

**ARLINGTON COUNTY, VIRGINIA
OFFICE OF THE PURCHASING AGENT**

INVITATION TO BID NO. 22-DPR-ITBLW-582

ADDENDUM NO. 1

Arlington County Invitation to Bid (ITB) No. 22-DPR-ITBLW-582 for Landscape Maintenance Services is amended as follows:

1 . Section I. Information for Bidders, Item Number 18. Qualification of Bidders is hereby modified as follows:

Staffing Qualification: All key personnel proposed for this project must have experience as designated key personnel in similar size and type of projects. The following are considered key personnel:

- **Designated Project Manager**: shall have a minimum of **five (5) years'** experience in landscape/mowing industry and speak fluent English.
- **Designated Crew Leaders**: shall have a minimum of **three (3) years'** experience in landscape/mowing industry and speak fluent English.
- One personnel with a Virginia Department of Agriculture and Consumer Services (VDACS) Certified Pesticide Applicator license.

Designated means that there will be one primary identified person performing that role. That person will not be changed without prior approval from the County. Designated does not mean fulltime

2 . Section II. Scope of Services, General Specifications is hereby modified as follows:

- Landscape Maintenance, Item Number 1. is hereby replaced in its entirety with the following:

Landscape Maintenance

The Contractor shall:

1. Pick up from the landscape areas leaves, branches and all trash to include by way of illustration and not limitation: metal cans, paper, cardboard, plastic, metal objects, glass bottles, tires, auto parts, rocks, **heavy or clumps of grass clippings**, and broken glass, and shall dispose of all debris in a legal manner at the Contractor's expense.

- Landscape Maintenance, Item Number 1. is hereby replaced in its entirety with the following:

Landscape Maintenance

The Contractor shall:

8. Remove trash and debris from all areas to be maintained, including curb and gutter areas. Trash and debris may include, but is not limited to leaves, branches, metal cans, paper, cardboard, plastic, metal objects, glass bottles, tires, auto parts, rocks, **heavy or clumps of grass clippings** and broken glass. All litter, **heavy or clumps of grass clippings** and debris shall be disposed of at the Contractor's expense.

- Grass Clipping is hereby removed in its entirety.

3. Bid Form is hereby replaced in its entirety with the **Revised Bid Form**. Bid response **Must** be on the **“Revised Bid Form”**.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Tomoka Price, VCO, VCA
Procurement Officer
tprice@arlingtonva.us

RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR BID:

BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.

FIRM NAME: _____

AUTHORIZED SIGNATURE: _____ **DATE:** _____

ARLINGTON COUNTY, VIRGINIA

INVITATION TO BID NO. 22-DPR-ITBLW-582

REVISED BID FORM

SUBMIT ONE FULLY COMPLETED AND SIGNED BID FORM ELECTRONICALLY VIA VENDOR REGISTRY

BIDS WILL BE OPENED AT 1:00 P.M., ON FEBRUARY 25, 2022

FOR PROVIDING LANDSCAPE MAINTENANCE SERVICES PER THE TERMS, CONDITIONS AND SPECIFICATIONS OF THIS SOLICITATION

THE FULL LEGAL NAME OF THE ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE BELOW. THIS BID FORM AND ALL OTHER DOCUMENTS THAT REQUIRE A SIGNATURE MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON WHO IS AUTHORIZED TO BIND THE BIDDER, OR THE BID MAY BE REJECTED.

SUBMITTED BY:

(legal name of entity)

AUTHORIZED SIGNATURE:

PRINT NAME AND TITLE:

ADDRESS:

CITY/STATE/ZIP:

TELEPHONE NO.:

**E-MAIL
ADDRESS:**

**THIS ENTITY IS INCORPORATED
IN:**

THIS ENTITY IS A:

*(check the applicable
option)*

CORPORATION

LIMITED PARTNERSHIP

GENERAL PARTNERSHIP

UNINCORPORATED
ASSOCIATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP

**IS BIDDER AUTHORIZED TO TRANSACT BUSINESS IN THE
COMMONWEALTH OF VIRGINIA?**

YES NO

**IDENTIFICATION NO. ISSUED TO THE ENTITY BY
THE SCC:**

Any Offeror exempt from Virginia State Corporation Commission (SCC) authorization requirement must include a statement with its proposal explaining why it is not required to be so authorized.

ENTITY'S DUN & BRADSTREET D-U-N-S NUMBER: *(if available)*: _____

HAS YOUR FIRM OR ANY OF ITS PRINCIPALS BEEN DEBARRED FROM SUBMITTING BIDS TO ARLINGTON COUNTY, VIRGINIA, OR ANY OTHER STATE OR POLITICAL SUBDIVISION WITHIN THE PAST THREE YEARS? YES NO

HAS YOUR FIRM DEFAULTED ON ANY PROJECT IN THE LAST THREE YEARS? YES NO

HAS YOUR FIRM HAD ANY TYPE OF BUSINESS, CONTRACTING OR TRADE LICENSE, REGISTRATION OR CERTIFICATION REVOKED OR SUSPENDED IN THE PAST THREE YEARS? YES NO

HAS YOUR FIRM AND ITS PRINCIPALS/OWNERS BEEN CONVICTED OF ANY CRIME RELATING TO ITS CONTRACTING BUSINESS IN THE PAST TEN YEARS? YES NO

HAS YOUR FIRM BEEN FOUND IN VIOLATION OF ANY LAW APPLICABLE TO ITS CONTRACTING BUSINESS (LICENSING LAWS, TAX LAWS, WAGE AND HOUR LAWS, PREVAILING WAGE LAWS, ENVIRONMENTAL) WHERE THE RESULT OF SUCH VIOLATION WAS THE PAYMENT OF A FINE, BACK PAY DAMAGES, OR ANY OTHER PENALTY IN THE AMOUNT OF \$5000 OR MORE? YES NO

IS YOUR FIRM PREQUALIFIED BY THE VIRGINIA DEPT. OF TRANSPORTATION? YES NO

BIDDER STATUS: MINORITY OWNED: WOMAN OWNED: NEITHER:

THE UNDERSIGNED UNDERSTANDS AND ACKNOWLEDGES THE FOLLOWING:

THE OFFICIAL COPY OF THE SOLICITATION DOCUMENTS, WHICH INCLUDES ANY ADDENDA, IS THE ELECTRONIC COPY THAT IS AVAILABLE ON THE [VENDOR REGISTRY WEBSITE](#).

VENDORS ARE REQUIRED TO REGISTER ON [VENDOR REGISTRY](#) IN ORDER TO SUBMIT A RESPONSE TO THIS INVITATION TO BID. **NO RESPONSES WILL BE ACCEPTED AFTER THE BID DUE DATE AND TIME.**

POTENTIAL BIDDERS ARE RESPONSIBLE FOR DETERMINING THE ACCURACY AND COMPLETENESS OF ALL SOLICITATION DOCUMENTS THEY RECEIVE FROM ANY SOURCE, INCLUDING THE COUNTY.

MINIMUM BIDDER QUALIFICATIONS:

In a separate attachment, Bidders shall provide the following documentation:

Company Qualifications:

- Submit a Company statement for proof of 5 years of experience in providing landscape maintenance services. The experience shall be work of similar size, scope and maintenance.

Contract Experience:

- Provide a list of contracts for landscape maintenance services, of similar size and scope, that have been executed during the past 3 years for consideration. Bidders' list shall include the following information to show compliance with the experience criteria:
 - Project Name
 - Project description and scope of work
 - Owner Contract Name, Project Manager name, telephone number and email address
 - Final contract value

Staffing Qualification:

- Resumes of the proposed Project Manager, Crew Leader(s), and personnel with a Virginia Department of Agriculture and Consumer Services (VDACS) Certified Pesticide Applicator License assigned to this work, who have the requirements as described in the Scope of Work. ([Attach to your Bid submission](#))

YES NO

- Copy of Virginia Department of Agriculture and Consumer Services Certified Pesticide Applicator license. ([Attach to your Bid submission](#))

YES NO

Bidders shall complete the following and submit with their bid:

1. Attachment A – Pricing Sheet
2. Attachment B – Contractor Certification Regarding Criminal Convictions

The undersigned acknowledges receipt of the following Addenda:

ADDENDUM NO. 1 DATE: _____ INITIAL: _____

ADDENDUM NO. 2 DATE: _____ INITIAL: _____

ADDENDUM NO. 3 DATE: _____ INITIAL: _____

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by a Bidder in connection with a procurement transaction will not be subject to public disclosure under the Virginia Freedom of Information Act. Pursuant to Section 4-111 of the Arlington County Purchasing Resolution, however, a Bidder seeking to protect submitted data or materials from disclosure must, before or upon submission of the data or materials, identify the data or materials to be protected and state the reasons why protection is necessary.

Please mark one:

- No, the bid that I have submitted does not contain any trade secrets and/or proprietary information.
- Yes, the bid that I have submitted does contain trade secrets and/or proprietary information.

If Yes, you must clearly identify below the exact data or materials to be protected and list all applicable page numbers of the bid that contain such data or materials:

State the specific reason(s) why protection is necessary:

If you fail above to identify the data or materials to be protected or to state the reason(s) why protection is necessary, you will not have invoked the protection of Section 4-111 of the Purchasing Resolution. Accordingly, upon the award of a contract, the bid will be open for public inspection consistent with applicable law.

BIDDER NAME: _____

CERTIFICATION OF NON-COLLUSION: The undersigned certifies that this bid is not the result of or affected by (1) any act of collusion with another person engaged in the same line of business or commerce (as defined in Virginia Code §§ 59.1-68.6 *et seq.*) or (2) any act of fraud punishable under the Virginia Governmental Frauds Act (Virginia Code §§ 18.2-498.1 *et seq.*).

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person who is designated to receive notices and other communications regarding this solicitation. Refer to the "Notices" section in the draft Contract Terms and Conditions for information regarding delivery of notices.

NAME: _____

ADDRESS: _____

E-MAIL: _____

BIDDER NAME: _____

ACKNOWLEDGEMENT OF COUNTY COVID-19 VACCINATION POLICY

I, _____(Company Name, hereinafter referred to as “Bidder”),
certify that I will comply with the COVID-19 Vaccination Policy as a condition of contract award which may
require that all contractor employees or subcontractors who will be working on the contract are fully
vaccinated against COVID-19, or being tested on a weekly basis, or are exempt pursuant to a valid
reasonable accommodation under state or federal law.

Signed: _____ **Date:**_____

Name of Bidder: _____

Energy-Efficient Non-Gas-Powered Equipment Certification

I, _____ (Contractor Name, hereinafter referred to as “Bidder”), by checking “Yes” in the table below, certify the non-gas powered handheld equipment used for the “Landscape Maintenance Services” portion of this work is Energy Star Certified and meet the Federal Energy Management Program (FEMP) efficiency requirements. By checking “No” in the table below, I certify the non-gas-powered handheld equipment used for the “Landscape Maintenance Services” portion of this work is not Energy Star Certified or meet the FEMP efficiency requirements.

Description	Energy Star Certified and meet FEMP Efficiency Requirements.	
Non-gas-powered equipment used for the “Landscape Maintenance Services” (As outlined in the plans)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Signed: _____ Date: _____

Name of Bidder: _____

BID FORM, PAGE 8 OF 11
REFERENCES

Bidders should provide three (3) references for similar services that have been provided by the Bidder within the past five (5) years. The County reserves the right to evaluate the quality of Contractor's work through site visits with Contractor's references.

REFERENCE 1: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract Name: _____
Contract Dates (from-to): _____
Contract Description: _____

REFERENCE 2: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract Name: _____
Contract Dates (from-to): _____
Contract Description: _____

REFERENCE 3: Contact Name: _____
Organization: _____
Phone Number: _____
E-mail Address: _____
Contract Name: _____
Contract Dates (from-to): _____
Contract Description: _____

BIDDER NAME: _____

INSURANCE CHECKLIST

CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE AND ENDORSEMENTS MARKED "X".

COVERAGES REQUIRED

LIMITS (FIGURES DENOTE MINIMUMS)

- 1. Workers' Compensation..... Statutory limits of Virginia
 - 2. Employer's Liability.....\$500,000/accident, \$500,000/disease, \$500,000/disease policy limit
 - 3. Commercial General Liability.....\$1,000,000 CSL BI/PD each occurrence, \$1 Million annual aggregate
 - 4. Premises/Operations.....\$500,000 CSL BI/PD each occurrence, \$ 1 Million annual aggregate
 - 5. Automobile Liability.....\$1 Million BI/PD each accident, Uninsured Motorist
 - 6. Owned/Hired/Non-Owned Vehicles.....\$1 Million BI/PD each accident, Uninsured Motorist
 - 7. Independent Contractors.....\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
 - 8. Products Liability.....\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
 - 9. Completed Operations.....\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate
 - 10. Contractual Liability (Must be shown on Certificate).....\$1 Million CSL BI/PD each occurrence, \$ 1 Million annual aggregate
 - 11. Personal and Advertising Injury Liability.....\$1 Million each offense, \$1 Million annual aggregate
 - 12. Umbrella\Excess Liability.....\$1 Million Bodily Injury, Property Damage and Personal Injury
 - 13. Per Project Aggregate
 - 14. Professional Liability
 - a. Architects and Engineers.....\$1 Million per occurrence/claim
 - b. Asbestos Removal Liability\$2 Million per occurrence/claim
 - c. Medical Malpractice.....\$1 Million per occurrence/claim
 - d. Medical Professional Liability.....\$1 Million per occurrence/claim
 - 15. Miscellaneous E&O/ Professional Liability\$1 Million per occurrence/claim
 - 16. Motor Carrier Act End. (MCS-90) \$1 Million BI/PD each accident, Uninsured Motorist
 - 17. Motor Cargo Insurance
 - 18. Garage Liability.....\$1 Million Bodily Injury, Property Damage per occurrence
 - 19. Garagekeepers Liability.....\$500,000 Comprehensive, \$500,000 Collision
 - 20. Inland Marine-Bailee's Insurance..... \$ _____
 - 21. Moving and Rigging Floater..... Endorsement to CGL
 - 22. Dishonesty Bond.....\$ _____
 - 23. Builder's Risk..... Provide Coverage in the full amount of contract
 - 24. XCU Coverage..... Endorsement to CGL
 - 25. USL&H..... Federal Statutory Limits
 - 26. Carrier Rating shall be Best's Rating of A-VII or better or its equivalent
 - 27. Notice of Cancellation, nonrenewal or material change in coverage shall be provided to County at least thirty (30) days prior to action.
 - 28. The County shall be named Additional Insured on all policies except Workers Compensation, Errors and Omissions/Professional Liability and Auto.
 - 29. Certificate of Insurance shall show Bid Number and Bid Title.
 - 30. Environmental Impairment Liability, including coverage of on-site clean up.....BI/PD \$3 Million per occurrence/\$6 Million Aggregate
 - a. In addition to environmental impairment liability, if work requires clean up, remediation, and/or removal of bio-solids, bio-hazards waste, and any hazardous or toxic material via transportation request:
 - Business Auto Liability.....\$2 Million per occurrence with MCS-90 and CA 9948 (or equivalent endorsements specifically referenced in the certificate of insurance)
 - 31. Cyber insurance.....\$2 Million per occurrence/Aggregate
 - 32. OTHER INSURANCE REQUIRED: Sexual Molestation Insurance.....\$1 Million per occurrence/claim
- INSURANCE AGENT'S STATEMENT:** I have reviewed the above requirements with the Offeror named below and have advised the Offeror of required coverages not provided through this agency.

AGENCY NAME: _____

AUTH. SIGNATURE: _____

OFFEROR'S STATEMENT: If awarded the Contract, I will comply with all Contract insurance requirements.

BIDDER NAME: _____

AUTH. SIGNATURE: _____

