

REQUEST FOR PROPOSAL

Hampton-Newport News Community Services Board  
Landscaping/Grounds keeping Services

REQUEST FOR PROPOSAL

Issue Date: June 13, 2017  
Title: Hampton-Newport News Community Services Board (HNNCSB)  
Landscaping/Grounds keeping  
RFP Number: RFP#LG-06-2017  
Issuing Agency: Hampton-Newport News Community Services Board  
300 Medical Drive  
Hampton, Virginia 23666

Period of Contract: **FROM:** July 1, 2017 **TO:** June 30, 2018

Sealed Proposals: The Hampton-Newport News Community Services Board will receive sealed proposals until **3:00 PM local time and according to the clock in the Hampton-Newport News Community Services Board Procurement Office, on June 30, 2017,** for furnishing the services described herein.

**Sealed Proposals should be clearly identified as a response to RFP#LG-06-2017, not to be opened in the mail room, and to be delivered immediately to Yaisa Goodwin, Financial Services, 300 Medical Drive, 2nd Floor, and Hampton, VA 23666.**

If proposals are mailed, send directly to the Procurement Office at the issuing agency address shown above. If proposals are hand delivered, deliver to the Reception Desk at the issuing agency address shown above.

It is the Vendor's responsibility to assure that proposals are received at the location indicated by the date and time above. This complete document with all attachments must accompany your proposal, with all information and signatures applied as required.

Inquiries:  
All inquiries for information should be directed to:

**Yaisa Goodwin MBA, MAML**

**Phone: (757) 788-0065**

**Fax: (757) 788-0938**



**VENDOR PROPOSAL COVERSHEET**

Issue Date: June 13, 2017

Title: Hampton-Newport News Community Services Board (HNNCSB)  
Landscaping/Grounds keeping Services

RFP Number: **RFP#LG-06-2017**

**Pre-Proposal Conference:**

A mandatory pre-proposal conference will be held on **Tuesday, June 20, 2017 at 1:00 pm – 2 pm** at the Hampton-Newport News Community Services Board, 300 Medical Drive, Hampton, VA 23666. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Any changes that may be made as a result of this conference will be noted in an addendum to the request for proposals. A tour of the properties will be scheduled following the pre-proposal conference.

In Compliance With This Request for Proposals And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Attached Signed Quote To Include Proposal and Attachments A, B, C, D, E & F as Mutually Agreed Upon By Subsequent Negotiation.

Vendor Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name

\_\_\_\_\_  
Signature in Ink

Telephone Number: \_\_\_\_\_

Title: \_\_\_\_\_

FEI/FIN NUMBER (1) \_\_\_\_\_

Vendor  DOES  DOES NOT  
Vendor  IS  IS NOT

consider this firm to be a minority business.  
certified as a minority business by the Virginia  
Department of Minority Business Enterprise. (2)

- (1) Vendor is REQUIRED to provide a Federal Employer Identification Number, a Federal Identification Number or, in the absence of these numbers, the owner's Social Security Number. This information is being collected for IRS reporting.
- (2) OPTIONAL: Minority Vendors are encouraged to submit proposals; minority status does not influence award.



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**I. PURPOSE:**

The intent and purpose of this Request for Proposal is to possibly establish a contract with one or more vendors who can provide Landscaping/Grounds keeping Services as specified herein to the Hampton-Newport News Community Services Board (HNNCSB) at locations identified in Section II, Background.

**II. BACKGROUND :**

Hampton-Newport News Community Services Board (HNNCSB) is centrally located at 100-600 Medical Drive, Hampton, VA 23666, and the campus requires landscaping/grounds keeping services. HNNCSB also occupies additional properties in the cities of Hampton and Newport News which also require landscaping/grounds keeping services. The locations of the properties in addition to the campus are as follows:

Residential Properties

Conway Place  
11 Conway Road  
Newport News, VA 23606

Winburn House  
71B Brogden Lane  
Hampton, VA 23666

Terrace Place  
708 Terrace Place  
Newport News, VA 23601

Brogden Place  
71 Brogden Lane  
Hampton, VA 23666

Cornerstone Residence  
1431 Aberdeen Road  
Hampton, VA 23666

Bay Port  
638 J. Clyde Morris Blvd  
Newport News, VA 23601

Dresden Apts  
619 Dresden Drive  
Newport News, Va 23601

REACH  
1428 Big Bethel Road  
Hampton, VA

Gristmill  
125 Red Robin Turn  
Hampton, VA 23669

Gilbertson Lodge  
301 Bowman Lane  
Newport News, VA

Transcend  
817 Forrest Drive  
Newport News, VA

Adams Woods Apts  
13365 Warwick Blvd  
Newport News, VA 23602

Duval House  
859 Harpersville Road  
Newport News, VA

Transcend Place- Snow Removal Only!!!  
817 Forrest Drive  
Newport News, VA 23601

Briarfield Place  
1644 Briarfield Road  
Hampton, VA 23666

Aberdeen Gardens  
2421 Aberdeen Road  
Hampton, VA 23666



SEFP –Snow Removal Only!!!  
2351 Terminal Ave  
Newport News, VA 23607

Commercial Properties

Hampton Roads Clinic  
2712 Washington Ave  
Newport News, VA 23607

Lassen House  
1930 E. Pembroke Ave  
Hampton, VA 23663

H-NNCSB  
100 Medical Dr.  
Hampton, VA 23666

H-NNCSB  
200 Medical Dr.  
Hampton, VA 23666

H-NNCSB  
300 Medical Dr.  
Hampton, VA 23666

H-NNCSB  
400 Medical Dr.  
Hampton, VA 23666

H-NNCSB  
500 Medical Dr.  
Hampton, VA 23666

H-NNCSB  
600 Medical Dr.  
Hampton, VA 23666

Facilities  
2875 Warwick Blvd  
Newport News, VA 23607

Mason Tract  
Adjacent to 100 Medical Drive  
Hampton, VA 23666

Mason Tract – Wooded Area  
Adjacent to 100 Medical Drive  
Hampton, VA 23666

The HNNCSB may add or delete properties as necessary.

**III. SCOPE OF WORK/SPECIFICATIONS:**

A. The services desired consist of lawn maintenance, lawn fertilization and weed control, flower bed maintenance, landscape shrubs and ground cover maintenance, property clean-up, and leaf removal at the properties, irrigation maintenance at desired locations.

1. Mowing, trimming, weeding, (hand pulled if necessary) and removal of minor debris.

March 1 - December 1 every 7 days

December 1 - March monthly as required

Spring – Application of pre-emergence crabgrass control and post-emergence broadleaf weed control. Provide over-seeding as recommended by best horticultural practices.



Fall- Phased in lawn seeding and fertilize with a type of seed to provide a green lawn year round. Seed types may be recommended by contractor and approved by the Agency.

Winter- Fertilizer

2. Prune all trees and shrubs as needed. This should be performed to avoid branches from rubbing the roof/gutters; overgrowth of shrubs against building or over sidewalks. A pruning schedule will be provided to the HNNCSB.
3. Edge and mulch all beds with high quality, approved by the agency, hardwood mulch twice annually. This should involve removing old mulch and replacing with new mulch, including pest control application. The timeframe for this activity is Spring - March 1 through April 30 and Fall - September 1 through October 31.
4. Vendor shall provide a proposal guaranteeing price to include all vendor labor, wages/salaries (including overtime), management fees, supplies, training, training materials, equipment, overhead and profit necessary to keep the properties in acceptable condition.  
Snow removal during the winter months-all locations. This includes pre-treating sidewalks and walkways with 1 part calcium Chloride, (27.6% Calcium, min. by wt. and 48.8% Chloride min. by wt.), or approved substitute, and 15-30 parts abrasive, (sand), prior to predicted event, and removal of snow from sidewalks as well as parking lots after the event. Calcium Chloride or approved substitute may be used without abrasives for ice removal. Removal of de-icer and abrasives after the weather even has subsided and as coordinated with the facilities manager. The Hampton–Newport News Community Services Board provides emergency services, and personnel must be able to access the buildings. Snow is to be removed before 8:30 a. m. This includes removal of snow from sidewalks, spreading of de-icer on sidewalks, as well as parking lots. Snow removal will be coordinated and locations prioritized by the contractor with Hampton Newport News Community Services Facilities Manager.
5. Appropriate seasonal flowers are to be planted and maintained in the flower area in front of the HNNCSB sign at 100 Medical Drive location, the bed between Vernon Stewart Drive and in front of Building 600, and the flagpole and all beds around Building 300 twice yearly. Seasonal flowers will be planted and replaced as necessary at all residential areas.

#### B. General Specifications:

1. The Vendor shall provide all labor, materials, parts, tools, devices and equipment necessary to maintain the grounds. No labor is to be subcontracted without approval by the HNNCSB.
2. Work shall be completed in accordance with accepted horticultural practices.
3. Materials shall be applied in accordance with manufacturer's directions.
4. Adequate personnel and equipment shall be provide to permit the timely completion of all operations.
5. The Vendor shall provide a work schedule to the Facilities Maintenance at the Hampton-Newport News Community Services Board.
6. The Vendor shall perform work during day light hours, but will not begin work



earlier than 8:30 a. m. at residential locations, except for snow and ice events.

#### **IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

##### **A. General Requirements:**

1. **RFP Response:** In order to be considered for selection, Vendors must submit a complete response to this RFP. This response will include a detailed proposal identifying the methods generally described in Section III Scope of Work/Specifications and Attachments A-E. One original and three (3) copies of each proposal must be submitted to the Hampton-Newport News Community Services Board. Proposals may be submitted on paper. No other distributions shall be made by the Vendor.
2. **Proposal Preparation:** Proposals shall be signed by an authorized representative of the Vendor. All information requested must be submitted. Failure to submit all information requested may result in your proposal being considered as non-responsive and, therefore, rejected. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal should be bound in a single volume, where practical. All documentation submitted with the proposal should be bound in that single volume.
3. **Oral Presentation:** Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Hampton-Newport News Community Services Board. This will clarify or elaborate on the proposal but will in no way change the original proposal. The Hampton-Newport News Community Services Board will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may not be conducted; therefore, proposal should be complete.

##### **B. Specific Requirements:**

Proposals should be as thorough and detailed as necessary so that Hampton-Newport News Community Services Board may properly evaluate the services. Vendors are required to submit the following items as a complete proposal.

1. The return of the RFP cover sheet signed and completed as required.
2. For the services listed in Section III Scope of Work/Specifications, a description of Vendor's plan for implementation and performing the contract.
3. The return of completed Attachments A, B, C, D, and E, and certificate of insurance.

#### **V. EVALUATION AND AWARD**

##### **A. Evaluation Criteria** - Proposals will be evaluated using the following criteria:

1. Prior experience in providing desired services to agencies similar in size and



- scope of work to the Hampton-Newport News Community Services Board.
2. Personnel qualifications and experience of Vendor's staff.
3. References from each of the four most recent clients up to the proposal date.
4. Understanding of requirements and proposed plans for implementing and performing the contract.
5. Cost for the specific service identified in the RFP and hourly rate for additional services as may be requested by the HNNCSB.

B. Award of Contract

Selection shall be made of one or more Vendors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price. Negotiations shall be conducted with the Vendors so selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each of the Vendors so selected, the HNNCSB shall select the Vendor which, in its sole opinion, has made the best proposal, and shall award the contract to that Vendor.

The HNNCSB may cancel this RFP or reject proposals at any time prior to an award, may waive any informality, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.)

Should the Hampton-Newport News Community Services Board determine in writing and in its sole discretion that only one Vendor is fully qualified, or that one Vendor is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Vendor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Vendor's proposal as negotiated.

VI. SPECIAL TERMS AND CONDITIONS

- A. Inspection of Job Site: The Vendor's signature on this solicitation constitutes certification that the job site has been inspected and the Vendor is aware of the conditions under which the work must be accomplished.
- B. Vendor Property Damage: The Vendor shall be entirely responsible for any loss or damage to its own materials, supplies and equipment, and to the personal property of its employees while they are maintained on the work site.
- C. Proposal Acceptance Period: This proposal shall be binding upon the Vendor for 60 calendar days following the proposal opening date. Any proposal in which the Vendor shortens the acceptance period may be rejected.
- D. Insurance: By signing and submitting a proposal under this solicitation, the Vendor certifies that if awarded a contract, it will have the following coverage at the time the work commences. Additionally, it will maintain these during the entire term of the contract. All coverage will be provided by insurance companies authorized to sell





insurance in Virginia by the State Corporation Commission. During the period of the contract, the Hampton-Newport News Community Services Board reserves the right to require the Vendor to furnish certificates of insurance for the coverage required.

### INSURANCE COVERAGE REQUIRED

#### **Worker's Compensation and Employer's Liability**

Coverage A – Statutory Requirement

Coverage B - \$100,000; \$100,000; \$500,000

#### **Comprehensive Automobile Liability, including Owned, Non-Owned**

Limits of Liability- \$1,000,000 Each Occurrence Bodily Injury or Property

Damage

#### **General Liability**

Limits of Liability - \$1,000,000 Each Occurrence Bodily Injury or Property Damage. Contractual Liability includes the Contractual Liability assumed hereunder. Completed Operations Insurance will remain in full effect until the date of acceptance of the project by the Hampton-Newport News Community Services Board.

- E. Drug Free Workplace: The unlawful or unauthorized manufacture, distribution, dispensing, or possession of alcohol or other drugs, or the impairment or incapacitation from the use of alcohol or other drugs is prohibited in the workplace by the Vendor or its employees utilized to provide services herein. By submitting proposals, Vendors certify their compliance and understand that violation of these prohibitions is a breach of contract and can result in default action.
- F. Confidentiality: The Vendor agrees to adhere to all applicable federal and state laws or regulations dealing with the Hampton-Newport News Community Services Board's client rights and the confidentiality of client information. Disclosure of information may only be made with the consent of the client or if applicable his authorized representative, except in emergencies or otherwise required by law.
- G. Cancellation of Contract: The HNNCSB reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Vendor.
- H. Availability of Funds: It is understood and agreed between the parties herein that the Hampton-Newport News Community Services Board 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. Claims: Any contractual claim, whether for money or other relief arising under this contract, shall be submitted in writing, in accordance with Section 11-69 of the Code of Virginia, no later than sixty (60) days after final payment; however, written notice of the Vendor's intention to file such a claim shall have been given at the time of the occurrence or beginning of the work upon which the claim has been based. The claim shall be submitted to the Executive Director, Hampton-Newport News



Community Services Board, 300 Medical Drive, Hampton, VA 23666.

- J. Extension of Contract: Upon agreement of both parties, this contract may be extended by the purchasing agency for four successive one-year periods under the terms of the current contract at a reasonable time (approximately 60 days) prior to the expiration date.
- K. Permits and Licenses: The Vendor is required to hold or obtain before services begin, all relevant permits and/or licenses as required by law.
- L. Work Site Damages: Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the Hampton-Newport News Community Services Board's satisfaction at the Vendor's expense.
- M. Indemnification: Vendor agrees to indemnify, defend and hold harmless the Hampton-Newport News Community Services Board, 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, goods, or equipment of any kind or nature furnished by the Vendor/any services of any kind or nature furnished by the Vendor, provided that such a liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use materials, goods, or equipment in the manner already permanently described by the Vendor on the materials, goods or equipment delivered.
- N. Relationship of Parties: The parties agree to be and act as independent vendors and that under no circumstances shall either party perform any act or conduct any activity pursuant to which this Agreement could be construed to be an agreement of agency, partnership, joint venture, or employment between them.
- O. Liens: At no time shall the vendor permit any mechanics or similar liens to attach to the Hampton-Newport News Community Services Board premises on account of labor or material furnished to the Vendor or claimed to have been furnished to the Vendor, in connection with its work hereunder.
- P. Price Escalation/De-Escalation: Price adjustments may be permitted only for changes in the Vendor's cost of labor not to exceed the increase in the CPI for all items.

No price increases will be authorized for three-hundred sixty-five (365) days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each three-hundred sixty-five (365) days thereafter and only where verified by and to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Hampton-Newport News Community Services Board.

The Vendor shall not give to the purchasing office less than thirty (30) days notice prior to the end of the three-hundred sixty-five (365) day period of any price increase. Any approved price changes will be effective only at the beginning of the calendar



month following the end of the full thirty (30) day notification period. The Vendor shall document the amount and proposed effective date of any change in price. Documentation shall be supplied with the Vendor's request for increase which will verify that the requested price increase is general and not applicable to just the Hampton-Newport News Community Services Board.

The purchasing office will notify the Vendor in writing of the effective date of any increase which it approves.

- Q. Faith-Based Organizations: The Hampton-Newport News Community Services Board does not discriminate against faith-based organizations.
- R. HIPAA COMPLIANCE The successful vendor shall be required to execute a Hampton – Newport News Community Services Board Business Associate Agreement and must adhere to all relevant federal, state, and local confidentiality and privacy laws, regulations, and contractual provisions of that agreement. These laws and regulations include, but are not limited to: the regulations set forth in 45 C.F.R. Parts 160 and 164 issued pursuant to the Health Insurance Portability and Accountability Act of 1996, as amended, ("HIPAA") and the Health Information Technology for Economic and clinical Health (HITECH") Act set forth in 42 U.S.C. § 17921 et seq. The vendor shall have in place appropriate administrative, technical, and physical safeguards to ensure the privacy and confidentiality of protected health information.
- S. FAIR HOUSING ACT: The offer or must agree to abide by federal laws governing Fair Housing. Title VIII of the Civil Rights Act of 1968, as amended in 1988 (The Fair Housing Act, 42 U.S.C. (3601-3619): The Fair Housing Act prohibits all forms of discrimination in the sale or rental of most dwellings because of the race, color, religion, sex, national origin, handicap and /or familial status of the renter or buyer, or any person residing in the dwelling, or associated with the renter or buyer. It explicitly includes the refusal to make reasonable accommodations in rules and practices and to permit reasonable modifications where necessary as a form of handicap discrimination.

## VII. GENERAL TERMS AND CONDITIONS:

- A. Purchasing Regulations: This solicitation is subject to the purchasing regulations of the Hampton-Newport News Community Services Board and any revisions thereto, which are hereby incorporated into this contract in their entirety.
- B. Applicable Law and Courts: Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia. Any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Vendor shall comply with applicable federal, state and local laws and regulations.
- C. Anti-Discrimination: By submitting their proposals, all Vendors certify to the Hampton-Newport News Community Services 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 Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act which provides:



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

1. During the performance of this contract, the Vendor agrees as follows:
    - a. The Vendor will not discriminate against any employee applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Vendor. The Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - b. The Vendor, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, will state that such Vendor 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. The Vendor will include the provisions of 1. above in every subcontract or purchase order of over \$10,000, so that the provisions will bind upon each sub-Vendor or sub-vendor.
- D. Ethics in Public Contracting: By submitting their proposals, all Vendors 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 Vendor, supplier, manufacturer or sub-Vendor in connection with their proposal, 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.
- E. Immigration Reform and Control Act of 1986: By submitting their proposals, the Vendors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- F. Debarment Status: By submitting their proposal, all Vendors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia.
- G. Mandatory Use of Hampton-Newport News Community Services Board Form and Terms and Conditions: Failure to submit a proposal on the official form provided for that purpose may be a cause for rejection of the proposal. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be a cause for rejection of the proposal; however, the Hampton-Newport News Community Services Board reserves the right to decide, on a case by case basis, in



its sole discretion, whether to reject such a proposal.

- H. Clarification of Terms: If a prospective Vendor has questions about the specifications or other solicitation documents, the prospective Vendor should contact the contract officer whose name appears on the face of the solicitation, no later than five days before the due date. Any revisions to the solicitation will be made only by addendum issued by the contract officer.
- I. Precedence of Terms: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions apply.
- J. Payment Terms: The Vendor will be paid monthly for services rendered during the month. Payment will be made no later than thirty (30) days from receipt of invoice following the month of service, assuming all billing and invoicing documentation are correctly submitted.
- K. Qualifications of Vendors: The Hampton-Newport News Community Services Board may make such reasonable investigations as deemed proper and necessary to determine the ability of the Vendor to perform the work and the Vendor shall furnish to the HNNCSB all such information and data for this purpose as may be requested. The HNNCSB reserves the right to inspect Vendor's physical plant prior to award to satisfy questions regarding the Vendor's capabilities. The HNNCSB further reserves the right to reject any proposal if the evidence submitted by or investigations of such Vendor fails to satisfy the HNNCSB that such Vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.
- L. Assignment of Contract: The contract shall not be assignable by the Vendor in whole or in part without the prior written consent of the HNNCSB.
- M. Changes to the Contract: By written notice to the Vendor, the Hampton-Newport News Community Services Board may from time to time make changes, within the general scope of the contract, in the coverage and/or services provided by the Vendor. The Vendor shall promptly provide coverage or perform services in conformity to the notice. If any such change causes an increase or decrease in the Vendor's cost of performance, an equitable adjustment in the contract price shall be negotiated and the contract modified accordingly by written supplemental agreement.
- N. Default: In case of failure to perform services in accordance with the contract terms and conditions, the H-NNCSB, after due oral or written notice, may procure them from any other sources and hold the Vendor responsible for any resulting additional purchase and administrative cost. The remedy shall be in addition to any other remedies which the H-NNCSB may have.



**ATTACHMENT A**

**HAMPTON-NEWPORT NEWS COMMUNITY SERVICES BOARD  
Mental Health, Developmental Disabilities, and Substance Abuse Services**

**VENDOR CONFIDENTIALITY AGREEMENT**

I acknowledge that all information related to Hampton-Newport News Community Services Board clients is of a confidential nature, and disclosure of which would cause irreparable harm, and agree not to disclose any such information to any other party.

---

Signature of Vendor

---

Date



**ATTACHMENT B  
VENDOR DATA SHEET**

1. **QUALIFICATION OF VENDOR:** The Vendor must have the capability and capacity in all aspects to fully satisfy all of the contractual requirements. The Vendor must all have a **minimum of five years in the environmental services business.**
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service: \_\_\_\_ years \_\_\_\_ months.
3. **REFERENCES:** Indicate below a listing of at least four (4) recent references for whom you have provided **this type of service**. Include the date service was furnished and the name and address of the person the Hampton-Newport News Community Services Board has your permission to contact.

<u>CLIENT</u>	<u>ADDRESS</u>	<u>NAME/PHONE #</u>	<u>SERVICE DATE</u>
---------------	----------------	---------------------	---------------------

4. **PERSONNEL:** Indicate the size of your present staff and your plans to increase your firm's resources, if necessary, to perform this contract.
5. **BUSINESS LICENSE(S):** Copy of Business License(s) is/are required for submission of Quote.



**ATTACHMENT C  
PRICING AND PLAN OF WORK ADDENDUM-CORE COMPONENTS**

	<u>MONTHLY</u>	<u>YEARLY</u>
Main Campus 100-600 Medical Drive Hampton, VA 23666	_____	_____
Duval House 859 Harpersville Road Newport News, VA 23601	_____	_____
Conway Place 11 Conway Road Newport News, VA 23606	_____	_____
Adams Woods Apartments 13365 Warwick Blvd Newport News, VA 23602	_____	_____
Terrace Place 708 Terrace Place Newport News, VA 23606	_____	_____
Gilbertson Lodge 301 Bowman Lane/ 101 Deep Creek Rd Newport News, VA 23606	_____	_____
Briarfield Place 1644 Briarfield Road Hampton, VA 23669	_____	_____
Brogden Place 71 Brogden Lane/ Winburn House 71B Brogden Lane Hampton, VA 23666	_____	_____
Cornerstone Residence 1431 Aberdeen Road Hampton, VA 23666	_____	_____





Lassen House  
1930 E. Pembroke  
**(Old Building to the Left only)**  
Hampton, VA 23663

\_\_\_\_\_

\_\_\_\_\_

Transcend Place  
**(Snow Removal Only)**  
817 Forrest Drive  
Newport News, VA

\_\_\_\_\_

\_\_\_\_\_

SEFP  
**(Snow Removal Only)**  
2351 Terminal Avenue  
Newport News, VA 23607

\_\_\_\_\_

\_\_\_\_\_

Gristmill  
125 Red Robin Turn  
Hampton, VA 23669

\_\_\_\_\_

\_\_\_\_\_

Bay Port Apartments  
638 J. Clyde Morris Blvd  
Newport News, VA 23601

\_\_\_\_\_

\_\_\_\_\_

Hampton Roads Clinic  
2712 Washington Ave  
Newport News, VA 23607

\_\_\_\_\_

\_\_\_\_\_

Aberdeen Gardens  
1421 Aberdeen Rd  
Hampton, VA 23666

\_\_\_\_\_

\_\_\_\_\_

Dresden Apartments  
619 Dresden Drive  
Newport News, VA 23601

\_\_\_\_\_

\_\_\_\_\_

Facilities  
2875 Warwick Blvd  
Newport News, VA 23607

\_\_\_\_\_

\_\_\_\_\_

Mason Tract  
Adjacent to 100 Medical Dr  
Hampton, VA 23666

\_\_\_\_\_

\_\_\_\_\_

Mason Tract-Wooded Area RU 924  
Adjacent to 100 Medical Dr  
Hampton, VA 23666

\_\_\_\_\_

\_\_\_\_\_



REACH Program  
1428 Big Bethel Road  
Hampton, VA

\_\_\_\_\_

\_\_\_\_\_

**Total Price of Monthly Maintenance:**

\_\_\_\_\_

\_\_\_\_\_



**ATTACHMENT D  
CERTIFICATE OF INSURANCE**





**ATTACHMENT F  
PRICING AND PLAN OF WORK ADDENDUM-ADDITIONAL SNOW REMOVAL ONLY**

	<u>MONTHLY</u>	<u>YEARLY</u>
Main Campus 100-600 Medical Drive Hampton, VA 23666	_____	_____
Duval House 859 Harpersville Road Newport News, VA 23601	_____	_____
Conway Place 11 Conway Road Newport News, VA 23606	_____	_____
Adams Woods Apartments 13365 Warwick Blvd Newport News, VA 23602	_____	_____
Terrace Place 708 Terrace Place Newport News, VA 23606	_____	_____
Gilbertson Lodge 301 Bowman Lane/ 101 Deep Creek Rd Newport News, VA 23606	_____	_____
Briarfield Place 1644 Briarfield Road Hampton, VA 23669	_____	_____
Brogden Place 71 Brogden Lane/ Winburn House 71B Brogden Lane Hampton, VA 23666	_____	_____
Cornerstone Residence 1431 Aberdeen Road Hampton, VA 23666	_____	_____



Lassen House  
1930 E. Pembroke  
**(Old Building to the Left only)**  
Hampton, VA 23663

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Transcend Place  
**(Snow Removal Only)**  
817 Forrest Drive  
Newport News, VA

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SEFP  
**(Snow Removal Only)**  
2351 Terminal Avenue  
Newport News, VA 23607

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Gristmill  
125 Red Robin Turn  
Hampton, VA 23669

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Bay Port Apartments  
638 J. Clyde Morris Blvd  
Newport News, VA 23601

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Hampton Roads Clinic  
2712 Washington Ave  
Newport News, VA 23607

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Aberdeen Gardens  
1421 Aberdeen Rd  
Hampton, VA 23666

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Dresden Apartments  
619 Dresden Drive  
Newport News, VA 23601

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Facilities  
2875 Warwick Blvd  
Newport News, VA 23607

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Mason Tract  
Adjacent to 100 Medical Dr  
Hampton, VA 23666

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Mason Tract-Wooded Area RU 924  
Adjacent to 100 Medical Dr  
Hampton, VA 23666

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REACH Program  
1428 Big Bethel Road  
Hampton, VA

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**Total Price of Monthly Maintenance:**

\_\_\_\_\_

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## REQUEST FOR PROPOSAL

Hampton-Newport News Community Services Board  
Landscaping/Grounds keeping Services**Addendum 1**

- In your price proposal on Attachment C the price should include at least 2 possible snow removals per year. Any additional snow removals will be paid at an hourly rate plus materials. A separate work order must be submitted for reimbursement.
- Attachment F will include the hourly rate of additional snow removals, materials, and/or debris clean up noted upon site visit of the specified property. The contractor must submit specific details related to the debris removal.
- The square footage on the initial submission was the square footage of the actual building or residential property grounds; therefore, it has been removed. The vendors that attended the mandatory pre-bid meeting are advised to view each location prior to preparing your proposal submission.
- If there are other landscaping and grounds keeping needs outside of the core and snow removal components you may submit a separate price proposal for review and approval.
- Submission requirements: 1 original and 3 copies (binders **are not** required).

