



**PITTSYLVANIA COUNTY
BOARD OF SUPERVISORS**

INVITATION FOR BID

**LAWN AND MAINTENANCE CARE FOR
PITTSYLVANIA COUNTY PUBLIC LIBRARIES**

**CHATHAM PUBLIC LIBRARY
GRETNA PUBLIC LIBRARY
BROSVILLE PUBLIC LIBRARY
MT. HERMAN PUBLIC LIBRARY
HISTORY CENTER**

RFP- 2020-03-12

MARCH 10, 2020

CONTACTS

**BARBARA ROBERTS, SENIOR ADMINISTRATIVE ASSISTANT
434-432-3271**

**CONNIE GIBSON, PURCHASING MANAGER
(434) 432-7744**

INVITATION FOR BIDS

Issue Date: March 10, 2020

RFP# 2020-03-12

Issuing: Pittsylvania County, Virginia, Purchasing Department

Title: Lawn and Maintenance Care for Pittsylvania County Public Libraries

Sealed Proposals Will Be Received Until 2:00 P.M., April 13, 2020,

Mailing address: Connie Gibson
Procurement Manager
Pittsylvania County Purchasing Department
P.O. Box 426 – 1 Center Street
Chatham, VA 24531

All Proposals must be in a sealed envelope and clearly marked in the lower left corner:

Sealed Proposal - RFP #2020-03-12, Lawn Care for the Public Libraries. Proposals not so marked or sealed shall be returned to the offeror and will not be considered. Proposals shall clearly indicate the legal name, address and telephone number of the offeror (company, firm, partnership, individual). All expenses for making proposals to Pittsylvania County shall be borne by the offeror. **All Proposals shall be received by 2:00 P.M., Tuesday, April 13, 2020.** Any proposal received after this time and date will not be considered. The offeror has the sole responsibility to have the proposal received by the Pittsylvania County Purchasing Department at the above address and by the above stated time and date.

Copies of the Proposal Documents may be obtained at the Purchasing Department located in County Administration Building 1 Center Street, Virginia, at no charge. You may also download this RFP at www.pittsylvaniacountyva.gov website

All inquiries for bid information should be directed to: Connie Gibson, Purchasing Manager, telephone number: (434) 432-7744, Fax: (434) 432-7746, or connie.gibson@pittgov.org.

PRE-PREPOSAL CONFERENCE: There will be no pre-proposal conference. Each prospective proposer is required to visit and inspect each work location before submitting their proposal. Proposals will only be accepted from proposers who have visited the work location and conferred with the branch manager at each library.

This procurement shall be conducted in accordance with the competitive negotiation procedures of the Virginia Public Procurement Act – Section 2.2- 4302

Note: The County of Pittsylvania, Virginia does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §§ 2.2-4343.1, 1950 as amended or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by Federal, State, and County law relating to discrimination in employment or contracting.

In Compliance with this Request for Proposal the named party hereby submits a proposal in

response to Pittsylvania County to furnish services described in this RFP. The entire proposal, including Technical proposal, Proposal Cover Sheet, and any supplemental materials required to be provided by the offeror pursuant to the terms and conditions of the RFP, constitute the entire proposal.

The party hereby certifies that such is genuine and not collusive or sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion or communication or conference, with any person to fix the bid price or affiant or any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against Pittsylvania County or any person interested in the proposed contract.

The party submitting the forgoing Proposal acknowledges the provisions, terms and conditions of this RFP, including all attachments and addenda, and agrees to be bound by those provisions, terms and conditions. Further, the party certifies that all information submitted in response to this RFP is correct and true. The person signing this form shall be an authorized signatory officer of the corporation or an individual authorized by the By-Laws of the Corporation that has been given authoritative responsibility to bind the firm in a contract.

Name and Address of Firm:

Date: _____

By: _____

Signature

Print Name

Title

Telephone Number: _____

e-mail: _____

FIN: _____

REFERENCES: Provide at least 3 references that you currently provide lawn care . Please include the company's name, contact person and phone number.

- 1.
- 2.
- 3.

LAWN CARE FOR PUBLIC LIBRARIES

The intent and purpose of this RFP is to establish a term contract with a qualified contractor to provide Lawn and Maintenance Care for the Pittsylvania County Public Libraries. The County's intent is to award a one (1)-year contract with an additional four (4) one-year renewals, subject to mutually agreed upon pricing and terms and conditions.

QUALIFICATIONS: The successful contractor shall have been in the lawn care and maintenance business for a minimum of four (4) years. The Contractor shall have a person available during normal business working hours to work and /or to address any problems or complaints.

SCOPE OF SERVICE: All work is to be performed during normal working hours, 8:00 a.m to 5:00p.m.

1. Chatham Public Library- 24 Military Drive in Chatham, VA.
2. Gretna Public Library and Learning Center/The Riddle Center, - 207 Coffey Street, Gretna, VA
3. Brosville Public Library- 11948 Martinsville Hwy. Danville, VA 24541
4. Mount Herman Public Library- 4058 Franklin Turnpike, Danville, VA
5. Pittsylvania County History Research Center and Library. 340 Whitehead Street, Chatham, VA.

The chosen firm shall provide the management, supervision, and manpower necessary to provide the lawn care and maintenance services as detailed below. All work shall be performed in a professional and workmanlike manner. The locations shall be serviced according to the weekly schedule. All bids shall include labor and materials. Any work not included in the RFP shall be quoted and approved before work is completed.

A. Weekly from March 15th through September 15th of each year.

1. Trash and litter pick-up and removal from parking lots, sidewalks, shrubbery and grassed areas prior to mowing. Trash and litter should not be blown into the grass, but rather removed from the area.
2. Grassed areas mowed with a blade no less than 2 ½" high.
3. Grass trimmed and edged; borders and edges weed-eated
4. Concrete areas and parking lots are to be blown or swept to remove grass trimmings after mowing and trimming is complete.
5. Weeding shrubbery beds.
6. Water plants as needed

B. Bi-weekly from September 16 through November 15th

1. Trash and litter pick-up and removal from the parking lots, sidewalks, shrubbery and grassed areas prior to mowing.
2. Grassed areas mowed with a blade no less than 2 ½” high.
3. Grass trimmed and edged; borders and edges weed-eated.
4. Concrete areas and parking lots are to be blown or swept to remove grass trimmings after mowing and trimming is complete.

C. Between September 1st through November 15th

1. Apply slow release 25-3-13 fertilizer and lime to all grass areas. One-third amount should be applied in September, one-third in October and one-third in November.
2. Re-seed where needed, using a fine blade fescue.

D. December 1st through February 28th

1. Trim and prune trees, shrubbery and brushes: remove leaves around the building, in the shrubbery and on the lawns as necessary to maintain a neat, uniform appearance. Remove trimmings from the property.

E. February 15th through April 1st

1. Mulch areas around buildings, trees, and shrubs to a depth of 2 ½ inches using double-ground bark mulch.

F. March 1st and March 31st

1. Apply pre-emergent fertilizer to all grass areas at recommended rate/amount.

7. INSTRUCTIONS TO OFFERORS

A. This procurement shall be conducted in accordance with the competitive negotiation procedures of Pittsylvania County Procurement Policy. The Procurement Policy is available at www.pittsylvaniacounty.va.gov.

B. Questions or requests for clarification may be emailed to Connie Gibson, Purchasing Manager at connie.gibson@pittgov.org.

C. Three (3) copies and one (1) original indicated as “Original” of Proposals shall be submitted to: Pittsylvania County, Purchasing Department, P.O. Box 426, 1 Center Street Chatham, VA 24531

D. All Proposals must be in a sealed envelope or box and clearly marked with the following information: "Sealed Proposal, RFP #2020-03-12: Lawn Care for Libraries” and company name

and address. Proposals not so marked or sealed may be returned to the Offeror and will not be considered. Proposals shall clearly indicate the legal name, address and telephone number of the Offeror (company, firm, partnership, or individual). Proposals shall be signed above the typed or printed name and title of the individual signing on behalf of the Offeror (page 3). All expenses incurred for submitting shall be borne by the Offeror.

All Proposals shall be received by 2:00 PM on April 13, 2020

E. The Offeror shall submit a proposal that demonstrates and provides evidence that the Offeror is able to provide suitable goods and/or services and has the capabilities, professional expertise, and experience to provide janitorial services.

8. PROPOSAL REQUIREMENTS

A. The proposal shall provide information necessary for Pittsylvania County to evaluate the qualifications, experience, and expertise of the proposing firm to perform lawn care services for five public libraries. The proposal shall also demonstrate the experience and capabilities of the Offeror in providing the goods and services to local and/or state governments.

B. The proposal shall contain a CONCISE summary of the subject items described in the proposal evaluation criteria contained in this RFP, Section 9.

C. The proposal shall clearly indicate primary contact and assigned personnel. Offeror shall provide the name of the Offeror and firm, if any, the address and telephone number, and the name and title of the primary and secondary individuals who would be responsible for providing these goods and/or services to the County.

D. The proposal shall demonstrate Offerors experience in providing Scope of Services.

E. Offeror shall provide a minimum of three references of other similar size organizations utilizing lawn care services that they have provided. The references shall include names, phone numbers and email addresses of key contact personnel.

F. Offerors shall indicate any exceptions taken to any part of this Request for Proposals. Offerors shall fill out and clearly identify any proprietary information and return with proposal response. Identify the specificity of the data or other materials for which protection is sought, indicate the section and page number where it can be found in the Offerors RFP response and state the reasons why protection is necessary in accordance with the Code of Virginia, Chapter 43, § 2.2-4342.

G. Offerors shall provide a table of contents and number all pages of their proposal response and shall fill out and return the cover page of this RFP signed by a person with corporate authority to enter into any contract which may result from the RFP.

H. Offerors shall provide their current workload with particular reference to personnel and other resources being proposed.

I. Offerors shall provide information on the corporate structure of their firm as well as any proposed subcontractors required to perform the required work.

J. Offerors shall provide cost for services stated in the proposal. The cost shall be per month, per library.

K. Offeror shall include a copy of their State Corporation Commission Certificate of Good Standing.

9. PROPOSAL EVALUATION CRITERIA

A. Selection of the successful Offeror(s) will be based upon submission of proposals meeting the selection criteria. The Selection Committee (SSC) will use the following criteria in its review and evaluation of the Proposals:

EVALUATION CRITERIA WEIGHT

1. Qualifications and Experience of Offeror in Providing Similar Services. 35 pts
2. Approach for Providing Services to Meet the Statement of Needs. 30 pts
3. Proposed price based on monthly charges. 25pts
4. Oral Presentation Interviews. (will only be conducted if deemed necessary by the County). 10 pts.

If an interview is not needed, proposals will be scored on a maximum of 90 points only.

10. SPECIAL TERMS AND CONDITIONS

- A. **REMOVAL FROM DUTY:** The library may require the removal of any Contractor's employee from the worksite who is deemed to be untrained, careless, and insubordinate, under the influence of drugs or alcohol, or incompatible with the library environment.
- B. **PRE-PROPOSAL CONFERENCE:** There will be no pre-proposal conference, but each prospective bidder is required to visit and inspect each work location before submitting a proposal. Proposals will only be accepted from visitors who have visited the work location and conferred with the branch managers..
- C. **AWARD:** The Selection Committee will evaluate the most responsive proposals as deemed by staff and may also ask questions of a clarifying nature from Offerors as required. A composite rating will be developed which indicates the group's collective ranking of the written proposals in a descending order. If deemed necessary by the selection committee, the County may engage in individual discussions with two or more Offerors deemed the most fully qualified, responsible and suitable on the basis of the Selection Committee's evaluations.

At the conclusion of any discussion, on the basis of evaluation factors as set at the time of issuance of this proposal and all information developed in the selection process to this point, the County shall select in the order of preference one or more Offerors whose qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted; beginning with the Offeror ranked first. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror. Pittsylvania County reserves the right to award a contract to more than one Offeror, if it is in the Owner's best interest.

The County reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified firm or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of Pittsylvania County.

- D. **RENEWAL OF CONTRACT:** This contract may be renewed by the County for four (4) successive one- year periods under the terms and conditions of the original contract except as stated below. Price increases may be negotiated only at the time of renewal. Written notice of the County's intention to renew shall be given approximately 30 days prior to the expiration date of each contract period.
- E. **NON-APPROPRIATION BY PUBLIC BODY:** Bidder acknowledges that Pittsylvania County is a governmental entity, and that contract validity is based upon the availability of public funding under the authority of the Board of Supervisors. In the event that public funds are unavailable and/or not appropriated for the performance of the County's obligations under any contract, then the contract shall automatically expire without penalty to the County upon receipt of written 30-day notice by the County to the Contractor of the unavailability and/or non-appropriation of public funds.
- F. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award, as a result of this solicitation, the County will publicly post such notice on the Pittsylvania County website, www.pittsylvaniacountyva.gov and at the County Administration Building public board, located at 1 Center Street, Chatham, VA, 24531.
- G. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the County's satisfaction at the contractor's expense.

ATTACHMENTS THAT SHOULD BE RETURNED WITH BID:

- 1. Official Proposal Form, page 3
- 2. Statement of Disclaimer, page 15
- 3. Contractor Eligibility, page 15
- 4. Attachment A- Price Sheet
- 5. Copy of Insurance Certificate
- 6. Any certifications you may have.

**PITTSYLVANIA COUNTY
BOARD OF SUPERVISORS
PURCHASING DEPARTMENT**

I. GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS/OFFERORS

1. Reservation of County Rights:

The County reserves the right to accept or reject any or all bids, to waive any informality and to make an award to a party other than the low bidder, if deemed in the best interest of the County, subject to the provisions under the Virginia Public Procurement Act.

The County does not discriminate against faith-based organizations.

2. Laws of the Commonwealth:

Any purchase order/contract resulting from this bid process shall be governed; in all respects whether as to its validity, construction, capacity, performance or otherwise; by the laws of the Commonwealth. Successful bidders providing goods to the County herewith assure the County that they are conforming to the provisions of the Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

In every contract of over \$10,000 the provisions in 1 and 2 below apply:

(1) During the performance of this contract, the contractor agrees as follows:

A. **Nondiscrimination Clause:** The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. **Equal Opportunity Employer:** The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

(2) **Subcontractors:** The contractor will include the provisions of the foregoing paragraphs A, B, and C in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

(3) Drug Free Workplace – During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that such provision will be binding upon each subcontractor or vendor.

3. Tax Exemption:

The County is exempt from State sales, and use taxes and will issue a Certificate of Exemption upon request. Deliveries against any items of this bid procedure shall be free from any excise or transportation taxes. Excise exemption registration NO. 54-600-1508 may be used when required or necessary on behalf of the County.

4. Modifications, Additions, or Changes:

Modifications, additions, or changes to the terms and conditions of this invitation to bid may be cause for rejection of your bid. All bids shall be entered on the official bid forms, if provided. Bidders who attach or submit bids on their or any other forms may be considered unresponsive and may be rejected if an official bid form is provided.

5. Delivery Point:

Except when otherwise specified herein, all items shall be F.O.B. delivered to any point within the County as directed by the Central Purchasing Department.

6. Transportation and Packaging:

The authorized agent by signing this bid certifies and warrants that the bid price offered for F.O.B. destination, includes only the actual freight rate costs at the lowest and best rate and is based on the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be properly and legibly marked or labeled on the outside with the commodity description and number, size and quantity.

7. Evaluation of Bid Documents:

If any prospective bidder is in doubt as to the true meaning of any part of the specifications or other bid documents, the prospective bidders shall submit a written request, within the time frame provided, after receipt of the invitation to bid to the Central Purchasing Department. The Central Purchasing Department will have final authority to review any discrepancies or deficiencies in the specifications and then make the necessary interpretations or revisions.

Interpretations or revisions shall be made official by the issuance of any necessary addendum and distributed to all potential bidders. The Central Purchasing Department will not be responsible for explanations or interpretations of the bid documents, except as issued in writing by the Purchasing Manager and/or County Administrator.

8. Default:

In the case of default by the successful bidder or failure to deliver the goods or services ordered by the time specified, the Department of Central Purchasing, after due written notice may procure these goods or services from other sources and hold the defaulting vendor responsible for any excess cost occasioned thereby.

9. Anti-Collusion Certification:

The authorized agent by signing this bid certifies and warrants that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. The signing agent understands collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. The signing agent also agrees to abide by all conditions of this bid and certifies that he or she is duly authorized to sign this bid for the bidder represented herein.

10. Kickbacks:

The signing agent certifies and warrants that neither he/she nor the bidder from whom he/she is authorized to act has offered or received any kickback from any other bidder, suppliers, manufacturer, or subcontractor in connection with his/her bid on this solicitation. A kickback is defined as an inducement for the award of a contract, subcontracts or order, in the form of any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged. Further, no person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.

11. Gifts by Bidder, Offeror, Contractor, or Subcontractor:

No bidder, offeror, contractor, or subcontractor, shall confer on any public employee or official having formal responsibility for a procurement transaction, any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

12. Termination/Cancellation of Contract:

Subject to the provisions below, the contract may be terminated by either party upon thirty (30) days advance written notice to the other party; but if any work or

service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

A. Termination for Convenience

In the event that this contract is terminated or cancelled upon request and for the convenience of the County, without the required thirty (30) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

B. Termination for Cause

Termination by the County for cause, default or negligence on the party of the appraiser or firm shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination of Cause.

C. Non-Appropriation Clause/Termination due to Unavailability of Funds in Succeeding Fiscal Years

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be cancelled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

13. Quantities:

Quantities set forth in this invitation are estimates only, and the successful bidder shall supply at bid prices actual quantities as ordered regardless of whether such total quantities are more or less than those shown.

14. Ordering:

All orders from the County shall be issued by the Central Purchasing Department. A County purchase order number is required for the contract; yet partial order quantities and deliveries will be accepted upon request or as outlined in the Special Specifications, by the Central Purchasing Department. No other department or personnel other than those in the Central Purchasing Department of the County are qualified to issue purchase orders, make changes in orders, or accept delivery on orders under this contract without specific written authorization being received by the contractor from the Central Purchasing Department or as otherwise specified in the Special Specifications.

15. Invoices/Billing Process:

Invoices for items ordered, delivered, and accepted by the Central Purchasing Department or authorized departments shall be submitted by the contractor directly to the Accounting Department, at the address shown on the purchase order. The purchase order number must be referenced on all invoices regardless of quantities delivered, backordered, etc. Any outstanding quantities not included in the billing or invoice should be shown on a separate statement specifically

marked, as not being an invoice for payment yet is an accountability of items and cost outstanding.

16. Discounts:

All bids will be evaluated and awarded on net prices. Cash discounts will not be considered in making awards. If cash discounts for prompt payment are offered, it must be clearly shown on the bid forms in the space provided. On monthly invoices any payment terms must be clearly marked. The County will attempt to take advantage of any such discounts provided our timetable allows us to do so.

17. Hold Harmless:

The successful contractor assumes and agrees to indemnify, defend and hold harmless Pittsylvania County, Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, labor, goods, or equipment of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence on the part of the using agency or to the manner outlined by the contractor and description literature or specifications submitted with the contractor's bid.

18. Warranty:

The contractor shall provide warranty documents on any material, goods or equipment of any kind or nature provided by the contractor, his subcontractor or other agents. The warranty shall be in effect for the period of time specified.

19. Contractual Intent

Upon successful award of this bid by the County, it is the County's intent to have a written contract fully executed by all participating parties. This contract shall delineate the capacity, performances and considerations for all parties involved.

The contents of the bid submitted by the successful bidder and the bid specifications shall become a part of any contract awarded as a result of these specifications. The successful vendor will be expected to sign a "Standard Contract for Services" with the County.

Sample contracts may be submitted by either party at the time of the bid, however, the County reserves the right to use its uniform contract format over all samples submitted.

20. Insurance

By signing and submitting a bid/proposal under this solicitation, the Bidder/Offeror certifies that if awarded the contract, it will maintain all required Worker's Compensation, Employer's Liability, Commercial General Liability and Automobile Liability insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation

Commission. **Copies of insurance certificates shall be submitted with all bids/proposals.**

21. Use of Name Brands Within These Specifications:

The name of a certain brand, make, manufacturer, or definite specification is to denote the quality to the specific brand, make, manufacturer, or specification named; it is to set forth and convey to prospective bidders the general style, type, character and quality of article desired, and wherever in specifications or contract documents a particular brand, make of materials, device or equipment shall be regarded merely as a standard. Any other brand, make of material, device or equipment which is recognized the equal of that specified, considering quality, workmanship and economy of operation and is suitable for the purpose intended, shall be considered responsive to the specifications.

22. Access To Records:

The County Administrator or his duly authorized agent, shall, until the expiration of three (3) years following the final payment on this Agreement, have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of Lessor and Assignee involving transactions related to this Agreement. Lessor and Assignee shall have the reciprocal right, until the expiration of three (3) years following final payment on this Agreement, to have access to and examine and copy any directly pertinent books, documents, papers and records of the County Administrator in the event of litigation or arbitration involving this Agreement, rights of access, examination and copying hereunder granted to Lessor, Assignee, and Lessee shall continue until such claims have been finally disposed of.

STATEMENT OF DISCLAIMER

RE: _____ BID OR RFP #2020-03-12

This is to certify that no employee, official, or elected officer of the County of Pittsylvania has a proprietary interest in the company, corporation, partnership, or other organization, furnishing the goods and/or services, or stands to benefit personally from the furnishing of such goods or services as referenced above.

FIRM: _____

BY: _____

TITLE: _____

CONTRACTOR ELIGIBILITY CERTIFICATION

This is to certify that this person/firm/corporation has not been barred from bidding on contracts by any agency of the Commonwealth of Virginia, nor is this person/firm/corporation a part of any firm/corporation that has been barred from bidding on contracts by any agency of the Commonwealth of Virginia.

Name of Official

Title

Firm or Corporation

ATTACHMENT A		AWARD will be based on TOTAL estimated annual cost and will be determined by the below formulas		
Description of Scope of Service A, B, C, D, E, and F (see page 2 and 3)	Chatham Location	Estimated Amount	TOTAL	
A- 3/15- 9/15 - price per week	\$	price per week x 28 weeks =	\$	
B- Bi- weekly 9/16- thru 11/15- price per bi weekly	\$	price biweekly x 5 weeks =	\$	
C- 9/1 thru 11/15 price per event	\$	per event X 3 =	\$	
D- 12/1 thru 2/28 - price per event	\$	per event X 3 =	\$	
E- 2/15 thru 4/1 - price per event	\$	per event X 2=	\$	
F- March 1 and 31- price per event	\$	per event	\$	
			TOTAL	\$
	GRETNA LOCATION			
A- 3/15- 9/15 - price per week	\$	price per week x 28 weeks =	\$	
B- Bi- weekly 9/16- thru 11/15- price per bi weekly	\$	price biweekly x 5 weeks =	\$	
C- 9/1 thru 11/15 price per event	\$	per event X 3 =	\$	
D- 12/1 thru 2/28 - price per event	\$	per event X 3 =	\$	

E- 2/15 thru 4/1 - price per event	\$	per event X 2=	\$	
F- March 1 and 31- price per event	\$	per event	\$	
			TOTAL	\$
	Brosville Location			
A- 3/15- 9/15 - price per week	\$	price per week x 28 weeks =	\$	
B- Bi- weekly 9/16- thru 11/15- price per bi weekly	\$	price biweekly x 5 weeks =	\$	
C- 9/1 thru 11/15 price per event	\$	per event X 3 =	\$	
D- 12/1 thru 2/28 - price per event	\$	per event X 3 =	\$	
E- 2/15 thru 4/1 - price per event	\$	per event X 2=	\$	
F- March 1 and 31- price per event	\$	per event	\$	
			TOTAL	\$
	Mt. Herman location			
A- 3/15- 9/15 - price per week	\$	price per week x 28 weeks =		
B- Bi- weekly 9/16- thru 11/15- price per bi weekly	\$	price biweekly x 5 weeks =		

C- 9/1 thru 11/15 price per event	\$	per event X 3 =		
D- 12/1 thru 2/28 - price per event	\$	per event X 3 =		
E- 2/15 thru 4/1 - price per event	\$	per event X 2=		
F- March 1 and 31- price per event	\$	per event		
			TOTAL	
	History Center			
A- 3/15- 9/15 - price per week	\$	price per week x 28 weeks =		
B- Bi- weekly 9/16- thru 11/15- price per bi weekly	\$	price biweekly x 5 weeks =		
C- 9/1 thru 11/15 price per event	\$	per event X 3 =		
D- 12/1 thru 2/28 - price per event	\$	per event X 3 =		
E- 2/15 thru 4/1 - price per event	\$	per event X 2=		
F- March 1 and 31- price per event	\$	per event		
			TOTAL	