTINVILLE
WATER TREATMENT PLANT
SPECIFICATIONS**



1/1/2018

PREPARED BY

New River Regional Water Authority
289 Kohler Ave.
Austinville, VA 24312

Shawn Brooms, Chief Operator

(276)699-8101 (sbrooms@swva.net)

SPECIFICATIONS

SCOPE

This document describes the terms and conditions to mow grounds at the Austinville Water Treatment Plant and various other locations near the treatment plant.

The work shall include furnishing all equipment, fuel, oil, implements, tools, materials, transportation, labor and supervision necessary for the prosecution and completion of the work.

DEFINITION: Maintenance Session - One complete rotation of mowing of all sites and all other work required by these documents of all sites.

1. TERM OF CONTRACT

This contract will be for a period of nine (9) months "initially". The period will be from April 1, 2018 to December 31, 2018 with option to renew for two (2) additional one (1) year periods if terms and pricing are agreeable to both parties.

- A. RENEWAL OF CONTRACT: This Contract may be renewed by the Authority for two (2) successive one (1) year periods under the terms and conditions of the original Contract. Price increases may be negotiated only at the time of renewal. Written notice of the Authorities intention to renew shall be given approximately ninety (90) days prior to the expiration date of each Contract period.

2. BIDDER QUALIFICATIONS

Only bids from companies established in performing this type service and qualified to handle accounts of this size may be considered. Prior to award, the New River Regional Water Authority reserves the right to investigate a bidder's ability to fulfill the requirements of the contract. A list of no less than three (3) references shall accompany each bid.

3. DESCRIPTION OF THE WORK

The work includes mowing all established grass areas around the Water Treatment Plant and the Treatment Plants river pump station in a neat and workmanlike manner. When mowing near tank and generator structures, the direction of grass discharge shall be away from these structures. Likewise, when mowing along the driveway and near the parking lot the direction of grass discharge shall be away from these areas. Vegetation is to be cut to a uniform height of two and one half to three inches (2 ½" - 3"). Vegetation around structures, walks, flower beds, trees, parking lots, and other similar items shall be mowed to provide a neat appearance. Contractor shall neatly trim around all structures, walks, flowerbeds, and similar areas to provide a finished appearance. Grass and weed killer shall be sprayed two (2) times per mowing season or as needed along the fence line and structures at both the water plant and river pump station.

All trash in mowing areas shall be removed from the grounds before and after mowing. Grass clippings and trash shall be blown off of all walkways, sidewalks and parking lots on the grounds.

Mowing at the Austinville WTP will include the following:

1. All grass inside fenced in area at the main plant.
2. A 4 to 5 foot wide cut around perimeter of fence.
3. Mowing of grass area around old concession stand.
4. Mowing of grass berm and roadside along Kohler Ave. from old concession stand to front gate entrance.
5. Mowing and keeping a path open from river pump station down to river bank.

For payment purposes, one (1) complete maintenance session shall include all mowing, trimming, cleaning of walkways and parking lots and all other items that would be included as to accomplish a complete grounds upkeep session of all sites.

Partial payment shall not be made for maintenance of individual sites.

4. USE OF WEED KILLER

Each bidder must have in effect, a registered pesticide applicator's license. A copy of this license shall be submitted with the Bid Documents at the time of bid. The successful bidder (Contractor) must maintain this license during the term of his/her contract. "Round-Up", or its generic equivalent, will be the only herbicide allowed to be used, and will be used in accordance with Virginia Pesticide/Herbicide Regulations. Successful bidder will adhere to pesticide application as directed by Plant Superintendent. **Contractor must notify the Superintendent or other Lead Operators on duty before application.**

No application of pesticides/Herbicides shall exceed three (3) inches from sidewalks/stairs, or other structures, i.e., light poles.

No pesticide/herbicide application shall be allowed during windy conditions.

Plant Superintendent shall make this determination.

THE CHOICE OF PESTICIDE/HERBICIDE USE OR WEED REMOVAL BY MECHANICAL MEANS MUST BE INDICATED ON THE BID SHEET IN THE AREA PROVIDED.

5. MOWING SCHEDULE

The mowing schedule will be to mow, edge and trim all areas a minimum of fifteen (15) times a year at ten (10 to 12) day intervals (or longer intervals during a drought season or shorter intervals, as needed) beginning April 15, 2018 and ending approx. Sept. 30, 2018.

6. OPERATION OF EQUIPMENT/SAFETY REQUIREMENTS

The Contractor shall operate equipment in a safe manner and at such times so as not to create a hazard to the public and Water Authority personnel. Mowing times shall be coordinated with Plant Superintendent. Equipment operators are to wear protective leather work boots and appropriate eye and hearing protection while working on NRRWA property. All operators shall be fully clothed (no shirtless mowing) when on NRRWA property.

The equipment shall not be left overnight or at other times when work has been suspended, unless approved by the Authority.

7. HOURS OF WORK

The Contractor's operations will be restricted to daylight hours. Shawn Brooms, NRRWA Chief Operator at 276-699-8101 shall be notified if Contractor wishes to work on Sunday.

8. CONTRACTOR AVAILABILITY

Within twenty-four (24) hours notification, the Contractor shall correct any problems within the scope of this agreement.

The Contractor, during normal business hours, shall maintain telephone service (not answering service).

9. RESPONSIBILITY FOR DAMAGE CLAIMS

The Contractor shall indemnify and save harmless the New River Regional Water Authority and its officers, agents, and employees from all suits, actions or claims of any character brought for any injury or damages received or sustained by any person, persons, or property by reason of any act of the Contractor, its agents or employees, in the performance of the contract.

A. MINIMUM INSURANCE COVERAGES

- 1. Workers Compensation - State requirements and benefits. Coverage is compulsory for employers of three (3) or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their Workers' Compensation requirements under the Code of Virginia during the course of the Contract shall be in noncompliance with the Contract.**
- 2. Employer's Liability - \$1,000,000**
- 3. General Liability - \$1,000,000 per occurrence. General Liability is to include bodily injury and property damage, personal injury, products and completed operations coverage. The New River Regional Water Authority must be named as an additional insured and so endorsed on the policy.**
- 4. Automobile Liability - \$500,000 per occurrence. (Only if motor vehicle is to be used in the Contract.)**

10. PROTECTION AND RESTORATION OF PROPERTY

The Contractor shall be responsible for the protection from his activities of all public and private property on and adjacent to the work and shall use every reasonable precaution necessary to prevent damage or injury thereto. He shall use suitable precautions to prevent damage to pipes, conduits, and other underground structures, and to poles, wires, cables and overhead structures.

It shall be the responsibility of the Contractor to promptly restore, replace or make good any damage or injury to all public and private property. If the Contractor fails to do so, the Authority may, at the Contractor's expense repair, rebuild, or otherwise restore such property.

11. EQUIPMENT

The Contractor must demonstrate to the satisfaction of the Authority that the mowing equipment to be used in the work is in good working condition and suitable for the purpose intended. Mowers are to be equipped with shields to prevent foreign objects from being thrown out from the cutting unit enclosures.

Tractors/mowers shall be equipped to conform to current OSHA standards.

Each bidder must attach to his proposal, a list describing the equipment he proposes to use in the work.

12. PROSECUTION OF THE WORK

If the Contractor fails to prosecute the work as required or fails to perform the work in a manner satisfactory to the Authority, the Authority may perform the work with their forces. The cost of work so performed will be deducted from any monies due the Contractor.

13. CANCELLATION

In the event it becomes necessary for the Authority to have other forces perform the work, the Contractor shall promptly supplement his forces to get the work back on schedule. If the Contractor fails to take steps to keep the work on schedule, or consistently performs unsatisfactory work, the contract may be canceled upon fifteen (15) days written notice by the Chief Operator or Chairman of the New River Regional Water Authority.

14. INSPECTION

All work shall be subject to inspection by the Chief Operator or Lead Shift Operator at any time. Routinely, the Chief Operator will make periodic inspections of the completed work. Any discrepancies in the work shall be corrected within 24 hours.

15. PAYMENT

Payment will be made to the Contractor on a monthly invoice basis for work satisfactorily accomplished, and within fourteen (14) days after receipt of invoice.

A. INVOICING REQUIREMENTS

Monthly invoices shall contain the following information:

1. Invoice number
2. Location of Performance of Work
3. Vendor's Name and Mailing Address
4. Vendor's Federal Identification Numbered Invoices shall be submitted to:

NRRWA

**Attn: Shawn Brooms 289 Kohler Ave.
Austinville, VA 24312**

B. INSURANCE AND LICENSES

Contractor shall be required to provide proof of insurance.
Contractor shall also hold an Herbicide Application License.
Contractor shall provide proof of Worker's Compensation if applicable.

C. LOCATIONS OF WORK

The following is a list of the sites:

1. Water Treatment Plant – 289 Kohler Ave. Austinville, VA
2. River Pump Station - 243 Store Hill Rd. Austinville, VA
(A key is required to access the River Pump Station and will be unlocked by an employee of NRRWA when necessary.)

New River Regional Water Authority is an Equal Opportunity Employer.

New River Regional Water Authority is a Drug Free Workplace.

SERVICE AGREEMENT

Dated: _____

TO: (Business Name)

ADDRESS: (Business Address)

PROJECT: 2018 Ground Maintenance

\$ _____ per Maintenance Session

By signing this service agreement you are hereby agreeing to follow all policy and procedures as well as provide all services within the scope of this contract.

(Contractor's Signature)

(C. Wayne Sutherland, Jr.)

(Chairman) New River Regional Water Authority

(Shawn C. Brooms)

(Chief Operator) New River Regional Water Authority