



DEPARTMENT OF GENERAL SERVICES
CHRISTOPHER L. WINSTEAD, P.E.
DIRECTOR

IFB: #13-9368-1JC

March 15, 2013
Invitation for Bid

Annual Contract for Lawn Maintenance and Landscaping Services

Subject: Annual contract to provide Lawn Maintenance and Landscaping Services to the County of Henrico, Department of Public Utilities in accordance with the enclosed general terms, conditions and specifications.

Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **11:00 a.m.** local prevailing time, **April 9, 2013** and will be opened and publicly read aloud.

IN PERSON OR SPECIAL COURIER
County of Henrico
Department of General Services
Purchasing Office
1590 E. Parham Road
Henrico VA 23228

OR

U.S. POSTAL SERVICE
County of Henrico
Department of General Services
PO Box 90775
Henrico VA 23273-0775

This IFB and any addenda are available on the County of Henrico website at: www.co.henrico.va.us. The Bids and Proposals link is listed under the Henrico Business Section on the home page. To download the IFB, click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to: edw@co.henrico.va.us

A pre-bid conference and site visit will be held on March 26, 2013, at 9:00 a.m., at the Water Reclamation Facility 9101 WRVA Road Henrico, VA 23231. Attendance at this conference is not mandatory but is strongly recommended. It is expected that we will visit areas of the Water Reclamation Facility as well as samples of sites at the Water Treatment Facility.

Time is of the essence, and all bids received after the appointed hour for submission, whether by mail or otherwise, will be returned unopened. The time clock stamp in the Purchasing Office shall determine the time of receipt. Bidders are responsible for ensuring that Purchasing Office personnel stamp their bids by the deadline indicated.

Envelopes containing bids shall be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid.

All bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Office reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids.

The Awarding Authority for this contract will be the Director of General Services.

Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition. On the contrary, all responsible bidders are encouraged to bid and their bid is solicited. Comments as to how bid documents, specifications or drawings can be improved are welcome.

Should you have any questions concerning this Invitation to Bid, please contact Jacquelyn Comuzzi at the email address below.

Very truly yours,

Christopher L. Winstead, P.E.
Director of General Services

Jacquelyn Comuzzi
Purchasing Officer
Com005@co.henrico.va.us

I. SCOPE OF SERVICES:

The intent and purpose of this Invitation For Bid is to establish an annual contract with a qualified bidder to furnish all labor, materials, equipment and services necessary to provide lawn maintenance, specific site maintenance and landscaping for the Henrico County Water Reclamation Facility (WRF), Water Treatment Facility, Raw Water Pumping Station and Intake Facilities, Utilities Operations Center, Charles City Landfill, Springfield Landfill, and Water and Sewer Facility sites at locations shown by Attachment M in accordance with the following specifications.

A. All work listed under this contract is to be performed on an as needed and requested basis, when services are necessary. The frequency of services requested is an estimate only. Nothing shall bind the County of Henrico to any specified amount of work during the contract period. However, much of the work is of a routine nature and it is anticipated that most duties can be scheduled in advance and with sufficient notice. For the fiscal year 2011 through 2012, the County spent approximately \$128,834.00 and for fiscal year 2010 through 2011 the County spent approximately \$127,457.30 on Lawn Maintenance at these sites and facilities.

B. Water Reclamation Facility (WRF)-Attachment G

The location of the WRF is 9101 WRVA Road, Henrico, Virginia 23231. The WRF requires the mowing, cutting and edging of lawn areas and fields on the WRF site including all areas within the perimeter fence, the entrance corridor on WRVA Road, and areas within 10 feet outside the perimeter fence. The areas are shown on Attachment G. This includes: a) along Kingsland Road, from Deep Bottom to just past WRVA Road, including 10 foot buffer between 4 ft. wire fence & edge of woods, b) Along Deep Bottom Road, from Kingsland Rd. to WRF site property corner on Deep Bottom Rd, including 10 ft. buffer between 4 ft. wire fence edge of woods, c) Fields between perimeter fencing & edge of woods along Roundabout Creek and on eastern portion of site beside the Bio-solids Storage Pads and, d) storm water drainage swale between weigh scales and Kingsland Road. **Reference Attachment F Perimeter Fencing Buffer Zone for guidance.** For the purpose of this bid specification, the WRF site has been divided into three sections. During the growing season (March to November), Section A (blue area) shall be cut on a weekly basis, Section B (purple area) shall be cut on a bi-weekly basis and Section C (green area) shall be cut on a monthly basis.

C. Water Treatment Facility (WTF) –Attachment I

The location of the WTF is 10111 Three Chopt Road Henrico, VA 23233. The WTF requires the mowing, cutting and edging of lawn areas and fields on the WTF site as shown on Attachment I. The site includes all of areas within the WTF's perimeter fencing including maintenance of all lawn areas, planting beds and tree rings. The site also includes grassy hillsides on the north, south and west sides of the improved areas inside the perimeter fencing. Other site areas include along the site entrance road from Three Chopt Road, the area from the entrance on Three Chopt Road down to the corner at Gaskins Road, County owned property outside the perimeter fencing on the South side of Three Chopt Road, from the entrance road to the adjoining property at the corner of Gaskins and Pemberton Roads, a minimum five foot walking path along both sides of the perimeter fencing, along the access road leading to and around the storm water detention pond, and outside the perimeter fencing leading down to the detention pond outfall.

During the growing season (March to November), the irrigated lawn area in the island adjacent to the parking lot in front of the Main Building, the irrigated lawn area from around the south side of the Generator Building along the west side of the Main Building to the

loading dock on the north side of the Main Building, the non-irrigated lawn area along the site entrance road from Three Chopt Road, and the non-irrigated lawn area from the entrance on Three Chopt Road down to the corner at Gaskins Road are designated as Section A areas and shall be mowed weekly. The remaining lawn areas inside the perimeter fencing and the County owned property outside the perimeter fencing on the south side of Three Chopt Road are designated as Section B and shall be mowed biweekly. The grassy hillsides on the north, south and west sides inside the perimeter fencing; the area along the access road leading to and around the storm water detention pond; and the area outside the perimeter fencing leading down to the detention pond outfall are designated as Section C and shall be mowed approximately twice per year. The easement area from the WTF site out to Gaskins Road is designated as Section D and shall be mowed approximately twice per year

D. Raw Water Pumping Station (RWPS) and Intake Facilities Site-Attachment J

Located at 1201 S. Gaskins Road Richmond, VA 23218, the RWPS and Intake Facilities Site require mowing, cutting and edging of lawn areas and fields. The RWPS site includes all areas within the RWPS's perimeter fencing shown on Attachment J including maintenance of all lawn areas, planting beds and tree rings. The RWPS site also includes areas outside the perimeter fencing along the east side of South Gaskins Road, along the easement access road from the RWPS to the Backwash Control Building (BWCB), around the BWCB, and the riverbank near the BWCB.

During the growing season (March to November), the lawn areas within the RWPS's perimeter fencing including the fence line and within 5 feet on the outside perimeter of the fence and the areas outside the perimeter fencing along the east side of South Gaskins Road shall be mowed biweekly. The remaining RWPS site areas shall be mowed twice per year. Control of riverbank growth near the BWCB shall also be required on an as needed basis

E. Utilities Operations Center-Attachment E

This facility is located at 10401 Woodman Road Glen Allen, VA 23060 and shown in Attachment E.

Required are mowing, cutting and edging of lawn areas and fields within the site limits. This includes maintenance of all plant beds and bush trimming as well as maintenance of the fence line within 3 feet on the outside perimeter of the fence.

F. Springfield and Charles City Landfills

The address for Springfield Landfill is 10600 Fords Country Lane Glen Allen, VA 23059. The address for Charles City Landfill is 2075 Charles City Road Henrico, VA 23231. During the growing season (March to November), requires the mowing, cutting and edging of lawn areas adjacent to the Public Use Areas including maintenance of all the planting beds along with maintenance of the fence line and within 3 feet on the outside perimeter of the fence weekly adjacent to the entrances.

H. Personnel and Equipment

1. The Successful Bidder must have sufficient personnel, of a minimum of three (3) crews consisting of two (2) people each, and proper equipment to perform this work as outlined herein. The Successful Bidder must have a supervisor to oversee the mowing crews, who is available by phone or radio, and who can translate or otherwise communicate with both the work crews and County personnel. Due to security clearance that is necessary at some of these sites, services shall be performed only by Successful Bidder's personnel. The Successful Bidder, may utilize if necessary and approved by the Department of Public Utilities, a subcontractor only for the chemical application. The Successful Bidder shall have at the time of submitting the bid form, commercial grade turf-type lawn care mowers. Commercial grade turf type lawn care mowers are defined as equipment manufactured and sized to provide economy of operation and suitability for the purpose intended. **Successful Bidder must be able to perform multiple work orders if so requested, and must be able to provide additional work crews and equipment if necessary.**
2. To meet the scope of work requirement for equipment to mow steep embankments, ditches and crowns, Successful Bidder shall have a minimum of one slope type mower, DewEze style (self-leveling) or equivalent. Equipment used for slope maintenance that damages turf by sliding, scalping, rutting or is susceptible to overturn shall not be permitted. Bidders who do not currently own the equipment type described in this paragraph must have this equipment available for use prior to commencing work under this solicitation and any delays resulting therefrom shall be grounds for default.
3. **Bidders shall submit on Bid Form page 42 & 43** a list of equipment, personnel (with job descriptions), that would be dedicated to this scope of work. In addition a minimum of three references of work performed for areas of similar acreage shall also be submitted with their bid response. Failure to complete may cause your bid to be declared non-responsive.

II. WORK REQUIREMENTS

A. General:

1. Mowing and cutting operations shall be accomplished in such a manner as to not damage the trees and other plant materials.
2. The Successful Bidder shall be responsible for coordination of all work so as not to create any undue interruptions of the normal operation of the Facility or Sites.
3. All work shall be done during normal work hours, Monday through Friday, 7:00 am to 7:00 pm at most facilities. These hours may be reduced at locations adjacent to residential areas. If lawns cannot be maintained to reasonable heights due to weather or other constraints, the Successful Bidder may be allowed to work additional hours or on weekends. The Successful Bidder shall notify the County representative for approval when they want to work beyond normal hours, this shall not be considered authorization to be paid any overtime rate.
4. The work schedule for the mowing, soft edging, blowing of debris, trash and debris removal and disposal of the parking lot/curb/gutter and controlling the weeds in the sidewalks shall be coordinated with: Michele Maclauchlan (Water Treatment Facility) phone (804) 935-0367, Thomas Pully (Water Reclamation Facility) phone (804) 795-9305, Joe Lowrance (Department of Public Utilities, Administration Office) phone (804) 727-8729. Some services may be established on a routine basis while others

may be on a “on call” basis as services are needed.

5. The Successful Bidder may receive a request for work outside the job duties listed on the bid form. The Successful Bidder shall submit a written binding quote, if requested, for additional work, within 24 hours. If the Successful Bidder does not commence work within the time frame specified, then the County reserves the right to seek quotes and have service provided by someone else.
6. The Successful Bidder shall have a competent foreman in charge of the working crew(s) at all times. Successful Bidder's Foreman will be able to communicate effectively with both County personnel and the work crew(s).
7. The Successful Bidder shall protect all Facility structures, equipment, vehicles, etc against damage. Anything damaged by Successful Bidder operations shall be repaired or replaced at the Successful Bidder's expense. This includes ruts created by Successful Bidder's equipment in lawn or field areas. The Successful Bidder shall fill and repair these with suitable material.
8. The Successful Bidder will be briefed on applicable safety programs. The Successful Bidder shall comply with safety programs and other applicable State and Federal regulations while working on these sites.
9. Water Reclamation Facility: Successful Bidder shall coordinate with the site manager, Mr. Tom Pully 795-9305 to make arrangements for workers to utilize specified rest rooms while conducting work on the site.
10. Construction contractors are and will be on some of the sites modifying, improving and adding facilities. Their work and the storage of construction materials and equipment will prevent some parts of the sections from being maintained. The Successful Bidder shall maintain the sections as described in these specifications only when readily accessible and there is no potential for damage to mowing/cutting equipment. The Successful Bidder shall plan to maintain these areas as they become available. Bid should reflect the cost to maintain these areas regardless of whether they are currently available.
11. Areas of Section A at the WRF (Attachment G) are spray irrigated with effluent from the wastewater treatment process. The underground sprinkler system contains heads and valve boxes that shall be protected from damage by mowing, cutting and edging operations. The WRF effluent has received advanced treatment and has been disinfected with bleach.
11. Work Checklist - A Work Checklist shall be utilized each time the Successful Bidder works on a site. A copy of the checklist is provided in Attachment D. The Successful Bidder shall submit the checklist to the County representative for verification and comments for each day they work. The checklist will be used to track what work was completed, comment on area conditions, provide feedback on work quality and note anything that may need attention. Representatives of the Successful Bidder and County shall sign the checklist.
12. The Successful Bidder shall use and follow acceptable agronomic and horticultural practices when providing services.
13. The County will be responsible for the locating of underground utilities prior to Successful Bidder activities that involve significant amounts of digging. The Successful Bidder shall give enough advance notice for the County to have utilities

marked prior to the start of work.

14. Mowing & Cutting – The Successful Bidder shall mow all grass to a height of not less than 3 inches. Mower heights are measured with the mowers on a flat, paved surface. High quality sharpened mower blades shall be used at all times to insure a clean, even cut. Areas designated on the bid form as “Section A” areas shall be mowed weekly, “Section B” areas shall be mowed biweekly, and “Section C” areas shall be mowed twice per mowing season for the Water Treatment Facility (WTF) and monthly at the Water Reclamation Facility (WRF). In WRF Section A, the Successful bidder shall use a push mower with bag attachment for the areas in the front of the WRF Administration and Maintenance Center and around the employee parking lot and inside the parking lot islands. The bag contents shall be disposed of as described below in II. 19.
15. Edging - Edging shall be performed during each mowing and cutting operation with the use of power edger (power weed eater type). Edging shall be performed in all sections. Edging shall be performed by using the weed eater in a vertical position to create a groove between the building or surface edge and lawn or field. Edging shall be performed adjacent to all sidewalks, street curb and gutter, driveways, mulched borders and trees, buildings, mow strips, tanks, process equipment, light poles, valve boxes, manholes, underground vaults, etc. to control grass and vegetative growth onto and up against hard surfaces. Edging shall also eliminate all grass or other vegetation that grows up in between cracks in all hard surfaces.
16. Fence Lines – The Successful Bidder shall maintain the grass and other vegetative growth at the fencing at a consistent height with the adjacent lawn or field. Grass, weeds, underbrush, tree seedlings, vines, etc. shall not be present in the fence line. Chemical weed control may be utilized to maintain vegetative growth along the fence lines.
17. Buffer Zone - At the WRF, a minimum ten-foot buffer of mowed lawn/field shall be maintained next to fencing that borders wooded areas. A clearance of 10 feet shall be provided. Initial clearing of any trees currently in the fence line will be by the County and not part of this contract. This is needed to permit mowing & maintenance of fence lines. **See Attachment F** Perimeter Fencing Buffer Zone for an illustration of this requirement. After removal of vegetative growth, chemical weed control may be utilized to maintain vegetative growth along the fence lines.
18. Storm Drainage Ditches and other structures in Lawn and Field Sections – The Successful Bidder shall maintain the ditches and its side slopes at a consistent height with the adjacent lawn or field. No trees, underbrush or other vegetative growth shall be allowed to grow up in or on the drainage ditches and swales or in other storm drainage structures or appurtenances like storm drain inlets, piping head/end walls, culvert inlets and outlets, etc. The use of chemical weed control shall not be permitted in these ditches and structures.
19. Trash and Yard Waste Removal and Disposal - The Successful Bidder shall remove trash and yard waste prior to and/or after (as appropriate) cutting, mowing, blowing and edging operations to maintain a clean appearance. All litter, sediment and trash (grass clippings, leaves, tree limbs, sediment, rocks) that is collected shall be bagged or otherwise collected and shall be removed from the site by the Successful Bidder. These yard wastes, debris and trash which accumulate next to and up against buildings, tanks, equipment and other treatment facilities, in borders and along parking area and road curb and gutter shall be removed and disposed of as described after each mowing, cutting and edging operation. An exception to this is

leaves in the fall. These shall be handled as described in Section B. 1. Page 8.

20. Blowing of Lawn Clippings – Clippings and dirt created by lawn and field maintenance services (mowing, cutting, and edging) shall be blown off in a manner to eliminate accumulations on walkways, sidewalks, paved areas, in curb and gutters, in mulched and gravel borders and around buildings, tanks, process facilities, HVAC equipment and their enclosures, and electrical transformers and cabinets. Blowing of lawn clippings shall be performed after each mowing, cutting and edging operation. The blowing of trash, litter, leaves, and other debris from parking areas or roads back onto lawn areas or down into storm sewer system inlets shall not be permitted.
21. Chemical Weed Control – The Successful Bidder, his employees or subcontractors at his option, may utilize herbicides to control vegetative growth at some locations. See compliance regulations in section II A. 21.a. The use of weed control is permitted in lawn and field areas to eliminate broadleaf weeds and crabgrass, along fence lines, on cracks in hard surfaces, in between walls and sidewalks, in between walls and mow strips, around equipment and tanks, adjacent to buildings and along wood lines. The chemicals shall be used in accordance with the manufacturer's instructions. The Successful Bidder shall notify the County representative prior to application. The Successful Bidder shall provide the proposed application locations, the chemical name and the amount used. The application locations shall be documented on the Work Checklist. Dead vegetation from chemical spraying shall be swept and/or collected on the first subsequent return trip, where there is evidence that the chemical applied has produced the effect of killing the vegetation and is now considered debris. The Successful Bidder shall supply the necessary weed control herbicides. Weed control along the river bank at the Water Treatment Facility requires special consideration because of its proximity to the James River. Use of chemicals must be approved by the County prior to use. The Successful Bidder shall be paid based on the pounds of herbicides applied. The Successful Bidder shall complete this work within 30 days of the County request.
 - a) Use of chemicals shall be in compliance with all State & Federal rules, local laws, ordinances and regulations for safe handling and application of hazardous chemicals including the requirements of the Virginia Department of Agriculture for licensing and certification and OSHA. Bidder must possess a valid Virginia Pesticide Business License. Successful Bidder, employees or subcontractors must possess a valid Fertilizer Applicator License and a Commercial Pesticide Applicator Certificate that is valid in the following categories **Category 3B** Turf and **Category 6** Right-of Way Pest Control. Copies of a valid Virginia Pesticide Business license, Fertilizer Applicator license and Commercial Pesticide Applicator Certificate must be included with your bid response.
 - b) Successful Bidder shall assume all liability for damages caused by the application of chemicals (including by the Successful Bidder's subcontractor if one is used). This may include but not limited to replacement and proper disposal of soil contaminated by chemicals, replacement of grass (with sod not seed), trees, shrubs, and any other vegetation or animal life on public and/or private property. Remediation of damages shall be provided by the successful bidder at no cost to the County of Henrico.
 - c) It will be the successful bidder's responsibility to notify the County of Henrico immediately if there is a change in the status of those performing chemical spraying to include changes in license status such as revocation or renewal. Successful bidder will provide copies of all current license (should accompany bid)

and if awarded the contract must submit any renewals as they become available and will exercise due diligence that subcontractors will conform to the provisions of this agreement.

B. Other Regular Services :

The Successful Bidder shall perform other regular lawn and field services when requested by the County representative. The Successful Bidder will be paid the unit price each time the service is provided. The number of times each one is done may be more or less than estimated. For the other services, the Successful Bidder will be paid the unit price for the actual quantity done or used. The performance of these services shall be based on actual conditions, soil testing and Successful Bidder input.

1. Leaf Removal – The Successful Bidder shall collect and remove leaves from the lawn areas, field areas, and from areas on and around tanks. Accumulations of leaves around and up against buildings, in border areas and at fence lines shall also be collected and removed. Leaves found in field areas between the perimeter fencing and wooded areas may be blown into the woods. The leaves shall be removed once in the fall and once in the early spring prior to the beginning of the mowing season, or as needed and requested. The Successful Bidder shall complete this work within 30 days of the County request.
2. Aeration of Lawn Areas – The Successful Bidder shall plug or core-aerate the lawn areas at all sites once per year or as needed in the fall (September-October). The sections shall be aerated prior to the application of grass seed, pellet form fertilizers and weed control herbicides, but after the application of lime. The Successful Bidder shall complete this work within 30 days of the County request.
3. Fertilizer Application in Lawn Areas – All sites lawn areas shall be fertilized once a year in September-October or as needed and requested. The Successful Bidder, employees or subcontractors shall supply and spread the fertilizer (4-1-2 ratio) at the required agronomic rate for turf type tall fescue grass. Information regarding the nutrient content of the fertilizer, amount of it used (pounds) and where it was applied shall be documented on the Work Checklist. The Successful Bidder, employees shall have a valid Virginia Certified Fertilizer Applicator license in accordance with the Code of Virginia 3.2-3602.1. and must be included with your bid response. The Successful Bidder shall be paid based on the pounds of fertilizer applied. The Successful Bidder shall complete this work within 30 days of the County request.
4. Lime Application in Lawn Areas – All sites lawn areas shall have lime applied as needed and requested. The Successful Bidder shall supply and spread the lime. The pelletized lime shall be applied once in the early spring and once in the fall. The application rate shall be determined by pH analyses of soil samples. The samples shall be collected and analyzed by the County. Information regarding the amount of lime used (pounds) and where applied shall be documented on the Work Checklist. The Successful Bidder shall be paid based on the pounds of lime applied. The Successful Bidder shall complete this work within 30 days of the County request.
5. Over Seeding in Lawn Areas – All sites lawn areas shall be over seeded with a turf type tall fescue grass seed (Titan 2 or approved equal from the 2000 Virginia Turf grass Variety Recommended List (Category 1)) once per year in

the early fall (September-October) or as needed and requested. The Successful Bidder shall supply and apply the seed. The Successful Bidder shall check with the County representative to select the seed to be used. Over seeding of the lawn areas will be done after aeration and in conjunction with fertilizing. The Successful Bidder shall be paid based on the pounds of seed applied. The Successful Bidder shall complete this work within 30 days of the County request.

6. Border Edging Maintenance – The Successful Bidder shall maintain existing metal edging and cut around borders. Maintenance of this edging includes re-setting it down in the ground or raising it up so that 2” protrudes above adjacent surfaces. Where this is not present, the Successful Bidder shall cut/dig a trench-like groove, a minimum of 3” in depth to create a border edge. The borders around certain bushes, trees and any other mulched areas shall be edged. The Successful Bidder shall maintain existing edging where requested by County representative. The Successful Bidder shall maintain and re-establish border edging once a year. The Successful Bidder shall be paid based on the feet of border maintained or re-established. The Successful Bidder shall complete this work within 45 days of the County request.
7. Installation of New Metal Border Edging – The Successful Bidder shall furnish and install new metal edging as requested by the Site Contact. The new metal edging shall be similar to the existing that is found at the WRF. The Successful Bidder shall provide all the necessary equipment, materials, labor and supervision needed to properly embed the 4” edging a minimum of 2” in the ground. The Successful Bidder shall be paid based on the linear feet of metal edging installed. The Successful Bidder shall complete this work within 45 days of the County request.
8. Border Maintenance – Mulched and gravel borders shall be maintained free of undesired vegetation, weeds, vines, grass, trash and other debris. The Successful Bidder shall physically remove this vegetation and its roots and any other trash or debris from the borders when requested by the County Representative. This includes mulched or gravel borders that are adjacent to woods or other un-maintained areas. In these cases, vines, limbs and other vegetative that grow or invade the border areas shall be cut back two feet from the edge of the border into the woods. All vegetation cut and removed as part of border maintenance shall be disposed of as described in II A. 19. The Successful Bidder shall be paid based on the square feet of border area maintained. The Successful Bidder shall complete this work within 45 days of the Weed control in lawn area: County request.
9. Collection of Soil Samples – To determine fertilizer and lime application rates, soil samples shall be collected and sent for analysis. The Successful Bidder shall collect the samples when requested by the County Representative. The areas where samples need to be collected shall be determined by the Successful Bidder and County Representative. The samples shall be collected in accordance with Virginia Cooperative Extension instructions. The County will provide the sample containers to the Successful Bidder and be responsible for the shipment of the samples and payment for the sample analysis. The Successful Bidder shall be paid for each sample collected. The Successful Bidder shall collect samples within 15 days of the County providing sample containers.

10. Watering - New and existing trees, bushes/shrubs, perennials, annuals, and lawn areas in landscaped areas of the sections may require watering. 1" to 1 ½" of water per week is required for these trees, bushes/shrubs, perennials, annuals and lawns. The Successful Bidder shall provide all equipment, tools and materials required to provide this amount of water per week when requested by the County Representative. The County shall provide all water to be used for watering. The water that will be used may either be potable water that is distributed by the County or the WRF effluent that is discharged to the river. Connection points for these water sources are scattered throughout the WRF site and are found in and on some WRF buildings and near some structures. The Successful Bidder shall be paid based on the square footage watered for beds and lawn areas or for the number of trees or bushes/shrubs watered. The Successful Bidder shall be paid on this basis each time 1" to 1 ½" of water is provided to the trees, bushes/shrubs, lawn areas or beds. The Successful Bidder shall perform watering in a timely manner to help prevent the loss of trees, bushes/shrubs, plants and turf grass.
11. Shrub and Bush Trimming - The Successful Bidder shall trim shrubs and bushes two (2) times a year. The shrubs and bushes shall be trimmed to control growth and maintain a neat, uniform appearance. Any dead limbs present shall also be cut out and removed. In addition, dead leaves or undesired vegetation in the shrubbery or the border shall be removed. The clippings and other wastes produced from these trimming operations shall be collected and disposed of as described in II. A. 19. For the WRF, the areas where trimming will be performed are indicated on the site plan. The Successful Bidder shall complete this work within 30 days of the County request.
12. Mulching – mulch as selected by site contacts shall be applied to beds and borders by the Successful Bidder. Prior to mulch application, and as part of mulching, the Successful Bidder shall clean and remove all vegetation (& its roots), trash and debris from the beds and borders to be mulched. Use of granular herbicides may be permitted, but the cost for it shall be included with mulching. The Bidder's shall provide pricing for three types of mulch. Cost per cubic yard (CY) of double shredded hardwood mulch supplied by the Contractor, cost per CY of mulch purchased and delivered by County and cost per CY of mulch provided at County landfill and transported (loading by County) to site by Contractor.
13. Gravel Bedding – gravel as approved by site contacts shall be applied to beds and borders provided by the Successful Bidder. Prior to adding the gravel, and as part of the work, the Successful Bidder shall clean and remove all vegetation (& its roots), trash and debris from the beds and borders where the gravel is being added. Use of granular herbicides may be permitted, but the cost of it shall be included with adding the gravel. The Successful Bidder shall be paid based on the pounds of gravel installed.
16. Waste Disposal- Successful Bidder shall dispose of all vegetation, trash and debris from County property at their own expense. County landfills charge \$50.00 per ton.

C. Invoicing

1. Payment shall be made upon receiving **the monthly invoice** from the successful bidder, and receipt of completed corresponding "Work Check

List". No payment shall be made without the corresponding "Work Check List" as proof of work completed.

2. Payment shall be made only for work that has been completed. Payment shall be based on per site cut, or miscellaneous service.
3. A completed itemized invoice shall reference the date of service, location of service, purchase order number, unit price per weekly service, unit price for additional service if required; cost of materials if provided (must submit copy of original invoice). Emergency service shall also include number of workmen, hours worked, hourly rate, and extended cost.
4. Mail Original Invoice and 2 Copies to:

County of Henrico
DPU Construction/Inspection
Attention: Joe Lowrance
10401 Woodman Road
Glen Allen, VA 23060

D. Background Checks

Persons entering the Water Treatment Facility and Raw Water Pumping Station shall be required to have a criminal background check performed prior to entering the site. It will be the Successful Bidder's responsibility, at its sole expense, to obtain the consent of and perform a State Police criminal history record check of any employee that will perform duties on County property pursuant to this Contract. The Successful Bidder shall immediately notify the County of any employee, assigned to work on County property, who has been convicted of any felony or any crime involving violence. Such employees will be prohibited from working on County property unless and until the Director of the department requesting services is so notified and agrees in writing to allow such persons on site. The County reserves the right to request, at any time, that the Successful Bidder certify in writing that it has completed the above-referenced criminal history record checks for any employee that will perform duties on County property pursuant to this Contract. Failure to provide written certification within thirty business days shall constitute a breach of this contract and be grounds for immediate termination of the contract without prejudice or penalty to the County.

II. GENERAL TERMS AND CONDITIONS:

A. Addenda:

1. Comments as to how the bid documents, specifications or drawings can be improved are welcome. Bidders requesting clarification or interpretation of or improvements to the bid general terms, conditions, specifications or drawings shall make a written request which shall reach the Purchasing Office, Department of General Services, at least eight (8) calendar days prior to the date set for the receipt of bids.
2. Any changes to the bid general terms, conditions, specifications or drawings shall be in the form of a written addendum from the Purchasing Office and it shall be signed by the Director of General Services or a duly authorized representative.
3. An addendum shall be issued no later than six (6) calendar days prior to the date set for the receipt of bids. An addendum extending the date for the receipt of bids or an

addendum withdrawing the Invitation to Bid may be issued any time prior to the date set for the receipt of bids.

4. Each bidder shall be responsible for determining that all addenda issued by the Purchasing Office for the Invitation to Bid have been received before submitting a bid for the work.
5. Each bidder shall acknowledge the receipt of each addendum on the Bid Form.

B. Authorization to transact business in the Commonwealth:

1. A contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.
2. A bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its bid or proposal the identification number issued to it by the State Corporation Commission. (ATTACHMENT B) Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
3. A bidder or offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Director of General Services, his designee, or the County Manager.
4. Any falsification or misrepresentation contained in the statement submitted by the bidder/offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.
5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

C. Annual Appropriations:

It is understood and agreed that this contract shall be subject to annual appropriations by the Board of County Supervisors (the "Board"). Should the Board fail to appropriate funds for this contract, the contract shall be terminated when existing funding is exhausted. There shall be no penalty should the Board fail to make annual appropriations for this contract.

D. Award of Contract:

1. The Purchasing Office reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids. The reasons for the rejection shall be made a part of the contract file.

2. In case of a tie bid, preference shall be given to goods, services, and construction produced in the County of Henrico or the State of Virginia or provided by persons, firms or corporations having principal places of business in the County of Henrico or the State of Virginia, if such a choice is available; otherwise the tie shall be decided by lot. A County of Henrico business shall be given preference over a State of Virginia business, if such a choice is available.
3. The Purchasing Office shall have the right, before awarding the contract, to require a bidder to submit such evidence of its qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a bidder. (See Attachment A)
4. It is the intent of the Director of General Services to award a contract to the lowest responsive and responsible bidder provided the bid does not exceed the funds available for the contract. **This bid will be awarded by Total Bid Price** (See the Bid Form)
5. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the public bulletin board located at the following locations:

Purchasing Office
1590 East Parham Road
Henrico, VA 23228

Eastern Government Center
3820 Nine Mile Road
Henrico, VA 23223

Henrico Government Center
4301 East Parham Road
Henrico, VA 23228

Notice of award or intent to award may appear on the Purchasing Office website:
<http://www.co.henrico.va.us/departments/genserv/purchasing/>

6. The bidder to whom the contract is awarded shall, within fifteen (15) days after prescribed documents are presented for signature, execute and deliver to the Purchasing Office the contract forms and any other forms required by the bid.
7. This contract is made, entered into, and shall be performed in the County of Henrico, Virginia and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of any contract resulting from this Invitation to Bid, its interpretations or its performance shall be litigated only in either the General District Court or in the Circuit Court of the County of Henrico, Virginia.

E. Bid Security:

The Purchasing Office does not require the bidder to furnish a bid security with this bid.

F. Bidder's Performance:

1. Goods and services must be delivered and rendered strictly in accordance with this bid and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this bid.
2. All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The successful bidder shall indemnify, keep, save, and hold the County, its officers and employees, harmless from any liability for infringement and from any and all

claims or allegations of infringement by the bidder or the County, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.

3. In the event that suit is brought against the County, its officers and/or its employees, either independently or jointly with the bidder, the bidder shall defend the County, its officers and employees, in any such suit at no cost to them. In the event that final judgment is obtained against the County, its officers, and/or its employees, either independently or jointly with the bidder, then the bidder shall pay such judgment, including costs and attorney's fees, if any, and hold the County, its officers and employees, harmless therefrom.
4. The successful bidder shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
5. The successful bidder shall not, in its product literature or advertising, refer to this purchase or the use of the bidder's goods or services by the County of Henrico, Virginia.
6. The successful bidder shall cooperate with County officials in performing the specified work so that interference with the County's activities will be held to a minimum.

G. Bidder's Representation:

1. By submitting a bid in response to this Invitation to Bid, the bidder certifies that it has read and understands the bid documents, specifications, and drawings, if any, and has familiarized itself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work.
2. The failure or omission of any bidder to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site(s), shall in no way relieve any bidder from any obligations with respect to its bid or to the contract.

H. Bonds:

The Purchasing Office does not require the successful bidder to furnish Performance Bond and a Payment Bond for this contract.

I. Collusion:

By submitting a bid in response to this Invitation for Bid, the Bidder represents that in the preparation and submission of this proposal, said Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person, Bidder or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

J. Compensation:

1. It is the County's policy not to pay for any goods or services until the same have been actually received.
2. Individual contractors shall provide the Purchasing Office their social security numbers and proprietorships, partnerships and corporations shall provide their federal employer identification numbers (Code of Virginia, Section 2.2-4354.2). This information shall be provided in the space indicated on the Bid Form.
3. The successful bidder shall submit a complete itemized invoice on each item or service, which is delivered under the contract. The successful bidder shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.
4. Cash discounts shall be deducted in accordance with the terms of the bid.
5. Payment shall be rendered to the successful bidder for satisfactory compliance with the general terms, conditions and specifications of this bid. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five days after goods or services are received or not more than forty-five days after the invoice is rendered, whichever is later (Code of Virginia, Section 2.2-4352).
6. Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the County fails to pay by the payment date, the County agrees to pay the financial charge assessed by the successful bidder, which does not exceed one percent per month (Code of Virginia, Section 2.2-4354.4).

K. Contract Period:

1. The contract period shall be one year from date of award through February 28, 2014.
2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.
3. The successful bidder should submit any proposed price changes and a report on the annual volume of business resulting from this contract to the Purchasing Office at least ninety (90) days prior to the contract renewal date. If accepted by the Purchasing Office, the prices shall remain firm for each renewal year.
4. The contract shall not exceed a maximum of five (5) years.

L. Controlling Law; Venue

This contract is made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this IFB, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

M. County License Requirement

If a business is located in the County, it is unlawful to conduct or engage in that business without obtaining a business license. **If your business is located in the County, include a**

copy of your current business license with your bid. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

N. Default:

If the Successful Bidder is wholly responsible for failure to make delivery or complete implementation and installation, or if the system fails in any way to perform as specified herein, the County may consider the Successful Bidder to be in default. In the event of default, the County will provide the Successful Bidder with written notice of default, and the Successful Bidder will be provided twenty (20) calendar days to provide a plan to correct said default.

O. Drug-Free Workplace to be Maintained by the Contractor (Code of Virginia, Section 2.2-4312)

1. 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, 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.
2. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

P. Employment Discrimination by Bidder Prohibited:

1. During the performance of this contract, the successful bidder agrees as follows (Code of Virginia, Section 2.2-4311):
 - (a) The successful bidder 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 successful bidder. The successful bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting the provisions of this nondiscrimination clause.
 - (b) The successful bidder, in all solicitations or advertisements for employees placed by or on behalf of the successful bidder, 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. The successful bidder shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Q. Employment of Unauthorized Aliens Prohibited

As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

R. Environmental Management

Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations. Contractor is required to abide by the County of Henrico's Environmental Policy Statement, which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.

Contractor shall be properly trained and have any necessary certifications to carry out environmental responsibilities. Contractor shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

<http://www.co.henrico.va.us/genserv/pdfs/EnvironmentalPolicyStatement.pdf>

S. General:

1. Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received in person or via special courier service in the Purchasing Office, Department of General Services, North Run Office Park, 1590 East Parham Road, Henrico, Virginia 23228-2360 or through the regular mail by the U.S. Postal Service, P.O. Box 90775, Henrico, Virginia 23273-0775 until, but no later than the time and date specified in the Invitation to Bid.
2. In the solicitation or awarding of contracts, the County of Henrico shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.
3. The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Henrico actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals. All solicitations are posted on the County's Internet site at: <http://www.co.henrico.va.us/departments/genserv/purchasing/> and may be viewed under the Bids and Proposals link on the homepage.
4. If your company is not listed on the County's bidder mailing list, a vendor application is available on the County of Henrico website: <http://www.co.henrico.va.us/genserv>

T. Indemnification:

The successful Bidder agrees to indemnify, defend and hold harmless the County of Henrico, including the County of Henrico Public Schools, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the successful Bidder, provided that such liability is not attributable to the County's sole negligence.

U. Insurance:

The successful bidder shall maintain insurance to protect itself and the County of Henrico from claims for damages for personal injury, including death, and for damages to property, which may arise from operations under this contract. Such insurance shall conform to the enclosed County Insurance Specifications. (See Attachment C)

V. Modification of Bids:

1. A bid may be modified or withdrawn by the bidder any time prior to the time and date set for the receipt of bids. The Bidder shall notify the Purchasing Office in writing of its intentions.
2. Modified and withdrawn bids may be resubmitted to the Purchasing Office up to the time and date set for the receipt of bids.
3. No bid can be withdrawn after the time set for the receipt of bids and for ninety (90) days thereafter except as provided under the withdrawal of bid due to error section.

W. Negotiation with the Lowest Bidder:

1. If all bids received exceed the available funds for the proposed purchase, the County, pursuant to County Code provisions, may meet with the lowest responsive and responsible bidder to discuss a reduction in the scope for the proposed purchase and negotiate a contract price within the available funds.
2. After bid negotiations, the lowest responsible bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value (County Code 16.36).
3. If the proposed addendum is acceptable to the County, the County may award a contract within funds available to the lowest responsible bidder based upon the amended bid proposal.
4. If the County and the lowest responsible bidder cannot negotiate a contract within available funds, all bids shall be rejected.

X. No Discrimination against Faith-Based Organizations:

Henrico County does not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2-4343.1.

Y. Opening of Bids:

1. All bids received on time in the Purchasing Office shall be opened and publicly read aloud.

2. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract (Code of Virginia, Section 2.2-4342C).
3. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records (Code of Virginia, Section 2.2-4342E).

Z. Product Evaluation/Testing:

1. The Purchasing Office shall have the option to evaluate and/or test any item offered in this Invitation to Bid prior to award of the contract. If the Purchasing Office elects to evaluate and/or test an item, the bidder shall provide all samples required for evaluation and/or testing at no charge within five (5) calendar days of the request by the Purchasing Office.

Samples shall be sent to: Henrico County
 Attn: Jacquelyn Comuzzi
 1590 East Parham Road
 Henrico, Va. 23228

2. Upon the completion of the evaluation and/or testing by the Purchasing Office, the bidder shall be responsible for the pick-up/return freight of the samples. If return arrangements are not confirmed within seven (7) calendar days after notification from the Purchasing Office that samples are available for return, the Purchasing Office reserves the right to dispose of said samples.

AA. Record Retention/County Audits:

1. The successful bidder shall retain, during the performance of the contract and for a period of three years from the completion of the contract, all records pertaining to the successful bidder's bid and any contract awarded pursuant to this Invitation to Bid. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including successful bidder's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the successful bidder's normal working hours.
2. County personnel may perform in-progress and post-audits of the successful bidder's records as a result of a contract awarded pursuant to this Invitation to Bid. Files would be available on demand and without notice during normal working hours.

BB. Small, Women-Owned and Minority-Owned (SWAM) Business

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Henrico actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Request for Proposals. All solicitations

are posted on the County's Internet site at www.co.henrico.va.us and may be viewed under the Bids and Proposals link on the homepage

CC. Subcontracts:

No portion of the work shall be subcontracted without prior written consent of the County of Henrico, Virginia. In the event that the Contractor desires to subcontract some part of the work specified in the contract, the Contractor shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the contract.

DD. Submission of Bids:

1. All bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Office shall not accept oral bids or bids received by telephone, telecopier (FAX machine) or email for this bid.
2. All prices must be F.O.B. delivered to the point as indicated in this bid. The County will grant no allowance for boxing, crating, or delivery unless specifically provided for in this bid.
3. The Bid Form must be completed in blue or black ink or by typewriter. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
4. All erasures, insertions, additions, and other changes made by the bidder to the Bid Form shall be signed or initialed by the bidder. Bids containing any conditions, omissions, erasures, alterations, or items not called for in the bid, may be rejected by the Purchasing Office as being incomplete or non-responsive.
5. The Bid Form must be signed in order to be considered. If the bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bidder must indicate the corporate title of the individual signing the bid.
6. The Bid Form, the bid security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. Any notation or notations on the exterior of the envelope purporting to alter, amend, modify, or revise the bid contained within the envelope shall be of no effect and shall be disregarded.
7. The envelope containing the bid should be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid.
8. The time for the receipt of bids shall be determined by the time clock stamp in the Purchasing Office. Bidders are responsible for ensuring that their bids are stamped by Purchasing Office personnel by the deadline indicated.
9. All bids received in the Purchasing Office by the deadline indicated will be kept in a locked bid box until the time and date set for the opening of bids.

10. All late bids shall be returned unopened to the Bidder.

EE. Successful Bidder's Obligation to Pay Subcontractors:

1. The successful bidder awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the successful bidder by the County for work performed by the successful bidder's subcontractor(s) under the contract (Code of Virginia, Section 2.2-4354):
 - (a) Pay the subcontractor(s) for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor(s) under the contract; or
 - (b) Notify the County and subcontractor(s), in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. The successful bidder shall pay interest to the subcontractor(s) on all amounts owed by the successful bidder that remain unpaid after seven (7) days following receipt by the successful bidder of payment from the County for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph a (2) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.
3. The successful bidder shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor(s).
4. The successful bidder's obligation to pay an interest charge to a subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the County. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

FF. Taxes:

1. The County of Henrico is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes paid on materials that will be installed by the bidder and become a part of real property.
2. If a bidder is bidding on materials that require installation by the bidder and become a part of real property, the applicable taxes shall be included in the lump sum bid price for the installation of the material and not as a separate charge for taxes. The taxes shall be an obligation of the successful bidder and not of the County, and the County shall be held harmless for same by the successful bidder.
3. The Purchasing Office will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.
4. When a bidder lists a separate tax charge on the Bid Form and the tax is not applicable to the purchase by the County, the bidder will be allowed to delete the tax from its bid.

GG. Termination of the Contract:

1. If the successful bidder should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the successful bidder's insolvency, or if the successful bidder should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the bidder otherwise defaults, then the County may without prejudice to any other right or remedy, and after giving the successful bidder seven (7) calendar days written notice, terminate the employment of the successful bidder and procure such goods or services from other sources. In such event, the successful bidder shall be liable to the County for any additional cost occasioned by such failure or other default.
2. In such cases, the successful bidder shall not be entitled to receive any further payment if the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the successful bidder shall pay the difference to the County.
3. Notwithstanding anything to the contrary contained in the contract between the County and the successful bidder, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving 30 days written notice to the successful bidder.

HH. Trade Secrets/Proprietary Information:

Trade secrets or proprietary information submitted by a Bidder in response to this Invitation for Bid shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Section 2.2-4342F of the Code of Virginia).

II. Use of Brand Names/Product Information:

1. Unless otherwise provided in the Invitation to Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the public body in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted (Code of Virginia, Section 2.2-4315).
2. If bidding other than specified, the bidder will clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the Bid Form to enable the Purchasing Office to determine if the product offered meets the requirements of the solicitation. Material Safety Data Sheets and descriptive literature will be provided with the Bid Form for each chemical and/or compound offered. Failure to do so may cause the bid to be considered nonresponsive and rejected.
3. It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The County's decision of approval or disapproval of a proposed alternate shall be final. Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition.

JJ. Withdrawal of Bid Due to Error (Other than Construction):

1. A bidder may withdraw its bid from consideration if the price bid was substantially lower than the next low responsive bid due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.
2. The bidder shall give written notice of their claim to withdraw their bid to the Purchasing Office within two business days after the conclusion of the bid opening procedure. (Code of Virginia, Section 2.2-4330). Such mistake shall be proved only from the original work papers, documents and materials delivered to the Purchasing Office with the bidder's written request to withdraw its bid.
3. The Purchasing Office will inspect the written evidence submitted by the bidder with the request and if the Purchasing Office can verify to its satisfaction and sole discretion that the mistake was a non-judgmental mistake, the bidder will be allowed to withdraw the bid.
4. No bid shall be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%). (Code of Virginia, Section 2.2-4330C)
5. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly from the performance of the project for which the withdrawn bid was submitted.
6. If a bid is withdrawn under authority of this section, the next lowest responsive and responsible bidder shall be deemed to be the low bidder.
7. If the Purchasing Office denies the withdrawal of a bid under the provisions of this section, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.

BID FORM

County of Henrico
 Department of General Services
 Purchasing Office
 North Run Office Park
 1590 East Parham Road
 P. O. Box 90775
 Henrico VA 23273-0775

/We hereby propose to furnish and deliver Lawn Maintenance and Landscaping Services in accordance with **Bid #13-9368-1JC** general terms, conditions and specifications. The Bid Form must be completed in blue or black ink or by typewriter. **Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices.** Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

PRICES QUOTED SHALL BE FOB DESTINATION

Bidders must bid on all items to be considered. Items that would be done at no charge must reflect a \$0 figure.

Section A areas: Weekly Mowing				
Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
1.	Water Reclamation Facility (WRF)	28 Weeks	\$	\$
2.	Water Treatment Facility (WTF) – Administration Building (only)	28 Weeks	\$	\$
3.	Operations Center	28 Weeks	\$	\$
4.	Springfield Landfill	28 Weeks	\$	\$
5.	Charles City Landfill	28 Weeks	\$	\$
Sewer Stations:				
6.	Almond Creek SPS	28 Weeks	\$	\$
7.	Charles City SPS	28 Weeks	\$	\$
8.	Creighton Road Vent	28 Weeks	\$	\$
9.	Fort Lee Odor Control Station	28 Weeks	\$	\$

Section A areas: Weekly Mowing (cont.)				
Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
10.	Gambles Mills SPS	28 Weeks	\$	\$
11.	Gillies Creek SPS	28 Weeks	\$	\$
12.	Mayfield SPS	28 Weeks	\$	\$
13.	Meredith Branch SPS	28 Weeks	\$	\$
14.	New Market SPS	28 Weeks	\$	\$
15.	Rooty Branch SPS	28 Weeks	\$	\$
16.	White Oak SPS	28 Weeks	\$	\$
17.	Willow Lawn SPS	28 Weeks	\$	\$
18.	Holladay Branch SPS	28 Weeks	\$	\$
19.	Four Mile Creek SPS – 3517 New Market Road.	28 Weeks	\$	\$
20.	Yahley Mill Odor Control Station	28 Weeks	\$	\$
21.	Keeton SPS – Bonneau Rd.	28 Weeks	\$	\$
Wells:				
22.	Colwyck Well Lot	28 Weeks	\$	\$
23.	Elko Well	28 Weeks	\$	\$
24.	Old Williamsburg Well	28 Weeks	\$	\$
25.	White Oak Well	28 Weeks	\$	\$
26.	Laburnum Ave	28 Weeks	\$	\$
27.	Bradley Acres Well	28 Weeks	\$	\$
28.	Three Chopt Well Lot 9598 Three Chopt Road.	28 Weeks	\$	\$
29.	Meadowspring Well Lot	28 Weeks	\$	\$
Water Stations:				
30.	Eubank Tank	28 Weeks	\$	\$
31.	Three Chopt Tank	28 Weeks	\$	\$
32.	Glenwood Tank	28 Weeks	\$	\$
33.	Glen Allen Tank	28 Weeks	\$	\$
34.	Cox Road Tank	28 Weeks	\$	\$
35.	Lawrence Tank	28 Weeks	\$	\$

36.	Mountain Road Tank	28 Weeks	\$	\$
37.	Robin Tank	28 Weeks	\$	\$
38.	Len Avenue Tank	28 Weeks	\$	\$
39.	Shurm PRS	28 Weeks	\$	\$
40.	Shady Grove Tank	28 Weeks	\$	\$

Total of items 1-40

\$ _____

Section B areas: Bi-Weekly Mowing

Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
41.	Water Reclamation Facility (WRF)	14 Weeks	\$	\$
42.	Water Treatment Facility (WTF) – Administration Building (only)	14 Weeks	\$	\$
43.	Water Treatment Facility (WTF) – Raw Water Pumping Station (only)	14 Weeks	\$	\$
Sewer Stations:				
44.	Broadwater 1 SPS	14 Weeks	\$	\$
45.	Broadwater 2 SPS	14 Weeks	\$	\$
46.	Chickahominy SPS	14 Weeks	\$	\$
47.	River Road SPS	14 Weeks	\$	\$
48.	Strawberry Hills SPS	14 Weeks	\$	\$
49.	Huntington, SPS Lot	14 Weeks	\$	\$
50.	Farmington SPS Lot	14 Weeks	\$	\$
51.	Virginia Center SPS	14 Weeks	\$	\$
52.	Allens Branch SPS	14 Weeks	\$	\$
53.	Elko SPS	14 Weeks	\$	\$
54.	7841 Migration Drive – 4 Mile Creek Sewer Main Access Lot	14 Weeks	\$	\$
55.	7622 King Eider Drive – 4 Mile Creek Sewer Main Access Lot	14 Weeks	\$	\$
56.	Bottoms Bridge SPS – 6083 White Oak Rd.	14 Weeks	\$	\$
57.	Poplar Springs SPS – Portugee Rd.	14 Weeks	\$	\$

Wells:				
58.	Bond Street Well Lot	14 Weeks	\$	\$
59.	Gillies Creek Well Lot	14 Weeks	\$	\$
60.	Sandston Woods Well	14 Weeks	\$	\$
61.	Thornhurst Well Lot	14 Weeks	\$	\$
62.	Gilbert Gardens Well Lot	14 Weeks	\$	\$
63.	White Oak Well (SCANDIA)	14 Weeks	\$	\$
64.	Robinwood Well Lot	14 Weeks	\$	\$
65.	Meadowspring Well Lot	14 Weeks	\$	\$
66.	Laburnum Avenue Well Lot	14 Weeks	\$	\$
67.	Lawndale Well Lot	14 Weeks	\$	\$
68.	Finlay Street Well Lot	14 Weeks	\$	\$
69.	Three Chopt Well Lot	14 Weeks	\$	\$
70.	1015 Pennsylvania Avenue Well Lott	14 Weeks	\$	\$
71.	5133 Eanes Lane Well Lot	14 Weeks	\$	\$
72.	3429 Merkner Drive Well Lot	14 Weeks	\$	\$
73.	9810 Staples Mill Road Well Lot	14 Weeks	\$	\$
74.	Chesman Street (Cambra) Well Lot	14 Weeks	\$	\$
75.	3216 Emporia Street (Shrum) Well Lot	14 Weeks	\$	\$
76.	Camille Avenue Well Lot	14 Weeks	\$	\$
77.	2511 Lacy Lane Well Lot	14 Weeks	\$	\$
78.	4908 Tarry Lane Well Lot	14 Weeks	\$	\$
79.	Pinetree Drive Well Lot	14 Weeks	\$	\$
80.	Staples Mill Road Well Lot	14 Weeks	\$	\$
81.	2200 20TH Street Well Lot	14 Weeks	\$	\$
82.	2424 Homeview Drive Well Lot	14 Weeks	\$	\$
83.	Martin Lane Well Lot	14 Weeks	\$	\$
84.	5410 Randall Street Well Lot	14 Weeks	\$	\$
85.	Maury Road Well Lot	14 Weeks	\$	\$

86.	5200 Moncure Avenue Well Lot	14 Weeks	\$	\$
87.	5405 Moncure Avenue Well Lot	14 Weeks	\$	\$
88.	Rolando Drive Well Lot	14 Weeks	\$	\$
89.	1241 Starling Drive Well Lot	14 Weeks	\$	\$
90.	1315 Townley Road Well Lot	14 Weeks	\$	\$
91.	5125 Robin Grey Lane Well Lot	14 Weeks	\$	\$
92.	5119 Kemp Street Well Lot	14 Weeks	\$	\$
93.	5125 Cavendo Lane Well Lot	14 Weeks	\$	\$
94.	3401 Westcliffe Avenue Well Lot	14 Weeks	\$	\$
95.	3600 Conway Well Lot	14 Weeks	\$	\$
96.	3721 Westcliffe Avenue Well Lot	14 Weeks	\$	\$
97.	5815 Brighton Road Well Lot	14 Weeks	\$	\$
98.	3000 South Crestwood Avenue Well Lot	14 Weeks	\$	\$
99.	2344 West Wistar Street Well Lot	14 Weeks	\$	\$
100.	7599 Sunny Bank Drive Well Lot	14 Weeks	\$	\$
101.	7704 Twin Oak Lane Well Lot	14 Weeks	\$	\$
102.	2235 Gordons Lane Well Lot	14 Weeks	\$	\$
103.	Seibel Road Well Lot	14 Weeks	\$	\$
104.	Woodview Drive Well Lot	14 Weeks	\$	\$

Water Stations				
105.	Gay Avenue WPS	14 Weeks	\$	\$
106.	Laurel Park WPS	14 Weeks	\$	\$
107.	Oakview WPS	14 Weeks	\$	\$
108.	Ridge Tank	14 Weeks	\$	\$
109.	Elko Tank	14 Weeks	\$	\$
110.	Peyton Road PRS	14 Weeks	\$	\$

Total of Items (41-110)

\$ _____

Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
Monthly Mowing, Cut & Edge at the WRF ONLY				
111.	Water Reclamation Facility (WRF) Section C (Attachment G)	9 Months	\$	\$
Monthly Mowing, Bottoms Bridge Sewer Pump Station Access Road Shoulders				
112.	Bottoms Bridge SPS Access Rd. Shoulders – 6083 White Oak Rd.	4 Months	\$	\$
Twice Per Year Mowing Area at the WTF SECTION C & D Attachment I				
113.	Water Treatment Facility (WTF) – Administration Building	2	\$	\$
114.	Raw Water Pumping Station and Intake Facilities	2	\$	\$
Leaf Removal				
115.	Water Reclamation Facility (WRF) includes road ditches, curb & gutter	2	\$	\$
116.	Water Reclamation Facility (WRF) includes road ditches, curb & gutter	2	\$	\$
117.	Water Reclamation Facility (WRF) includes road ditches, curb & gutter	2	\$	\$
118.	Water Treatment Facility (WTF) – Administration Building (only)	2	\$	\$
119.	Raw Water Pumping Station	2	\$	\$
120.	Operations Center	2	\$	\$
121.	Springfield Landfill	2	\$	\$
122.	Charles City Landfill	2	\$	\$
Sewer Stations:				
123.	Almond Creek SPS	2	\$	\$
124.	Charles City SPS	2	\$	\$
125.	Creighton Road Vent	2	\$	\$
126.	Fort Lee Odor Control Station	2	\$	\$
127.	Gambles Mills SPS	2	\$	\$

Leaf Removal, Sewer Stations: (cont.)				
Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
128.	Gillies Creek SPS	2	\$	\$
129.	Mayfield SPS	2	\$	\$
130.	Meredith Branch SPS	2	\$	\$
131.	New Market SPS	2	\$	\$
132.	Rooty Branch SPS	2	\$	\$
133.	White Oak SPS	2	\$	\$
134.	Willow Lawn SPS	2	\$	\$
135.	Holladay Branch SPS	2	\$	\$
136.	Four Mile Creek SPS – 3517 New Market Rd.	2	\$	\$
137.	Broadwater 1 SPS	2	\$	\$
138.	Broadwater 2 SPS	2	\$	\$
139.	Chickahominy SPS	2	\$	\$
140.	River Road SPS	2	\$	\$
141.	Strawberry Hills SPS	2	\$	\$
142.	Huntington, SPS Lot	2	\$	\$
143.	Farmington SPS Lot	2	\$	\$
144.	Virginia Center SPS	2	\$	\$
145.	Allens Branch SPS	2	\$	\$
146.	Elko SPS	2	\$	\$
147.	7841 Migration Drive – 4 Mile Creek Sewer Main Access Lot	2	\$	\$
148.	7622 King Eider Drive – 4 Mile Creek Sewer Main Access Lot	2	\$	\$
149.	Bottoms Bridge SPS & Access Rd. Shoulders – 6083 White Oak Road	2	\$	\$
150.	Poplar Springs SPS – Portugee Road	2	\$	\$
151.	Yahley Mill Odor Control Station	2	\$	\$
152.	Keeton SPS – Bonneau Rd.	2	\$	\$

Leaf Removal: (cont.)

Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
Wells:				
153.	Colwyck Well Lot	2	\$	\$
154.	Elko Well	2	\$	\$
155.	Old Williamsburg Well	2	\$	\$
156.	White Oak Well	2	\$	\$
157.	Bradley Acres Well	2	\$	\$
158.	Three Chopt Well Lot 9598 Three Chopt Road.	2	\$	\$
159.	Bond Street Well Lot	2	\$	\$
160.	Gillies Creek Well Lot	2	\$	\$
161.	Sandston Woods Well	2	\$	\$
162.	Thornhurst Well Lot	2	\$	\$
163.	Gilbert Gardens Well Lot	2	\$	\$
164.	Robinwood Well Lot	2	\$	\$
165.	Meadowspring Well Lot	2	\$	\$
166.	Laburnum Avenue Well Lot	2	\$	\$
167.	1015 Pennsylvania Avenue Well Lot	2	\$	\$
168.	5133 Eanes Lane Well Lot	2	\$	\$
169.	3429 Merkner Drive Well Lot	2	\$	\$
170.	9810 Staples Mill Road Well Lot	2	\$	\$
171.	Chesham Street (Cambra) Well Lot	2	\$	\$
172.	3216 Emporia Street (Shrum) Well Lot	2	\$	\$
173.	Camille Avenue Well Lot	2	\$	\$
174.	2511 Lacy Lane Well Lot	2	\$	\$

175.	4908 Tarry Lane Well Lot	2	\$	\$
176.	Pinetree Drive Well Lot	2	\$	\$
177.	Staples Mill Road Well Lot	2	\$	\$
178.	2200 20Th Street Well Lot	2	\$	\$

179.	2424 Homeview Drive Well Lot	2	\$	\$
180.	Martin Lane Well Lot	2	\$	\$
181.	5410 Randall Street Well Lot	2	\$	\$
182.	Maury Road Well Lot	2	\$	\$
183.	5200 Moncure Avenue Well Lot	2	\$	\$
184.	5405 Moncure Avenue Well Lot	2	\$	\$
185.	Rolando Drive Well Lot	2	\$	\$
186.	1241 Starling Drive Well Lot	2	\$	\$
187.	1315 Townley Road Well Lot	2	\$	\$
188.	5125 Robin Grey Lane Well Lot	2	\$	\$
189.	5119 Kemp Street Well Lot	2	\$	\$
190.	5125 Cavedo Lane Well Lot	2	\$	\$
191.	3401 Westcliffe Avenue Well Lot	2	\$	\$
192.	3600 Conway Well Lot	2	\$	\$
193.	3721 Westcliffe Avenue Well Lot	2	\$	\$
194.	5815 Brighton Road Well Lot	2	\$	\$
195.	3000 South Crestwood Avenue Well Lot	2	\$	\$
196.	2344 West Wistar Street Well Lot	2	\$	\$

197.	7599 Sunny Bank Drive Well Lot	2	\$	\$
198.	7704 Twin Oak Lane Well Lot	2	\$	\$
199.	2235 Gordons Lane Well Lot	2	\$	\$
200.	Seibel Road Well Lot	2	\$	\$
201.	Woodview Drive Well Lot	2	\$	\$
202.	Lawndale Well Lot	2	\$	\$
203.	Finlay Street Well Lot	2	\$	\$
Water Stations:				

204.	Eubank Tank	2	\$	\$
205.	Three Chopt Tank	2	\$	\$
206.	Glenwood Tank	2	\$	\$
207.	Glen Allen Tank	2	\$	\$
208.	Cox Road Tank	2	\$	\$
209.	Lawrence Tank	2	\$	\$
210.	Mountain Road Tank	2	\$	\$
211.	Robin Tank	2	\$	\$
212.	Len Ave Tank	2	\$	\$
213.	Shurm PRS	2	\$	\$
214.	Shady Grove Tank	2	\$	\$
215.	Gay Ave WPS	2	\$	\$
216.	Laurel Park WPS	2	\$	\$
217.	Oakview WPS	2	\$	\$
218.	Ridge Tank	2	\$	\$
219.	Elko Tank	2	\$	\$
220.	Peyton Rd PRS	2	\$	\$

Aeration of Area (once per year)				
Item	Description	Estimated Qty Per Location Per year	Unit Price – includes Labor, Standard Equipment, Normal Work Hours	Total
221.	Water Reclamation Facility (WRF) – Section A	1	\$	\$
222.	Water Reclamation Facility (WRF) – Section B	1	\$	\$
223.	Water Treatment Facility (WTF) – Section A (Attachment I)	1	\$	\$
224.	Water Treatment Facility (WTF) – Section B (boundary descriptions) (Attachment I)	1	\$	\$
225.	Raw Water Pumping Station – Gaskins Road	1	\$	\$
226.	Operations Center	1	\$	\$
227.	Laburnum Ave. Well Lot	1	\$	\$
228.	Lawndale Well Lot	1	\$	\$

229.	Finlay Street Well Lot	1	\$	\$
230.	Cobbs Creek Reservoir Parcels (2)	1	\$	\$
Sewer Stations:				
231.	Almond Creek SPS	1	\$	\$
232.	Charles City SPS	1	\$	\$
233.	Creighton Road Vent	1	\$	\$
234.	Fort Lee Odor Control Station	1	\$	\$
235.	Gambles Mills SPS	1	\$	\$
236.	Gillies Creek SPS	1	\$	\$
237.	Mayfield SPS	1	\$	\$
238.	Meredith Branch SPS	1	\$	\$
239.	New Market SPS	1	\$	\$
240.	Rooty Branch SPS	1	\$	\$
241.	White Oak SPS	1	\$	\$
242.	Willow Lawn SPS	1	\$	\$
243.	Holladay Branch SPS	1	\$	\$
244.	Four Mile Creek SPS – 3517 New Market Rd.	1	\$	\$
245.	Broadwater 1 SPS	1	\$	\$
246.	Broadwater 2 SPS	1	\$	\$

247.	Chickahominy SPS	1	\$	\$
248.	River Road SPS	1	\$	\$
249.	Strawberry Hills SPS	1	\$	\$
250.	Huntington, SPS Lot	1	\$	\$
251.	Farmington SPS Lot	1	\$	\$
252.	Virginia Center SPS	1	\$	\$
253.	Allens Branch SPS	1	\$	\$
254.	Elko SPS	1	\$	\$
255.	7841 Migration Drive – 4 Mile Creek Sewer Main Access Lot	1	\$	\$
256.	7622 King Eider Drive – 4 Mile Creek Sewer Main Access Lot	1	\$	\$
257.	Bottoms Bridge SPS – 6083 White Oak Rd.	1	\$	\$
258.	Poplar Springs SPS – Portugee Rd.	1	\$	\$

259.	Yahley Mill Odor Control Station	1	\$	\$
260.	Keeton SPS – Bonneau Rd.	1	\$	\$
Wells:				
261.	Colwyck Well Lot	1	\$	\$
262.	Elko Well	1	\$	\$
263.	Old Williamsburg Well	1	\$	\$
264.	White Oak Well	1	\$	\$
265.	Bradley Acres Well	1	\$	\$
266.	Three Chopt Well Lot 9598 Three Chopt Road.	1	\$	\$
267.	Bond Street Well Lot	1	\$	\$

268.	Gillies Creek Well Lot	1	\$	\$
269.	Sandston Woods Well	1	\$	\$
270.	Thornhurst Well Lot	1	\$	\$
271.	Gilbert Gardens Well Lot	1	\$	\$
272.	Robinwood Well Lot	1	\$	\$
273.	Meadowspring Well Lot	1	\$	\$
274.	1015 Pennsylvania Avenue Well Lot	1	\$	\$
275.	5133 Eanes Lane Well Lot	1	\$	\$
276.	3429 Merkner Drive Well Lot	1	\$	\$
277.	9810 Staples Mill Road Well Lot	1	\$	\$
278.	Chesman Street (Cambrai) Well Lot	1	\$	\$
279.	3216 Emporia Street (Shrum) Well Lot	1	\$	\$
280.	Camille Avenue Well Lot	1	\$	\$
281.	2511 Lacy Lane Well Lot	1	\$	\$
282.	4908 Tarry Lane Well Lot	1	\$	\$
283.	Pinetree Drive Well Lot	1	\$	\$
284.	2200 20TH Street Well Lot	1	\$	\$
285.	2424 Homeview Drive Well Lot	1	\$	\$

286.	Martin Lane Well Lot	1	\$	\$
287.	5410 Randall Street Well Lot	1	\$	\$
288.	Maury Road Well Lot	1	\$	\$
289.	5200 Moncure Avenue Well Lot	1	\$	\$
290.	5405 Moncure Avenue Well Lot	1	\$	\$
291.	Rolando Drive Well Lot	1	\$	\$
292.	1241 Starling Drive Well Lot	1	\$	\$
293.	1315 Townley Road Well Lot	1	\$	\$
294.	5125 Robin Grey Lane Well Lot	1	\$	\$
295.	5119 Kemp Street Well Lot	1	\$	\$
296.	5125 Cavendo Lane Well Lot	1	\$	\$
297.	3401 Westcliffe Avenue Well Lot	1	\$	\$
298.	3600 Conway Well Lot	1	\$	\$
299.	3721 Westcliffe Avenue Well Lot	1	\$	\$
300.	5815 Brighton Road Well Lot	1	\$	\$
301.	3000 South Crestwood Avenue Well Lot	1	\$	\$
302.	2344 West Wistar Street Well Lot	1	\$	\$
303.	7599 Sunny Bank Drive Well Lot	1	\$	\$
304.	7704 Twin Oak Lane Well Lot	1	\$	\$
305.	2235 Gordons Lane Well Lot	1	\$	\$
306.	Seibel Road Well Lot	1	\$	\$
307.	Woodview Drive Well Lot	1	\$	\$
308.	Eubank Tank	1	\$	\$
309.	Three Chopt Tank	1	\$	\$
310.	Glenwood Tank	1	\$	\$
311.	Glen Allen Tank	1	\$	\$
312.	Cox Road Tank	1	\$	\$
313.	Lawrence Tank	1	\$	\$
314.	Mountain Road Tank	1	\$	\$
315.	Robin Tank	1	\$	\$

316.	Len Ave Tank	1	\$	\$
317.	Shurm PRS	1	\$	\$
318.	Shady Grove Tank	1	\$	\$
319.	Gay Ave WPS	1	\$	\$
320.	Laurel Park WPS	1	\$	\$
321.	Ridge Tank	1	\$	\$
322.	Elko Tank	1	\$	\$
323.	Peyton Rd PRS	1	\$	\$

Total of items (112 -323)

\$ _____

Landscape Services:				
Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
324.	Fertilizer application in lawn areas Per 1,000 square feet	150,000 square feet	\$	\$
325.	Fertilizer application in lawn areas (WTF) Section A (Attachment I)	2	\$	\$
326.	Fertilizer application in lawn areas (WTF) Section B (Attachment I)	2	\$	\$
327.	Fertilizer application in lawn areas (WTF) Section C (Attachments I)	2	\$	\$
328.	Fertilizer application in lawn areas (RWPS) Section B (Attachment I)	2	\$	\$
329.	Fertilizer application in lawn areas (WRF) Section B (Attachment G)	2,000 lbs	\$ _____ per lb.	
330.	Lime application in lawn areas Per 1,000 square feet	150,000 square feet	\$	\$
331.	Lime application in lawn areas (WTF) Section A (Attachment I)	2	\$	\$
332.	Lime application in lawn areas (WTF) Section B (Attachment I)	2	\$	\$
333.	Lime application in lawn areas (WTF) Section C (Attachment I)	2	\$	\$
334.	Lime application in lawn areas (RWPS) Section B (Attachment I)	2	\$	\$
335.	Lime application in lawn areas (WRF) Section B (Attachment G)	2,000 lbs.	\$ _____ per lb.	
Special note: Herbicides are not allowed in all areas. See Section II.A.18				
336.	Non-herbicide weed control in all areas Per 1,000 square feet	2	\$	\$

337.	Weed control in lawn areas per 1,000 square feet	2	\$.	\$
338.	Weed control in lawn area (WTF) Section A (Attachment I)	2	\$	\$
339.	Weed control in lawn area (WTF) Section B (Attachment I)	2	\$	\$
340.	Weed control in lawn area (WTF) Section C (Attachment I)	2	\$	\$
341.	Weed control along river bank at the (WTF) Section C (Attachment I)	2	\$	\$
342.	Weed control in lawn area (RWPS) Section B (Attachment I)	2	\$	\$

Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
343.	Weed control in lawn area (WRF)	1,200 lbs	\$_____ per lb.	\$
344.	Over seeding in lawn areas All sites excluding (WTF)	2,000	\$	\$
345.	Over seeding in lawn areas (WTF) Section A (Attachment I)	1	\$	\$
346.	Over seeding in lawn areas (WTF) Section B (Attachment I)	1	\$	\$
347.	Over seeding in lawn areas (WTF) Section C (Attachment I)	1	\$	\$
348.	Over seeding in lawn areas (WRF) Section B (Attachment G)			\$
349.	Over seeding in lawn area (RWPS) Section B (Attachment I)	2	\$	\$
350.	Elimination and control of vegetation in areas with crushed stone or gravel bedding. (WTF)	2	\$	\$
351.	Elimination and control of vegetation in areas with crushed stone or gravel bedding. (WRF)	100	\$ _____ per lb of herbicides active ingredients	\$
352.	Elimination and control of vegetation in areas with crushed stone or gravel bedding. All pump stations & well sites	2	\$	\$
353.	Border edging at the WTF Administration Building	1,000 ft.	\$ _____ per linear foot	\$
354.	Border edging at the WTF Raw Water Pumping Station	1,000 ft.	\$ _____ per linear foot	\$

355.	Border Maintenance (exclusive of the edging) at the WTF consists of approximately 40,000 sq ft.	2	\$	\$
356.	Border Maintenance (exclusive of the edging) at the Raw Water Pumping Station consists of approximately 40,000 sq ft.	2	\$	\$
357.	Replacement of annual flowers at Water Treatment Plant entrance sign	2	\$	\$
Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
358.	Mulch application in borders and around trees WTF Section A (Attachment I)	50 cu yd	\$_____ per cubic yd	\$
359.	Mulch application in borders and around trees WTF Section B (Attachment I)	50 cu yd	\$	\$
360.	Mulch application in borders and around trees WTF Section C	50 cu yd	\$	\$
361.	Mulch application in borders and around trees RWPS Section B	50 cu yd	\$	\$
362.	Watering plants & trees 1" – 1 ½" of water (see specification II. B. 12.)	15,000 square feet	\$_____ per square foot	\$
363.	Watering lawn areas (see specification II B 12)	100,000 sq. ft.	\$ _____ per square foot	
364.	Bush & Shrub trimming 0' – 3' tall	10	\$ _____ per bush	\$
365.	Bush & Shrub trimming 3' 1" – 8' tall	10	\$ _____ per bush	\$
366.	Bush & Shrub trimming 8' 1" and above	5	\$ _____ per bush	\$
367.	Bush & Shrub Trimming, WTF all sizes for entire site	1	\$	\$
368.	Bush & Shrub Trimming, RWPS, all sizes for entire site	1	\$	\$
369.	Border edging at the Water Reclamation Facility	1,000 ft.	\$ _____ per linear foot	\$
370.	Border Maintenance (exclusive of the edging) at the Water Reclamation Facility consists of approximately 40,000 sq ft.	40,000 ft	\$ _____ per sq. ft.	\$
371.	Mulch application in borders and around trees WRF (double shredded hardwood mulch),	50 cu yd	\$ _____ per cubic yd	\$

	(successful bidder to purchase mulch) see II B 14			
372.	Mulch application in borders and around trees WRF (County to provide colored mulch) see II B 14	50 cu yd.	\$ _____ per cubic yd	\$
373.	Mulch application in borders and around trees WRF (mulch from County landfill, successful bidder must transport) II B 14	50 cu yd.	\$ _____ per cubic yd	\$
Item	Description	Estimated Qty Per Location Per year	Unit Price – Includes Labor, Standard Equipment, Normal Work Hours	Total
374.	Soil Testing (see II.B.11)	30	Per single test sample \$_____	\$
375.	Water Reclamation Facility, bush & Shrub Trimming around Administration Office (entire area bordered in brown on Attachment G)	2	Per single trimming \$ _____	\$
376.	Replacement of annual flowers at Operations Building 10401 Woodman Rd., entrance walk. 2 places	2	Each \$ _____	\$
377.	Operations Center Mulch application in borders and around trees	50	Each \$ _____	\$
378.	Almond Creek SPS Mulch application in borders and around trees	10	Each \$ _____	\$
379.	Creighton Road Vent Mulch application in borders and around trees	10	Each \$ _____	\$
380.	Fort Lee Odor Control Station Mulch application in borders and around trees	15	Each \$ _____	\$
381.	Gambles Mills SPS Mulch application in borders and around trees	15	Each \$ _____	\$
382.	New Market SPS Mulch application in borders and around trees	10	Each \$ _____	\$
383.	Rooty Branch SPS Mulch application in borders and around trees	10	Each \$ _____	\$
384.	White Oak SPS Mulch application in borders and around trees.	10	Each	
385.	Willow Lawn SPS Mulch	10	Each	

			\$ _____	\$ _____
386.	Four Mile Creek SPS- 3517 New Market Rd. Mulch application in borders and around trees	25	Each \$ _____	\$ _____
387.	Elko Well Mulch application in borders and around trees	10	Each \$ _____	\$ _____
388.	Old Williamsburg Well Mulch application in borders and around trees	10	Each \$ _____	\$ _____
389.	White Oak Well Mulch application in borders and around trees	10	Each \$ _____	\$ _____
390.	Glen Allen Tank Mulch application in borders and around trees	15	Each \$ _____	\$ _____
391.	Len Ave Tank Mulch application in borders and around trees	10	Each \$ _____	\$ _____
392.	Broadwater 1 SPS Mulch application in borders and around trees	10	Each \$ _____	\$ _____
393.	Maintenance of Existing Border Edging	Per ft.	Each \$ _____	\$ _____
394.	Installation of new Metal Border Edging	Per ft.	Each \$ _____	\$ _____
395.	Gravel Bedding	Per ton	Each \$ _____	\$ _____

Total of Items (324-395) \$ _____

TOTAL BID PRICE (Items 1-395) \$ _____

Hourly Rate for additional services on an as needed basis and are not part of the contract. Cost of materials, if any, shall be limited to actual invoice price, all labor, overhead

Successful Bidder must have sufficient number of personnel to meet the requirements of Section H.1.

Please list names, job duties of personnel who would be used in the performance of this contract.

Can you provide a supervisor to oversee the mowing crews? Yes _____ No _____

Will this supervisor be able to effectively communicate with both the work crews and County personnel? Yes _____ No _____

Name and cell phone number of supervisor who would be used in the performance of this contract.

Bidder has included a copy of your Pesticide Business License and bidders employees or subcontractors valid Fertilizer Applicator License and a Commercial Pesticide Applicator Certificate that is valid in the following categories: Category 3B Turf, Category 6 Right-of Way Pest Control **Yes** _____ **No** _____

My/Our payment terms are:_____. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible bidder if the bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

I/We can adhere to the delivery requirements as outlined in the Scope of Work. ___Yes ___No.

To aid in the evaluation of bids, bidders must submit the original Bid Form and one copy of the Bid Form and detailed specification sheets. Have you complied with requirement? ___Yes. ___No.

Indicate whether your business ___is or ___is not located in the County of Henrico, Virginia and if it is, have you obtained a County license to conduct or engage in the business, trade or occupation in the County of Henrico? ___ Yes. ___No.

I/We acknowledge the receipt of:

Addendum No. _____ Dated _____.

Addendum No. _____ Dated _____

My signature certifies that the bid as submitted complies with all requirements specified in this Invitation for Bid (“IFB”).

My signature also certifies that by submitting a bid in response to this IFB, the Bidder represents that in the preparation and submission of this bid, the bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1) or Va. Code §§ 59.1-9.1 through 59.1-9.17 or §§ 59.1-68.6 through 59.1-68.8.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this bid.

LEGAL NAME OF BIDDER (DO <u>NOT</u> USE TRADE NAME):
ADDRESS:
FED ID NO:
SIGNATURE:
NAME OF PERSON SIGNING (print)
TITLE:
TELEPHONE:
EMERGENCY TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE:

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX OR BOXES BELOW.

Please refer to definitions on Page 2 prior to completing. Check all that apply.

- MINORITY-OWNED BUSINESS SMALL BUSINESS WOMEN-OWNED BUSINESS
 NONE OF THE ABOVE

If certified by the Virginia Minority Business Enterprise (DMBE), provide DMBE certification number and expiration date. _____ NUMBER _____ DATE

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? **YES** **NO**

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

“Minority-owned business” means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens and both the management and daily business operations are controlled by one or more minority individuals.

As used in the definition of “*minority-owned business*,” “*minority individual*” means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. “*African American*” means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.
2. “*Asian American*” means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.
3. “*Hispanic American*” means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.
4. “*Native American*” means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

“Small business” means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

“Women-owned business” means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

ATTACHMENT A

SUPPLIER DATA SHEET

References:

	Company Name	Address	Contact Person	Telephone Number
1.				
2.				
3.				
4.				
5.				

DO NOT USE HENRICO COUNTY AS A REFERENCE

ATTACHMENT B

VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION INFORMATION

The bidder:

is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids:

**ATTACHMENT D
Work Checklist**

**LAWN, FIELD & SITE LANDSCAPING SERVICES
FOR
HENRICO COUNTY PUBLIC UTILITIES**

Date: _____

MOWING AND EDGING OF LAWN AREA AND FIELDS

Contract Item Number	Work Performed	Area of Work	Comments

OTHER REGULAR LAWN, FIELD & SITE LANDSCAPING SERVICES

Contract Item Number	Work Performed	Area of Work	Comments

Number of Employees _____
 Equipment Used _____

County Representations Comments: _____

Signature of Contractor Foreman _____

Signature of County Representative _____

ATTACHMENT M
WEEKLY SITES

SEWER STATIONS

1. **Almond Creek SPS**, 5700 Old Osborne Turnpike, Richmond, VA 23231
2. **Charles City SPS**, 2807 Charles City Road, Richmond, VA 22321
3. **Creighton Road Vent** 3820 Creighton Road, Richmond, Va. 23223. The sewer vent is located on Creighton Road. between East Laburnum and Cedar Fork Road.
4. **Fort Lee Odor Control Station**, 3051 Charles City Road, Richmond, VA 23231
5. **Gambles Mills SPS**, 6113 Cary Street, Richmond, VA 23226
6. **Gillies Creek SPS**, 2501 Jennie Scher Road, Richmond, VA 23223
7. **Mayfield SPS**, 2135 Park Lane, Richmond, VA 23230
8. **Meredith Branch SPS**, 5028 Fairlake Lane, Glen Allen, VA 23060
9. **New Market SPS**, 7580 Laurel Hill Lane, Richmond, VA 23231-Attachment K
10. **Rooty Branch SPS**, 5600 Cox Road, Glen Allen, VA 23060
11. **White Oak SPS**, 5645 Beluah Road, Richmond, VA 23150
12. **Willow Lawn SPS**, 5305 Markell Road, Richmond, VA 23230
13. **Holladay Branch SPS**, 11500 Friars Walk Terrace Glen Allen, Va. 23060
14. **Four Mile Creek SPS**, 3517 New Market Road-Attachment H
15. **Yahley Mill Odor Control Station** – 7950 Yahley Mill Road
16. **Keeton Rd. SPS** - 5700 Bonneau Rd.

WELLS

15. **Colwyck Well Lot** – 4990 Colwyck Drive, Richmond, Va. 23223
16. **Elko Well**, 6029 Elko Road, Richmond, VA 23150
17. **Old Williamsburg Well**, 3200 Old Williamsburg Road, Richmond, VA 23150
18. **White Oak Well**, 4932 White Oak Place, Richmond, VA 23150
19. **Bradley Acres Well**, 202A Woodview Drive, Richmond, VA 23150
20. **Three Chopt Well Lot** – 9598 Three Chopt Road
21. **Laburnum Ave Well Lot-N**. Laburnum Ave. across from 7 Gables Apartments
22. **MeadowSpring Well Lot-15** Meadowspring Road

WATER STATIONS

23. **Eubank Tank**, 5101 Eubank Road, Richmond, VA 23231
24. **Three Chopt Tank**, 1101 Horsepen Road, Richmond, VA 23229
25. **Glenwood Tank**, 3703 Rescue Avenue, Richmond, VA 23223
26. **Glen Allen Tank**, 10832 Good Oak Lane, Glen Allen, VA 23060
27. **Cox Road Tank**, 3455 Cox Road, Richmond, VA 23233
28. **Lawrence Tank**, 3420 N. Parham Road, Richmond, VA 23294
29. **Mountain Road Tank**, 10401 A Woodman Road, Glen Allen, VA 23060
30. **Robin Tank**, 100 Robin Avenue, Richmond, VA 23223
31. **Len Ave Tank**. 2703 E. Laburnum Avenue, Richmond VA 23222
32. **Shurm PRS**, 4910 Shurm Street, Richmond, VA 23231
33. **Shady Grove Tank**. 5237 Shady Grove Road Glen Allen VA 23060

BI-WEEKLY SITES

SEWER STATIONS

1. **Broadwater 1 SPS**, 1601 Graves Road, Richmond, VA 23150
2. **Broadwater 2 SPS**, 1801 Beckley Road, Highland Springs, VA 23075
3. **Chickahominy SPS**, 4401 Mechanicsville Turnpike, Richmond, VA 23223

4. **River Road SPS**, 10020 River Road, Richmond, VA 23233
5. **Strawberry Hills SPS**, 4700 Vawter Street, Richmond, VA 23222
6. **Huntington, SPS Lot**, 9410 Greenford Drive, Richmond, Va. 23294 Located off of Springfield Road, turn on Meadow Green Road., turn right onto Ryerson Road, turn right onto Greenford Drive, well is on the 6th lot on the right hand side.
7. **Farmington SPS Lot** is located at the intersection of Quioccasin and Farmington. Turn onto Farmington and sewer station is on the left hand side in Lot 1.
8. **Virginia Center SPS**, 10201 VA Center Parkway, Glen Allen, VA 23060
9. **Allens Branch SPS**, 10620 Fords Country Lane, Glen Allen, VA 23060
10. **Elko SPS**, 4570 Portugee Road, Richmond, VA 23150
11. **Four Mile Creek Sewer Main Access Lot 1** -7841 Migration Drive
12. **Four Mile Creek Sewer Main Access Lot 2** -7622 King Elder Drive
13. **Bottoms Bridge SPS**, 6083 White Oak Road, Sandston, VA-Attachment L
14. **Poplar Springs SPS**, Portugee Road., Sandston, VA

WELLS

15. **Bond Street Well Lot**, 101 Algiers Dr. Richmond, VA 23150
16. **Gillies Creek Well Lot**, 4515 Old Oakley Lane, Richmond, VA 23231
17. **Sandston Woods Well** 2001 Old Williamsburg Road, Located in Sandston Woods, across from Armstrong Flooring.
18. **Thornhurst Well Lot**, 4913 Thornhurst Street, Richmond, VA 23223
19. **Gilbert Gardens Well Lot** – 4515 Cambrai Avenue, Richmond, Va. 23231 2nd lot on right before intersection of Kenbridge Street in Gilbert Gardens Area.
20. **White Oak Well-SCANDIA**-5310 White Oak
21. **Robinwood Well Lot** – 4902 Eubank Road, Richmond, Va. 23231 Located in Robinwood Area, Located on Eubank Road., lot between Raleigh and Coxson.
22. **Meadowspring Well Lot** – 15 Meadowspring Road, Richmond, Va. 23223 Lot is located behind K-Mart on Nine Mile Road, turn down Meadowspring off of Nine Mile Road, well is in the first lot on the left.
23. **Laburnum Ave Well Lot-N.** Laburnum Ave across from 7 Gables Apartments
24. **Lawndale Well Lot** – 3601 Bedford Avenue, Richmond, Va. 23231 Located in the Lawndale Farms area, off of Williamsburg Road, turn onto Clayton Road, turn left onto Bedford. Well is on left-hand side across from intersection of Altair Road.
25. **Finlay Street Well Lot** – 4811 Finlay Street, Richmond, Va. 23231. Well is located off of S. Laburnum Ave., turn onto Finley, and well is located on the right hand side, 2nd lot from intersection of Allenshaw.
26. **Three Chopt Well Lot** – 9598 Three Chopt Rd.
27. **1015 Pennsylvania Avenue Well Lot**
28. **5133 Eanes Lane Well Lot**
29. **3429 Merkner Drive Well Lot**
30. **9810 Staples Mill Road Well Lot**
31. **3201 Chesham Street (Cambrai) (Rear) Well Lot**
32. **3216 Emporia Street (Shrum) Well Lot**
33. **2108 Camille Avenue Well Lot**
34. **2511 Lacy Lane Well Lot**
35. **4908 Tarry Lane Well Lot**
36. **2110 Pinetree Drive Well Lot**
37. **Staples Mill Road. and Massie Road. Well Lot**
38. **2200 20TH Street Well Lot**
39. **2424 Homeview Drive Well Lot**
40. **Martin Lane (Homeview and Aiken Dr.) Well Lot**
41. **2200 20TH Street Well Lot**
42. **5410 Randall Street Well Lot**
43. **Maury Road Well Lot**

44. **5200 Moncure Avenue Well Lot**
45. **5405 Moncure Avenue Well Lot**
46. **Rolando Drive (Holly Hill Drive and Townley Drive) Well Lot**
47. **1241 Starling Drive Well Lot**
48. **1315 Townley Road Well Lot**
49. **5125 Robin Grey Lane Well Lot**
50. **5119 Kemp Street Well Lot**
51. **5125 Cavedo Lane Well Lot**
52. **3401 Westcliffe Avenue Well Lot**
53. **3600 Conway Street Well Lot**
54. **3721 Westcliffe Avenue Well Lot**
55. **5815 Brighton Road Well Lot**
56. **3000 South Crestwood Avenue Well Lot**
57. **2344 West Wistar Street Well Lot**
58. **7599 Sunny Bank Drive Well Lot**
59. **7704 Twin Oak Lane Well Lot**
60. **2235 Gordons Lane Well Lot**
61. **Seibel Road Well Lot**
62. **Woodview Drive Well Lot**
- 61 **White Oak Well – SCANDIA 5310 White Oak**

WATER STATIONS

63. **Gay Ave WPS**, 6900 Gay Avenue, Richmond, VA 23231
64. **Laurel Park WPS**, 2414 Hungary Road, Richmond, VA 23228
65. **Oakview WPS-8801 Oakview Ave.**
66. **Ridge Tank**, 6811 Henrico Avenue, Richmond, VA 23229
67. **Elko Tank**, 3741 Portugee Road, Richmond, VA 23150
67. **Peyton Rd PRS**, 3003 Peyton Road, Richmond VA 23228