

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201

**NOTICE OF CONTRACT AMENDMENT**

MCDONNELL LANDSCAPE, INC.	DATE ISSUED:	May 29, 2020
20315 GEORGIA AVE., PO BOX 400	CURRENT REFERENCE NO:	16-261-ITB-LW
BROOKEVILLE, MD 20833	CONTRACT TITLE:	DPR – LANDSCAPE MAINTENANCE

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**THIS IS A NOTICE OF AMENDMENT OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE  
VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The contract documents consist of the terms and conditions of AGREEMENT No. 16-261-ITB-LW including any attachments or amendments thereto.

**EFFECTIVE DATE:** 6/5/2020

**EXPIRES:** 07/31/2021

**RENEWALS:** THERE ARE NO RENEWALS

**ATTACHMENTS:**

Amendment No. 15, dated 6/5/2020

**EMPLOYEES NOT TO BENEFIT:**

**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE  
GENERAL PUBLIC.**

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VENDOR CONTACT: JORGE LOPEZ, VICE PRESIDENT

VENDOR TEL. NO.: (301) 924-2600 EXT. 203

EMAIL ADDRESS: [JORGE@MCDONNELLLANDSCAPE.COM](mailto:JORGE@MCDONNELLLANDSCAPE.COM)

COUNTY CONTACT: HELENA GILBERT, MANAGEMENT  
SPECIALIST

COUNTY TEL. NO.: (703) 228-7981

COUNTY CONTACT EMAIL: [HGILBE@ARLINGTONVA.US](mailto:HGILBE@ARLINGTONVA.US)

ARLINGTON COUNTY, VIRGINIA

AGREEMENT NO. 16-261-ITB  
AMENDMENT NUMBER 15

This Amendment Number 15 is made on June 5, 2020 by the County and amends Agreement Number 16-261-ITB-LW ("Main Agreement") dated September 12, 2016 between McDonnell Landscape, Inc. ("Contractor") and the County Board of Arlington County, Virginia ("County").

The County and the Contractor agree to amend **Attachment A, LIST OF LOCATIONS** called for under the Main Agreement as follows:

1. Add the following location: LS-61, 1554 Columbia Pike
  - a. The Contractor shall provide an initial cleanup service in accordance with the scope provided in Exhibit 1.
    - i. The cost for this initial cleanup shall be \$3,200.
  - b. The Contractor shall provide monthly landscape maintenance services in accordance with Contract specifications.
    - i. The per visit monthly cost shall be \$82.25.

All other terms and conditions of the Main Agreement remain in effect.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON  
COUNTY, VIRGINIA

AUTHORIZED: \_\_\_\_\_  
SIGNATURE: Kaylin Schreiber  
NAME: Kaylin Schreiber  
TITLE: Procurement Officer  
DATE: 5/29/2020

MCDONNELL LANDSCAPE, INC.

AUTHORIZED: \_\_\_\_\_  
SIGNATURE: Jorge A. Lopez  
NAME: Jorge A. Lopez  
TITLE: Vice President  
DATE: 5/29/2020



May 26, 2020

Ms. Helena Gilbert  
Arlington County, Virginia  
2700 S. Taylor Street  
Arlington, VA 22206

McDonnell Landscape offers to furnish all of the labor, equipment and materials necessary to perform the landscape cleanup work at **1554 COLUMBIA PIKE** located in Arlington, VA

All work shall be executed as per conversation with Ms. Helena Gilbert

Redefine all landscape beds around the building and parking lot

Remove and haul away all the weeds from landscape beds and parking lot

Install mulch (provide by the County) at all landscape beds

Cut down, remove and haul away all the dead trees from the courtyard

Trim/Prune all the shrubs.

Total price for this work: **\$3,200.00 (initial cleanup only)**


Landscape maintenance services: **\$82.25 per visit (twelve visits per season)**

Total price per 2020: **\$575.75 (June – December)**

If you have any questions, Please don't hesitate to call me at (240) 388-6103

Thank you,

Sincerely,

  
Jorge A. Lopez  
Vice President

## Helena Gilbert

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**From:** Christopher McGuigan  
**Sent:** Wednesday, May 27, 2020 10:33 AM  
**To:** Helena Gilbert  
**Subject:** RE: 1554 Columbia Pike

Good Morning Helena,

Approval from the DHS program managers has been granted for both the landscaping and mowing proposals. Since three different programs share RPC, the costs for each service should be distributed to the account codes listed below and in the percentage specified. Please make arrangements to have all this work completed. Unfortunately, the mowing contractor that I met on site with you was unable to accept a credit card to do the initial mowing. Is there any way to get him to RPC as soon as possible. Thanks for all you help.

Landscaping:

Initial \$3,200.00  
Annual \$575.75

Mowing:

Initial ~~\$410.00~~ *fmc*  
Annual \$711.20

101.437100.51108.HMLS.1000.6HNNH	50%
101.437100.52341.B402.0000.3501	25%
101.437100.52341.B402.0000.3521	25%

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**From:** Christopher McGuigan  
**Sent:** Tuesday, May 26, 2020 1:07 PM  
**To:** Helena Gilbert <Hgilbe@arlingtonva.us>  
**Subject:** RE: 1554 Columbia Pike

Helena,

Thank you for your quick response. I have forwarded the prices to our DHS managers and am awaiting their approval.

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**From:** Helena Gilbert <Hgilbe@arlingtonva.us>  
**Sent:** Tuesday, May 26, 2020 9:37 AM  
**To:** Christopher McGuigan <cmcguigan@arlingtonva.us>  
**Subject:** FW: 1554 Columbia Pike

Christopher this is the cost for the landscape services.

The mowing cost will be \$711.20 for this year. The contract goes out for bid this year and the cost may go up or down.

Please let me know if you want to proceed and provide the chargeback number.

Thanks,

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**From:** Jorge Lopez, Sr. <[jorge@mcdonnelllandscape.com](mailto:jorge@mcdonnelllandscape.com)>  
**Sent:** Tuesday, May 26, 2020 9:08 AM  
**To:** Helena Gilbert <[Hgilbe@arlingtonva.us](mailto:Hgilbe@arlingtonva.us)>  
**Cc:** Tasha Green <[Tgreen@arlingtonva.us](mailto:Tgreen@arlingtonva.us)>  
**Subject:** 1554 Columbia Pike

**EXTERNAL EMAIL**

**CAUTION : Are you expecting this attachment?**

Helena,

See attached

Thanks.

Jorge Lopez  
Vice-President  
McDonnell Landscape, Inc.  
P: 301-924-2600  
F: 301-924-7029  
[jorge@mcdonnelllandscape.com](mailto:jorge@mcdonnelllandscape.com)

Begin forwarded message:

**From:** [office@mcdonnelllandscape.com](mailto:office@mcdonnelllandscape.com)  
**Date:** May 26, 2020 at 9:09:22 AM EDT  
**To:** [jorge@mcdonnelllandscape.com](mailto:jorge@mcdonnelllandscape.com)