



2241 LANGHORNE ROAD \* LYNCHBURG VA 24501 \* (434) 847-8050 \* FAX (434) 847-6099

## **IFB #700**

### **Invitation for Bid**

#### **Landscaping/Grounds Maintenance Services- Multiple Locations**

**I. Objective**

Horizon Behavioral Health, hereinafter called HBH, is seeking to enter into a contract with a qualified, insured contractor that has all licenses required by law, to perform landscaping and grounds maintenance services at various HBH locations specified in this document. HBH reserves the right to make multiple awards and/or remove individual locations or specific services from the contract based on budgetary considerations.

**II. Timeline**

**A. Bid Issuance Date**  
**January 22, 2013**

**B. Mandatory Site Visit**

A mandatory site visit will be required of all submitting a bid. The purpose of this site visit is to allow potential bidders/offers an opportunity to view the actual area to be maintained. By signing the last page of this document and submitting a bid, vendors are certifying that they physically visited each site. The site visit may be done independently, however an appointment is recommended to ensure that an authorized person is present to answer questions that may arise, such as where property boundaries lie. It is important to note that no person is authorized to verbally expand the scope of work outlined herein, nor to make changes. Any conflicting information should be reported to the purchasing contact named below, and any changes or significant clarifications resulting from questions posed during site visits will be issued in a written addendum to the solicitation.

**C. Question Deadline & Contact Information**

Questions concerning this IFB should be directed, in writing by mail, email ([jay.goding@horizonbh.org](mailto:jay.goding@horizonbh.org)), or fax (434) 847-6099 to *Jay Goding (voice 434-847-8050)* in the Purchasing Office no later than 14 days prior to the closing date of the bids. Any revisions to the solicitation will be made only by written addendum issued by the Procurement Office.

**D. Bid Deadline**

**Friday, March 1, 2013, by 3 PM.** Any bid received after that time will not be considered. Postmarks are not taken into consideration. **Awards will be made by the end of the same month.**

**E. Period of Contract**

**1 Service Year (April 1, 2013 thru November 30, 2018)**, with four additional one-year renewal options, contingent upon mutual agreement and satisfactory contract performance.

**III. Background**

Horizon Behavioral Health has facilities in the surrounding area to provide Services for Mental Health, Mental Retardation, Substance Abuse and Prevention.

**IV. Statement of Need/Specifications**

Please refer to the specific locations listed at the end of this document and the services need. Pricing for services must be based on the definitions of such services as listed here:

Bed Maintenance:	Weed beds at least twice monthly. Trim shrubs as needed. Chemically spray as needed for insects and weed prevention. Included is mulching beds once per year with quality mulch and generous coverage.
Fall Leaves:	Collect and remove leaves from lawns, walkways, parking lots, and driveways as needed for safety and appearance throughout the Fall season.
Fertilization:	Application of fertilizer on grass, plants, and shrubs.
Mowing & Trimming:	Cut grass and trim edges and around trees, gazebos, and other structures as needed to maintain neat appearance.
Overgrowth Prevention:	Some properties tend to have small trees, bushes, and undergrowth that crowd or overhang driveways, parking lot borders, gazebos, embankments, and walkways. Quote shall include all effort necessary to maintain neat appearance, limb up trees, cut down and remove undergrowth, and haul away all resulting brush.
Trimming Shrubs:	This refers to any decorative shrubs or pruning of small trees that may exist on the property <u>other than</u> in beds. This does not apply to shrubs existing in natural areas.

## V. Reference Documents

Vehicle to be furnished shall conform to all applicable Federal and Motor Vehicle Safety Standards and all equipment shall conform to Title 46.2, Chapter 10, of the Code of Virginia and shall include a valid State Inspection Sticker.

## VI. Bid Preparation and Submission Requirements

### A. General Instructions

1. Bids should be not be extensive but should convey enough information for the agency to evaluate the ability of your firm to provide the requested services.
2. **Any exceptions to the specifications contained in this bid shall be clearly identified as an exception.** Horizon Behavioral Health, in its sole discretion, will determine if the exception is acceptable as being an immaterial change to the requirements.
3. Bids are to be returned to the Purchasing Office, Horizon Behavioral Health, 2241 Langhorne Rd, Lynchburg, Virginia 24501.
4. The original Invitation for bid must be signed and returned with your bid.

### B. Specific Instructions

1. All bids shall be returned in a **sealed envelope** marked **Landscaping/Grounds Services**. Bids shall be signed by an authorized representative of the offeror. Courier and regular mail packages shall be clearly marked as to the contents. **Bids may be hand delivered, but they must be in a sealed container.**
2. **Horizon Behavioral Health is a tax exempt agency**, as a political subdivision of the Commonwealth of Virginia.
3. Vendors that will be performing services at a HBH site must be able to present Certificates of Insurance stating a minimum of 1 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.

## VII. General Terms and Conditions

- A. Offerors who submit a bid in response to this IFB may be required to give an oral presentation of their bid to the agency. This will provide an opportunity for the offeror to clarify or elaborate on the bid. The agency will schedule the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, bids should be complete.

- B. No member of the governing body, officer, or employee of Horizon Behavioral Health during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C. The agency reserves the right to accept any bid or to reject any or all bids.
- D. Horizon Behavioral Health may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offeror's physical plant prior to award to satisfy questions regarding the offeror's capabilities. The agency further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the agency that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E. All bids submitted under the IFB will become the property of the Horizon Behavioral Health Board and will not be returned. In accordance with the Virginia Public Procurement Act: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."
- F. The Horizon Behavioral Health Board will not be responsible for any expenses incurred by a potential offeror in preparing and submitting a bid.
- G. Bids received after the date and time stated will not be considered. It is the responsibility of the offeror to see that his bid is received in the Purchasing Office by the specified time and date. Date of postmark is not considered. Telephone, telegraph and facsimile bids are not acceptable.
- H. It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I. By submitting a Bid, the Offeror covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J. Payment shall be made upon 30 days receipt of accurate and complete monthly statements.
- K. By signature on this solicitation, bidder certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- L. By written notice to the Contractor, Community Services may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- M. The Contractor shall adhere to the rules and regulations proclaimed by the Purchasing Agency regarding the confidentiality of client related information during and after the term of the contract.
- N. If the Contract involves patient care, the contractor will adhere to the standards set by the Purchasing Agency regarding quality assurance and participate with the Purchasing Agency in the systematic and ongoing monitoring and evaluation of patient care.

- O. Failure to submit a Bid on the form provided for that purpose shall be a cause for rejection of the Bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the Bid; however, HBH reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a Bid as nonresponsive.
- P. HBH reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.
- Q. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- R. In case of failure to deliver services in accordance with the contract terms and conditions, HBH, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.
- S. A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Executive Director of HBH.
- T. By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their Bid, and that they have not conferred on any public employee having official responsibility for this 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 was exchanged.
- U. The agency reserves the right to cancel any subsequent contract at any time the agency, in its sole discretion, deems it to be in the agency's best interest to do so by giving the contractor 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver or perform on all outstanding orders issued prior to the effective date of cancellation.
- V. By submitting their bid/bid, all bidders and offerors certify to the Horizon Behavioral Health Board that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11-51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance.
1. During the performance of this contract, the contractor agrees as follows:
    - b. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, 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.
    - c. 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.
    - d. 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. 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.
- W. By submitting their bid/bid, all bidders and offerors certify to the Horizon Behavioral Health Board that: During the performance of the 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, dispensation, 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 the provisions will be binding upon each subcontractor or vendor.

- X. HBH reserves the right to award a contract to a bidder based on "best value" (as defined in the Virginia Public Procurement Act, July 2005), which means the overall combination of quality, price, and various elements of required services that in total are optimal relative to the needs of HBH.

**Bid pricing must be submitted on this and the following pages in the spaces provided. You may also submit pricing on a supplemental sheet, but if there is any discrepancy; pricing given on this solicitation will supercede any supplemental sheets. Please be sure that service definitions provided on pages 1 and 2 are reviewed prior to completing pricing. Monthly rates shall be based on the service months of April to November.**

1. If contract is renewed beyond initial 1-year period, the *maximum* cost increase will be \_\_\_\_\_% per renewal year. Actual increases up to this maximum will be determined by mutual agreement and negotiation.

2. Hourly rate for additional services not specified herein: \_\_\_\_\_/hr

3. My business can provide requested services to (mark one box):

- |   |   |
|---|---|
| <input type="checkbox"/> All locations            | <input type="checkbox"/> Bedford Locations only |
| <input type="checkbox"/> Lynchburg locations only | <input type="checkbox"/> Amherst Locations only |
| <input type="checkbox"/> Other (specify):         |   |

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Optional: In addition to the required services my business will be providing, I suggest the following grounds improvements or services, as optional services:

\$\_\_\_\_\_ for:

\$\_\_\_\_\_ for:

**IN COMPLIANCE WITH THIS INVITATION FOR BID AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED BID OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.**

Company Name and Address:

\_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Name: \_\_\_\_\_  
\_\_\_\_\_ Signature in Ink  
\_\_\_\_\_ ZIP \_\_\_\_\_ Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Administration**

2241 Langhorne Rd, Lynchburg, VA 24501  
(434) 847-8050 Phone

**Directions to Administration:** From Route 29, take the 501N business exit (Kemper Street) and get in the left lane. You are now on Kemper Street. At the third traffic light, turn right onto Langhorne Road. Proceed through three traffic lights, and the Administration building is on your left in between La Carretta's and Hardees.

Bed Maintenance: \$ \_\_\_\_\_/month      Fall Leaves: \$ \_\_\_\_\_/each time  
Trimming Shrubs: \$ \_\_\_\_\_/month      Fertilization: \$ \_\_\_\_\_/each time  
Overgrowth Prevention: \$ \_\_\_\_\_/month      Mowing & Trimming: \$ \_\_\_\_\_/cut

Comments:

**Landover Center**

2235 Landover Place, Lynchburg, VA 24501  
(434) 847-8000 Phone

**Directions to Landover Center:** From Route 29, take the 501 N business exit (Kemper Street) and get in the left lane. You are now on Kemper Street. At the third traffic light, turn right onto Langhorne Road. Proceed through three traffic lights, and turn left just past Hardees on Lansdown. Turn left at the stop sign at Landover Place. Turn right into the second parking lot entrance for the Landover Center.

Bed Maintenance: \$ \_\_\_\_\_/month      Fall Leaves: \$ \_\_\_\_\_/each time  
Trimming Shrubs: \$ \_\_\_\_\_/month      Fertilization: \$ \_\_\_\_\_/each time  
Overgrowth Prevention: \$ \_\_\_\_\_/month      Mowing & Trimming: \$ \_\_\_\_\_/cut

Comments:

**Forest Hill Group Home (FHGH)**

3018 Forest Hills Circle, Lynchburg, VA 24501  
(434) 386-4449 Phone

**Directions to Forest Hills Group Home:** From 29 South, take 501 North. Proceed through Route 221/Lakeside Drive onto Old Forest Road. Go approximately 1.5 miles and turn left onto Forest Hills Circle. Forest Hills Group Home is on the right directly across the street from an apartment building.

Bed Maintenance: \$\_\_\_\_\_/month      Fall Leaves: \$\_\_\_\_\_/each time  
Trimming Shrubs: \$\_\_\_\_\_/month      Fertilization: \$\_\_\_\_\_/each time  
Overgrowth Prevention: \$\_\_\_\_\_/month      Mowing & Trimming: \$\_\_\_\_\_/cut

Comments:

**ICF Homes (ICF) – 2 Homes**

3009 / 3011 Roundelay Dr., Lynchburg, VA 24502  
Bethany House / Timothy House  
(434) 239-1032 Phone

**Directions to ICF Homes:** Follow Timberlake Road heading West. Just past Tiny Town Putt-Putt on your right, turn right onto Roundelay Road. The homes are the last homes on the right just before St. Thomas Moore Catholic Church. Bethany House is in the front.

Bed Maintenance: \$\_\_\_\_\_/month      Fall Leaves: \$\_\_\_\_\_/each time  
Trimming Shrubs: \$\_\_\_\_\_/month      Fertilization: \$\_\_\_\_\_/each time  
Overgrowth Prevention: \$\_\_\_\_\_/month      Mowing & Trimming: \$\_\_\_\_\_/cut

Comments:

**Haley Center (HC)**

456 Rivermont Ave., Lynchburg, VA 24503  
(434) 847-8030 Phone

**Directions to Haley Center:** From Route 29, take the Main Street exit. Turn left onto Main Street. Main Street becomes Rivermont Avenue. Haley Center is on the right side of the street with parking in the rear.

Mowing & Trimming: \$\_\_\_\_\_/cut

Comments:

**Residence**

208 Denver Ave., Lynchburg, VA 24503  
No Phone

Mowing & Trimming: \$\_\_\_\_\_/cut

Comments:

**Hudson House (HH)**

2420 Woodrow St., Lynchburg, VA 24501  
(434) 847-8031 Phone

**Directions to Hudson House:** From Route 29, take the Campbell Avenue exit. Follow Campbell to Woodrow Street. Turn right on Woodrow Street. Hudson House is located at the end of the street.

Bed Maintenance: \$\_\_\_\_\_/month

Fall Leaves: \$\_\_\_\_\_/each time

Trimming Shrubs: \$\_\_\_\_\_/month

Fertilization: \$\_\_\_\_\_/each time

Overgrowth Prevention: \$\_\_\_\_\_/month

Mowing & Trimming: \$\_\_\_\_\_/cut

Comments:

**Amherst Group Homes (AGH) – 2 Homes**

434) 929-4702 Phone  
115 Robindale Circle, Amherst, VA 24521  
108 Whippoorwill Circle, Amherst, VA 24521

**Directions to Robindale Home:** Follow 29 North Business to Madison Heights. Turn right onto Dixie Airport Road. Turn left onto Possum Island Road. Continue for about one mile and turn left onto Forest Drive. Turn left onto South Wood Duck Road, and then left onto Robindale Circle.

**Directions to Whippoorwill Home:** Follow 29 North Business to Madison Heights. Turn right onto Dixie Airport Road. Turn left onto Possum Island Road. Continue for about one mile and turn left onto Forest Drive. Turn right onto North Wood Duck Road, then right onto Whippoorwill Circle.

Bed Maintenance: \$\_\_\_\_\_/month

Fall Leaves: \$\_\_\_\_\_/each time

Trimming Shrubs: \$\_\_\_\_\_/month

Fertilization: \$\_\_\_\_\_/each time

Overgrowth Prevention: \$\_\_\_\_\_/month

Mowing & Trimming: \$\_\_\_\_\_/cut

Comments:

**Longwood Group Home (LGH)**

1615 Longwood Ave., Bedford, VA 24523

(540) 586-5027 Phone

**Directions to Bedford GH:** Follow Route 221 South to Bedford. At first stoplight in Bedford, turn right onto Longwood Ave. (beside Forks County Restaurant). Immediately turn left between Scott's Automotive and Longwood Industries. The GH is the two-story brick home with the green roof.

Bed Maintenance:	\$_____ /month	Fall Leaves:	\$_____ /each time
Trimming Shrubs:	\$_____ /month	Fertilization:	\$_____ /each time
Overgrowth Prevention:	\$_____ /month	Mowing & Trimming:	\$_____ /cut

Comments:

**Elkridge Group Home (EALF)**

109 Elkridge Drive, Forest, VA 24551

(434) 213-2471

**Directions to Elkridge ALF:** Follow Route 221 South to Bedford. Once you pass the Jefferson Forest Middle School to your left take the following left onto Elkridge Drive. Go towards the end of the cul-de-sac. The ALF is a white two-story home at the end a little to the right.

Bed Maintenance:	\$_____ /month	Fall Leaves:	\$_____ /each time
Trimming Shrubs:	\$_____ /month	Fertilization:	\$_____ /each time
Overgrowth Prevention:	\$_____ /month	Mowing & Trimming:	\$_____ /cut

Comments:

**Powell-Pearson ICF Homes – 2 Homes**

722A&B Old Graves Mill Road, Lynchburg, VA 24502

(434) 832-7084 (Pearson)

(434)832-1394 (Powell)

**Directions to Powell-Pearson ICF:** Off of Old Graves Mill Road in-between Timberlake Road and Graves Mill Road. Or graveled driveway is right next to Seven Hills Church of Christ, where there will be two newly built homes on the right.

Bed Maintenance:	\$_____ /month	Fall Leaves:	\$_____ /each time
Trimming Shrubs:	\$_____ /month	Fertilization:	\$_____ /each time
Overgrowth Prevention:	\$_____ /month	Mowing & Trimming:	\$_____ /cut

Comments:

**Altavista Group Home**

101 Avoca Lane  
Altavista, VA 24517  
(434) 369-7187

**Directions to Altavista GH:** Follow 29 South to Altavista for 17 miles. Take the ramp to US-29 BUS S/Co Rd 712/Dearing Ford Rd/Main St. Turn left onto US-29 BUS S/Co Rd 712/Dearing Ford Rd/Main St Continue to follow US-29 BUS S/Main St. Turn right onto Avoca Ln, destination will be on the left

Bed Maintenance: \$\_\_\_\_\_/month

Fall Leaves: \$\_\_\_\_\_/each time

Trimming Shrubs: \$\_\_\_\_\_/month

Fertilization: \$\_\_\_\_\_/each time

Overgrowth Prevention: \$\_\_\_\_\_/month

Mowing & Trimming: \$\_\_\_\_\_/cut

Comments: