



STANDARD CONTRACT

Contract Number: RU23012

This contract entered into this 15 day of February, 2023, by Mulch Masters of VA Inc., located at P. O. Box 20703, Roanoke VA, 24018, hereinafter called the “Contractor” and Commonwealth of Virginia, **Radford University**, called the “Purchasing Agency or Radford University”, located at 801 East Main Street, Radford, VA. 24142.

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide Blown Mulching Services to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From March 1, 2023 through February 28, 2024 with **four (4) additional, one-year renewal options available.**
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract Document;

Radford University’s Invitation for Bid (IFB) R23-008 dated January 9, 2023, Addendum 1 dated January 30, 2023, and Addendum 2 dated February 2, 2023.

Contractor’s Bid signed and dated February 6, 2023 and the Revised Bid signed and dated February 10, 2023.

5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Mulch Masters of VA Inc.

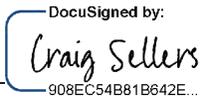
RADFORD UNIVERSITY

Printed Name: craig sellers

Printed Name: Kathryn Dicken

Title: President

Title: Senior Procurement Officer

Signature:  908EC54B81B842E...

Signature:  1340A55EA25B407...

Date: 2/15/2023 | 9:16 PM EST

Date: 2/16/2023 | 8:07 AM EST



Invitation for Bid R23-008

For

Blown Mulching Services

January 9, 2023

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a Bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

INVITATION FOR SEALED BID # R23-008**Blown Mulching Services**

**RADFORD UNIVERISTY
PO BOX 6883
501 STOCKTON STREET
RADFORD, VIRGINIA 24142-6885**

DATE	BID RETURN DATE AND HOUR	PUBLIC BID OPENING DATE AND HOUR
January 09, 2023	February 08, 2023 at 3:00pm (Up to and including 3PM Eastern Time)	February 9, 2023 at 3:00pm

BIDDERS ADDRESS

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ADDRESS ALL INQUIRIES AND
CORRESPONDENCE TO:
Fallon Kreye
Procurement Specialist
Email Address: fkreye@radford.edu
TELEPHONE NUMBER: (540) 831-5598
FAX NUMBER: (540)-831-5946

SPECIAL INSTRUCTIONS

1. **Sealed Bids** must be mailed, express mailed, or hand delivered directly to the Procurement and Contracts Department and must be received prior to the time and date designated.
Sealed Bids **cannot** be faxed or emailed directly to the Procurement and Contracts Department.
2. Responses must be submitted on this form and the attachment(s) provided.
3. Responses shall be signed below.
4. Responses will be received in the Radford University Procurement and Contracts Department, P.O. Box 6885, 501 Stockton Street, Radford, VA 24142-6885 until the bid return date and hour stated in this document.
5. Please note that USPS and Courier is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending via USPS or Courier. It is the Bidder's responsibility to ensure bids are received in Procurement and Contracts at the appropriate date and time for consideration.
6. If the University is closed as a result of an act of God or an emergency situation, the University website shall post notices of said closings. It is the responsibility of the Bidder to check the website at www.radford.edu for said notices. If the University is closed on the day bids are due they will be accepted the next scheduled business day the University is open. If the University is closed on the day of the scheduled pre-bid conference a written addendum will be issued to officially reschedule the conference.
7. Any **ADDENDUM** issued for this solicitation may be accessed at www.eva.virginia.gov by going to Virginia Business Opportunities (VBO). Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
8. **Bidders must be aware of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at <http://www.eva.state.va.us/> and submit prices accordingly.**
9. **Optional Pre-Bid Conference:** A Pre-Bid conference will be held on **January 18, 2023 at 3:00pm**. See Section [11] Pre-Bid Conference, for additional information.

10. **Questions/Inquiries:** All questions/inquiries for information regarding this solicitation should be directed to the Contract Officer named in this solicitations. Written questions to be submitted via email no later than: **January 24, 2023 at 3:00pm.**

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR **SEALED BID**, AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN, INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT [General Terms and Conditions](#) THE UNDERSIGNED AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)		DELIVERY DATE	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)			
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than ID# above)			
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS			
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)		DATE	
E-MAIL ADDRESS	PHONE NUMBER	TOLL FREE PHONE NUMBER		FAX NUMBER	
Business Classification	<input type="checkbox"/> LARGE	<input type="checkbox"/> SMALL	<input type="checkbox"/> MINORITY-OWNED	<input type="checkbox"/> WOMEN-OWNED	
*Is your Classification certified by the Virginia Department of Small Business and Supplier Diversity (SBSD)? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, provide Certification Number:		
*For assistance with certification/classification questions, please visit: http://sbsd.virginia.gov/					

I acknowledge that I have received the following addendums posted for this solicitation.

1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 ____ (Please check all that apply)

SIGNATURE _____ Date: _____

1. **PURPOSE:**

The intent and purpose of this Invitation For Sealed Bid is to establish a term contract with one or more qualified sources that can provide Blown Mulching Services for Radford University, an agency of the Commonwealth of Virginia. The term of this contract is for one (1) year . There will be an option for four (4) additional one-year (1) renewals.

2. **SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:**

The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

Radford University has established SWaM goals that are posted on the Procurement and Contracts website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **BACKGROUND:**

Radford University Background:

Radford University is a comprehensive public university of 8,998 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for more than 1,100 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach and service.

Specific Background:

Radford University currently utilizes a term contract for blown mulching services on annual basis. The University's average spend over the past five year period is estimated to be \$57,000.00 annually.

4. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:**

EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM: The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm register as a self-registered vendor in the eVA system.

There are transactions fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at 866-289-7367 or 804-371-2525. Email eVACustomerCare@DGS.Virginia.gov

5. CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES

Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Refer to **Attachment C**, Zone Map, if the Bidder wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

6. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and

cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The assigned Contract Administrator is the Landscape Superintendent.

7. **DEFINITIONS: INTENTIONALLY LEFT BLANK**

8. **SCOPE OF WORK**

- A. SPECIFICATIONS: Furnish all labor, tools, materials, and equipment required for the completion of all work as specified herein and in any attached additional specifications.
- B. COMPLIANCE: All work and materials shall be in strict compliance with the specifications.
- C. REQUIREMENTS: Provide blown mulching services to the Radford University campus.
- D. CONTRACTOR RESPONSIBILITIES:
1. Contractor shall be responsible for blown mulching requirements of all planted beds and mulch areas as designated on Radford University campus.
 2. Contractor will NOT be responsible for area preparation or mulching of tree rings.
 3. Contractor shall be responsible for cleaning of all surrounding surfaces using blowers, sweepers, brooms, etc., to include window wells and sills, doorways, sidewalks, steps, drives, etc.
 4. Contractor will be responsible for calculating and verifying all quantities of materials for project completion.
- E. UNIVERSITY RESPONSIBILITIES:
1. The University will be responsible for edging, pruning, and preparation of mulched areas prior to Contractor's arrival.
 2. The University may be able to, but will not be required to, provide staging for materials and equipment during time of service.
- F. MULCH SPECIFICATIONS:
1. Shall be double shredded natural hardwood mulch with minimal fine particles.
 2. Shall be applied to achieve an even/uniform top surface with a minimum thickness of **two (2) inches**.
 3. Shall be of uniform color and texture.
 4. Shall NOT be musty, moldy, caked, decayed, or extremely dusty.
 5. Shall be inspected by the University prior to application and may be rejected if the above conditions and requirements have not been met.
- G. SERVICE REQUIREMENTS:
1. Optimum project schedule is the week of the University's Spring Break, which is in March of each year but actual week varies.
 2. Once work has begun, Contractor must maintain a work force on campus to complete the project with minimal interruption and strive to complete the project within the timeframe established by the Contract Administrator or designee.
- H. SQUARE FOOTAGE PRICE: Price shall be specified as a firm fixed unit price per square foot and must include all applicable delivery costs. Annual blown mulching quantity is estimated to be **290,000 square feet** at a depth of two (2) inches.
- I. WORK COORDINATION: All work performed by the Contractor shall be coordinated through the Contract Administrator or designee.

- J. **TOOLS AND EQUIPMENT:** Contractor shall provide their staff all tools needed for proper execution of the work described herein and shall have the resources to transport materials to the job site, without the assistance of the University. Each worker supplied by the Contractor shall have appropriate Personal Protective Equipment. The use of all necessary tools, equipment, PPE, and vehicles shall be considered in the hourly rate.
- K. **SAFETY PRECAUTIONS:** The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor shall be responsible for the safety, efficiency and adequacy of materials, equipment, and methods, and for any damage that may result from improper operation. The Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the work, proper safeguards for the protection of its employees and the public and shall post danger warnings against any hazards.
9. **PRICE SCHEDULE:** See Bid Form attached hereto as Attachment D, which must be completed and returned with bidders submission. Failure to complete the Bid Form will deem submission non-responsive by the University.
- *The rates provided must be “fully burdened” to include any ancillary expenses associated with project performance. Transportation, travel time, soft costs, as well as other expenses, will not be paid for separately. This must be an inclusive hourly labor rate.**
10. **AWARD:** An award will be made to the lowest responsive and responsible Bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Radford University reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
11. **OPTIONAL PRE-BID CONFERENCE & SITE VISIT:**

- A. An optional pre-bid conference will be held January 18, 2023 at 3:00pm Eastern Standard Time.

IN PERSON ATTENDANCE: For those who wish to attend in person, you may do so by coming to the Armstrong Ccomplex, Facilities Conference Room #186. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required): You must register in advance for attendance using the following link: [https://radford.zoom.us/meeting/register/tJMld-utrDMsHdH1xd8thbUnqmnRe4EQRkZZ](https://radford.zoom.us/j/91234567890)

After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the pre-bid conference to complete registration and to obtain the link to the meeting via email.

While attendance at this conference will not be a prerequisite to submitting a bid, Bidders who intend to submit a bid are encouraged to attend. It is recommended you have a copy of the solicitation readily available to review during the conference.

- B. The purpose of the conference is to allow potential Bidders an opportunity to present questions and requests for clarification, with final responses provided in an IFB Addendum that will be published on

[eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the IFB, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference. Contact the Contract Officer identified in this solicitation document if you wish to attend the conference via teleconference.

- C. **Optional Pre-Bid Site Visits:** Optional site visits are available for bidders prior to the bid due date. The University believes it is important that all bidders have a clear understanding of the specifications, scope of work and requirements of this solicitation. An inspection of the sites would be ideal prior to submitting a bid for the scope of work described herein. However, it is not mandatory. An optional site visit shall be conducted immediately preceding the pre-bid conference on **January 18, 2023 at 1:30pm**. All interested vendors should plan to gather at the Facilities entrance of the Armstrong building just prior to 1:30 for check in.

12. INVOICES and PAYMENT:

Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. It shall identify contract pricing for all good/services which payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Payment Act](#).

13. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all bids. Formal communications will be directed to the Contract Officer listed in this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Bidder's bid being rejected.

14. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.

15. ATTACHMENTS:

Attachment A – Terms and Conditions
Attachment B – Standard Contract form
Attachment C – Zone Map
Attachment D – Bid Form (Return with Bid)
Attachment E – Campus map showing mulching areas
Attachment F – Bidder Data Sheet (Return with Bid)

REQUEST FOR INFORMATION

(Use separate Form for each question submitted.)

Date: _____

Solicitation Title: Blown Mulching Services

Solicitation No.: R23-008

The following question concerns Section (number) _____, page _____, paragraph _____ of the Invitation for Sealed Bid:

All responses to questions will be made by Addendum.

Question submitted by: _____

Name

Organization

Bidders shall submit form to: Fallon Kreye _____

Name

Radford University

Organization

Email address:

fkreye@radford.edu

cc all to:

kdicken@radford.edu

Deadline for submission is January 24, 2023 at 3:00 P.M.

Attachment A

TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS:

See: [GENERAL TERMS AND CONDITIONS](#)

ADDITIONAL TERMS AND CONDITIONS:

1. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Radford University, its authorized agents and/or state auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
4. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to delivery and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Invitation for Bid including all addendums thereof, the bid submitted by the Contractor, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF BID ENVELOPE:** The signed bid should be returned in a separate envelop or package and identified as follows:

From

Name of Bidder	Due Date	Time Due
Street or Box Number		Solicitation Number
City, State, Zip Code		Solicitation Title

Name of Procurement Officer: FALLON KREYE

The envelope should be addressed to:

RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

The Bidder takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope.

7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

If to the Contractor: Address Shown on the IFB Cover Page
Attention: Name of Person Signing Bid

If to Radford University:

RADFORD UNIVERSITY
Procurement and Contracts Department
Attn: FALLON KREYE
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

8. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
9. **REFERENCES:** Bidder shall provide a minimum of four references similar goods and/or services have been provided. Each reference shall include the name of the organization, complete mailing address, name of contact person, telephone number and email address.
10. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

SPECIAL TERMS AND CONDITIONS:

1. **ACCEPTANCE PERIOD:** Any Bid received in response to this solicitation shall be valid for (60) days. At the end of the (60) days the Bid may be withdrawn at the written request of the Bidder. If the Bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
2. **BID AWARD OF CONTRACT:** Awards are made to the lowest responsive and responsible Bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Radford University reserves the right to reject any and all bids in whole or in part, to waive any

informality, and to delete items prior to making an award.

- 3. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: _____

Subcontractors Name: _____

License #: _____

Type: _____

- 4. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
- 5. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Radford University.
- 6. **INSURANCE:** By signing and submitting a Bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§2.2-4332 and 65.2-800 et seq of the *Code of Virginia*. The Bidder further certifies that the Contractor and any subcontractors will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- Worker's Compensation - Statutory requirements and benefits.
- Employers Liability - \$100,000.00
- Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- Automobile Liability - \$1,000,000 combined single limit.

*The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.

- 7. **ORDERS:** Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.

8. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at Bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
9. **REFERENCES:** Bidder shall provide at least four (4) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number. See Attachment
10. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of one-year only under the terms and conditions of the original Contract except as stated in A, B, C, & D below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
 - A. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the "Outdoor Equipment & Supplies" category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - B. If during the first one-year renewal Radford University elects to exercise the option to renew the Contract for the second additional one-year period, the Contract price(s) for the second additional one-year period shall not exceed the contract price(s) of the first one-year renewal period increased/decreased by no more than the percentage increase/decrease of the "Outdoor Equipment & Supplies" category of the CPI section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - C. If during the second one-year renewal Radford University elects to exercise the option to renew the Contract for the third additional one-year period, the Contract price(s) for the third additional one-year period shall not exceed the contract price(s) of the second one-year CPI renewal period increased/decreased by no more than the percentage increase/decrease of the "Outdoor Equipment & Supplies" category of the section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - D. If during the third one-year renewal Radford University elects to exercise the option to renew the Contract for the fourth additional one-year period, the Contract price(s) for the fourth additional one-year period shall not exceed the contract price(s) of the third one-year renewal period increased/decreased by no more than the percentage increase/decrease of the "Outdoor Equipment & Supplies" category of the CPI section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
11. **WORK-SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

Attachment B

SAMPLE CONTRACT FORM

**Standard Contract form for reference only
Bidders do not need to fill in this form.**



STANDARD CONTRACT

Contract Number: **Rxxxxx**

This contract entered into this __ day of _____, 20__, by _____, located at (insert complete physical address), hereinafter called the “Contractor” and Commonwealth of Virginia, **Radford University**, called the “Purchasing Agency or Radford University”, located at 801 East Main Street, Radford, VA. 24142.”

- WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
- SCOPE OF CONTRACT:** The Contractor shall provide the _____ to Radford University as set forth in the Contract Documents.
- TERM OF CONTRACT:** From _____ through _____ with _____ **(number of years) year renewal options.**
- THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University’s Invitation for Bid **Rxx-xxx** dated _____, Addendum **xxx** dated _____ **(list all addendums in this format).**

Contractor’s Bid signed and dated _____

- COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. **(*Note: If advantageous you can list compensation here.)**

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

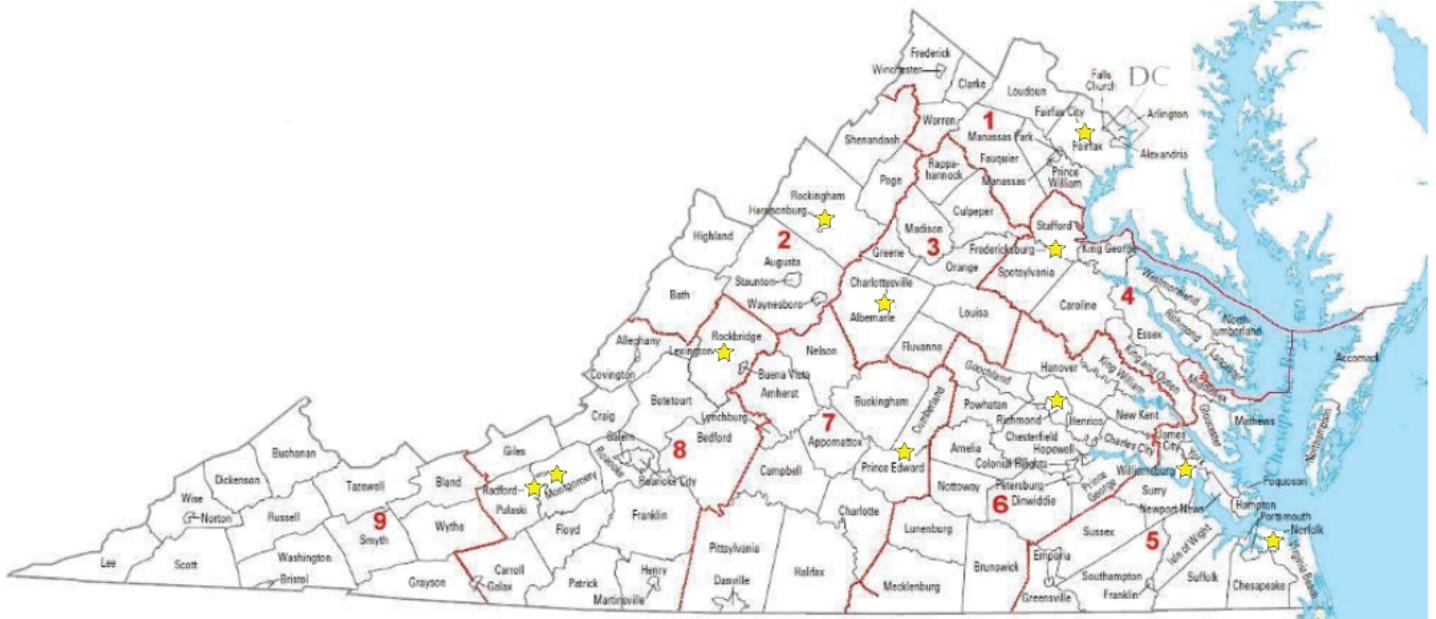
Signature: _____

Date: _____

Date: _____

Attachment C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

<u>Zone 1</u> George Mason University	<u>Zone 2</u> James Madison University (Harrisonburg)	<u>Zone 3</u> University of Virginia
<u>Zone 4</u> University of Mary Washington (Fredericksburg)	<u>Zone 5</u> Christopher Newport University(Hampton) College of William and Mary (Williamsburg) Old Dominion University (Norfolk) Norfolk State University (Norfolk)	<u>Zone 6</u> Virginia Commonwealth University (Richmond)
<u>Zone 7</u> Longwood University (Farmville)	<u>Zone 8</u> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg)	<u>Zone 9</u>

The zone map is provided for the Bidder to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Attachment D**BID FORM**

DATE: _____

IFB #: R23-008 - BLOWN MULCHING SERVICES

To: Radford University
 Procurement and Contracts Department
 PO Box 6885
 501 Stockton St.
 Radford VA 24142-6885

BASE BID:

In compliance with and subject to the Invitation for Bids and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor, equipment, travel, delivery fees, and materials needed to provide the services in compliance with the scope of work and terms and conditions at the firm fixed prices as follows:

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE* (per sq.ft.)	EXT.TOTAL
A.	Blown Mulch Services	290,000 sq.ft. at 2 inch depth (annual estimate)	\$	\$

TOTAL BASE BID AMOUNT IS (Annual Total):

_____ Dollars (\$_____)

***The rates provided must be “fully burdened” to include any ancillary expenses associated with project performance. Transportation, travel time, soft costs, as well as other expenses, will not be paid for separately. This must be an inclusive hourly labor rate.**

DISQUALIFICATION OF CONTRACTORS: By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors OR the Virginia State Corporation Commission, to perform all Work included in the scope of the Contract.

Virginia License No:

Bidder:

(Legal Name of Firm)

Contractor Class:

By:

(Signature)

Specialty:

Valid until:

Virginia State Corporation Commission
ID No.:

DocuSign Envelope ID: 420ADAC4-0441-4EE6-B201-52847E766E67



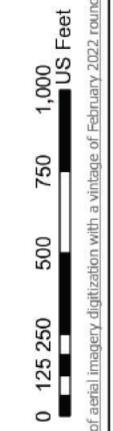
RADFORD UNIVERSITY
FACILITIES MANAGEMENT

For general reference only!
For contractor use only!
Not for distribution!

FACILITY
BLOWN MULCH AREA
≈290,000SF @ 2" Depth

Blown Mulch
Radford University
Main Campus

Estimations based off of aerial imagery digitization with a vintage of February 2022, rounding to nearest 1000SF.



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BIDDER DATA SHEET

*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid/offer nonresponsive.

Qualifications: The Bidder must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.	
Bidder's Primary Contact:	
NAME:	PHONE:
Year's in Business: Indicate the length of time you have been in business providing this type of good or service: YEARS: MONTHS:	
References: Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.	
Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:
Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

BIDDER DATA SHEET

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:
Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

I certify the accuracy of this information.

Signed: _____

Title: _____

Date: _____



Addendum Number 1

Date: January 30, 2023

Reference Invitation for Bid Number:	R23-008
Commodity:	Blown Mulch Services
Dated	January 30, 2023
For Delivery To:	Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	February 8, 2023 by 3:00pm EST

Attachments:

- Attached hereto are the Pre-Bid conference attendance sign-in sheet and the map from question number four of where not to place heavy equipment or park.

Clarification Questions:

- Question:** The RFP shows an estimated 290,000 sq. ft. Is that number pretty accurate?

Radford Response:

 - The University conducted all measuring via GIS; used historical data and went through and mapped the data recently. This is new data and up to date.
 - 2" depth is required
 - It is important to note that the amount listed is an estimate and could be adjusted each year (to add or remove as needed).
 - Once awarded, a purchase order will be created each year and it will reflect the actual square footage each year.
- Question:** Can we walk around campus and look at the mulch beds any time?

Radford Response: Yes. Feel free to walk around and have a look.
- Question:** Will there be traffic control available?

Radford Response: Yes. Traffic control is provided while work is happening. Please coordinate this with Facilities ahead of time.
- Question:** Are all your sidewalks good to have trucks on?

Radford Response: No. There are some tunnel tops that cannot have trucks parked on them. The main area is highlighted on the map attached to this addendum (purple highlight). Should you have any questions about the best location for equipment, please coordinate that with Facilities prior to the work being performed.

End of Addendum.

Fallon Kreye

Phone: (540) 831-5598

Email: fkreye@radford.edu

Pre-Bid Conference Sign In Sheet
 Blown Mulching Services
 IFB#: R23-008

Pre-Bid Conference
 January 18, 2023 @ 3:00 p.m.

NAME	COMPANY	EMAIL	PHONE
Andrew Sellers	Mulch MASTERS of VA	MulchMastersofVA@gmail.com	540-797-8170
Kathryn Dicken	Radford Univ	Kdickenc@radford.edu	540-831-5670
Fallon Kreye	RU	fkreye@radford.edu	540-831-5598
Chris Shelton	RU	Cshelton19@radford.edu	+7767
DAVE LAYTON	RU	DLAYTON2@RADFORD.EDU	540-835-9464
David Wood	US Lawns	david.wood@uslawns.net	540-525-4854
Jennifer Hendrix	RU	jhendrix7@radford.edu	6491



Addendum Number 2

Date: February 2, 2023

Reference Invitation for Bid Number:	R23-008
Commodity:	Blown Mulching Services
Dated:	February 2, 2023
For Delivery To:	Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	February 8, 2023 by 3:00pm EST

- A. The public bid opening will be held February 9, 2023 at 3:00pm Eastern Standard Time.

IN PERSON ATTENDANCE: For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Procurement and Contracts Conference Room #231. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required): You must register in advance for attendance using the following link: [https://radford.zoom.us/meeting/register/tJMoceiupjoqH9du-b - NygHakYFrifKdMXh](https://radford.zoom.us/meeting/register/tJMoceiupjoqH9du-b-NygHakYFrifKdMXh)

After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the bid opening to complete registration and to obtain the link to the meeting via email.

End of Addendum.

Fallon Kreye
Phone: (540) 831-5598
Email: fkreye@radford.edu

RADFORD UNIVERSITY

Invitation for Bid R23-008

For

Blown Mulching Services

January 9, 2023

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a Bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

INVITATION FOR SEALED BID # R23-008**Blown Mulching Services**

**RADFORD UNIVERISTY
PO BOX 6883
501 STOCKTON STREET
RADFORD, VIRGINIA 24142-6885**

DATE	BID RETURN DATE AND HOUR	PUBLIC BID OPENING DATE AND HOUR
January 09, 2023	February 08, 2023 at 3:00pm (Up to and including 3PM Eastern Time)	February 9, 2023 at 3:00pm

BIDDERS ADDRESS

Mulch Masters of VA Inc
P.O. Box 20703
Roanoke VA 24018
Mulchmastersofva@gmail.com
540-254-0678

ADDRESS ALL INQUIRIES AND
CORRESPONDENCE TO:
Fallon Kreye
Procurement Specialist
Email Address: fkreye@radford.edu
TELEPHONE NUMBER: (540) 831-5598
FAX NUMBER: (540)-831-5946

SPECIAL INSTRUCTIONS

- Sealed Bids** must be mailed, express mailed, or hand delivered directly to the Procurement and Contracts Department and must be received prior to the time and date designated. Sealed Bids **cannot** be faxed or emailed directly to the Procurement and Contracts Department.
- Responses must be submitted on this form and the attachment(s) provided.
- Responses shall be signed below.
- Responses will be received in the Radford University Procurement and Contracts Department, P.O. Box 6885, 501 Stockton Street, Radford, VA 24142-6885 until the bid return date and hour stated in this document.
- Please note that USPS and Courier is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending via USPS or Courier. It is the Bidder's responsibility to ensure bids are received in Procurement and Contracts at the appropriate date and time for consideration.
- If the University is closed as a result of an act of God or an emergency situation, the University website shall post notices of said closings. It is the responsibility of the Bidder to check the website at www.radford.edu for said notices. If the University is closed on the day bids are due they will be accepted the next scheduled business day the University is open. If the University is closed on the day of the scheduled pre-bid conference a written addendum will be issued to officially reschedule the conference.
- Any **ADDENDUM** issued for this solicitation may be accessed at www.eva.virginia.gov by going to Virginia Business Opportunities (VBO). Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
- Bidders must be aware of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at <http://www.eva.state.va.us/> and submit prices accordingly.**
- Optional Pre-Bid Conference:** A Pre-Bid conference will be held on **January 18, 2023 at 3:00pm**. See Section [11] Pre-Bid Conference, for additional information.

10. **Questions/Inquiries:** All questions/inquiries for information regarding this solicitation should be directed to the Contract Officer named in this solicitations. Written questions to be submitted via email no later than: **January 24, 2023 at 3:00pm.**

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED BID, AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN, INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT [General Terms and Conditions](#) THE UNDERSIGNED AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	DELIVERY DATE
Mulch Masters Of VA Inc		[REDACTED]	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
Mulch Masters Of VA Inc			
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
P.O. Box 20703 Roanoke VA 24018		P.O. Box 20703 Roanoke VA 24018	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
Craig Sellers Jr - President			
E-MAIL ADDRESS	PHONE NUMBER	TOLL FREE PHONE NUMBER	FAX NUMBER
Mulchmastersofva@gmail.com	540-254-0678		
Business Classification	<input type="checkbox"/> LARGE	<input checked="" type="checkbox"/> SMALL	<input type="checkbox"/> MINORITY-OWNED
			<input type="checkbox"/> WOMEN-OWNED
*Is your Classification certified by the Virginia Department of Small Business and Supplier Diversity (SBSD)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, provide Certification Number:	
*For assistance with certification/classification questions, please visit: http://sbsd.virginia.gov/			

I acknowledge that I have received the following addendums posted for this solicitation.

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ (Please check all that apply)

SIGNATURE C. Sellers Date: 2/6/23

1. **PURPOSE:**

The intent and purpose of this Invitation For Sealed Bid is to establish a term contract with one or more qualified sources that can provide Blown Mulching Services for Radford University, an agency of the Commonwealth of Virginia. The term of this contract is for one (1) year . There will be an option for four (4) additional one-year (1) renewals.

2. **SMALL, WOMAN-OWNED AND MINORITY (SWaM) BUSINESS PARTICIPATION:**

The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

Radford University has established SWaM goals that are posted on the Procurement and Contracts website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **BACKGROUND:**

Radford University Background:

Radford University is a comprehensive public university of 8,998 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for more than 1,100 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach and service.

Specific Background:

Radford University currently utilizes a term contract for blown mulching services on annual basis. The University's average spend over the past five year period is estimated to be \$57,000.00 annually.

4. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:**

EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM: The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm register as a self-registered vendor in the eVA system.

There are transactions fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at 866-289-7367 or 804-371-2525. Email eVACustomerCare@DGS.Virginia.gov

5. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES**

Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Refer to **Attachment C, Zone Map**, if the Bidder wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

6. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and

cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The assigned Contract Administrator is the Landscape Superintendent.

7. DEFINITIONS: INTENTIONALLY LEFT BLANK

8. SCOPE OF WORK

- A. SPECIFICATIONS: Furnish all labor, tools, materials, and equipment required for the completion of all work as specified herein and in any attached additional specifications.
- B. COMPLIANCE: All work and materials shall be in strict compliance with the specifications.
- C. REQUIREMENTS: Provide blown mulching services to the Radford University campus.
- D. CONTRACTOR RESPONSIBILITIES:
1. Contractor shall be responsible for blown mulching requirements of all planted beds and mulch areas as designated on Radford University campus.
 2. Contractor will NOT be responsible for area preparation or mulching of tree rings.
 3. Contractor shall be responsible for cleaning of all surrounding surfaces using blowers, sweepers, brooms, etc., to include window wells and sills, doorways, sidewalks, steps, drives, etc.
 4. Contractor will be responsible for calculating and verifying all quantities of materials for project completion.
- E. UNIVERSITY RESPONSIBILITIES:
1. The University will be responsible for edging, pruning, and preparation of mulched areas prior to Contractor's arrival.
 2. The University may be able to, but will not be required to, provide staging for materials and equipment during time of service.
- F. MULCH SPECIFICATIONS:
1. Shall be double shredded natural hardwood mulch with minimal fine particles.
 2. Shall be applied to achieve an even/uniform top surface with a minimum thickness of **two (2) inches**.
 3. Shall be of uniform color and texture.
 4. Shall NOT be musty, moldy, caked, decayed, or extremely dusty.
 5. Shall be inspected by the University prior to application and may be rejected if the above conditions and requirements have not been met.
- G. SERVICE REQUIREMENTS:
1. Optimum project schedule is the week of the University's Spring Break, which is in March of each year but actual week varies.
 2. Once work has begun, Contractor must maintain a work force on campus to complete the project with minimal interruption and strive to complete the project within the timeframe established by the Contract Administrator or designee.
- H. SQUARE FOOTAGE PRICE: Price shall be specified as a firm fixed unit price per square foot and must include all applicable delivery costs. Annual blown mulching quantity is estimated to be **290,000 square feet** at a depth of two (2) inches.
- I. WORK COORDINATION: All work performed by the Contractor shall be coordinated through the Contract Administrator or designee.

- J. **TOOLS AND EQUIPMENT**: Contractor shall provide their staff all tools needed for proper execution of the work described herein and shall have the resources to transport materials to the job site, without the assistance of the University. Each worker supplied by the Contractor shall have appropriate Personal Protective Equipment. The use of all necessary tools, equipment, PPE, and vehicles shall be considered in the hourly rate.
- K. **SAFETY PRECAUTIONS**: The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor shall be responsible for the safety, efficiency and adequacy of materials, equipment, and methods, and for any damage that may result from improper operation. The Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the work, proper safeguards for the protection of its employees and the public and shall post danger warnings against any hazards.
9. **PRICE SCHEDULE**: See Bid Form attached hereto as Attachment D, which must be completed and returned with bidders submission. Failure to complete the Bid Form will deem submission non-responsive by the University.
- *The rates provided must be “fully burdened” to include any ancillary expenses associated with project performance. Transportation, travel time, soft costs, as well as other expenses, will not be paid for separately. This must be an inclusive hourly labor rate.**
10. **AWARD**: An award will be made to the lowest responsive and responsible Bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Radford University reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
11. **OPTIONAL PRE-BID CONFERENCE & SITE VISIT**:

- A. An optional pre-bid conference will be held January 18, 2023 at 3:00pm Eastern Standard Time.

IN PERSON ATTENDANCE: For those who wish to attend in person, you may do so by coming to the Armstrong Ccomplex, Facilities Conference Room #186. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required): You must register in advance for attendance using the following link: <https://radford.zoom.us/meeting/register/UJMI-d-utrDMsHdH1xd8thbUnqmnRe4EQRkZZ>

After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the pre-bid conference to complete registration and to obtain the link to the meeting via email.

While attendance at this conference will not be a prerequisite to submitting a bid, Bidders who intend to submit a bid are encouraged to attend. It is recommended you have a copy of the solicitation readily available to review during the conference.

- B. The purpose of the conference is to allow potential Bidders an opportunity to present questions and requests for clarification, with final responses provided in an IFB Addendum that will be published on

[eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the IFB, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference. Contact the Contract Officer identified in this solicitation document if you wish to attend the conference via teleconference.

- C. **Optional Pre-Bid Site Visits:** Optional site visits are available for bidders prior to the bid due date. The University believes it is important that all bidders have a clear understanding of the specifications, scope of work and requirements of this solicitation. An inspection of the sites would be ideal prior to submitting a bid for the scope of work described herein. However, it is not mandatory. An optional site visit shall be conducted immediately preceding the pre-bid conference on **January 18, 2023 at 1:30pm**. All interested vendors should plan to gather at the Facilities entrance of the Armstrong building just prior to 1:30 for check in.

12. INVOICES and PAYMENT:

Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. It shall identify contract pricing for all good/services which payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Payment Act](#).

13. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all bids. Formal communications will be directed to the Contract Officer listed in this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Bidder's bid being rejected.

14. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.

15. ATTACHMENTS:

Attachment A – Terms and Conditions
Attachment B – Standard Contract form
Attachment C – Zone Map
Attachment D – Bid Form (Return with Bid)
Attachment E – Campus map showing mulching areas
Attachment F – Bidder Data Sheet (Return with Bid)

REQUEST FOR INFORMATION

(Use separate Form for each question submitted.)

Date: _____

Solicitation Title: Blown Mulching Services

Solicitation No.: R23-008

The following question concerns Section (number) _____, page _____, paragraph _____ of the Invitation for Sealed Bid:

All responses to questions will be made by Addendum.

Question submitted by: _____

Name

Organization

Bidders shall submit form to: Fallon Kreye

Name

Radford University

Organization

Email address:

fkreye@radford.edu

cc all to:

kdicken@radford.edu

R23-008

Deadline for submission is January 24, 2023 at 3:00 P.M.

Attachment A**TERMS AND CONDITIONS****GENERAL TERMS AND CONDITIONS:**See: **GENERAL TERMS AND CONDITIONS****ADDITIONAL TERMS AND CONDITIONS:**

1. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Radford University, its authorized agents and/or state auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
4. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to delivery and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Invitation for Bid including all addendums thereof, the bid submitted by the Contractor, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF BID ENVELOPE:** The signed bid should be returned in a separate envelop or package and identified as follows:

From

Mulch Masters Of VA Inc	February 8 2023	3:00 PM
Name of Bidder	Due Date	Time Due

P.O. Box 20703	R23-08
Street or Box Number	Solicitation Number

Roanoke VA 24018	Blown Mulching Service
City, State, Zip Code	Solicitation Title

Name of Procurement Officer: **FALLON KREYE**

The envelope should be addressed to:
RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

The Bidder takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the bid to be disqualified. No other correspondence or other bids should be placed in the envelope.

7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

If to the Contractor: Address Shown on the IFB Cover Page
Attention: Name of Person Signing Bid

If to Radford University:

RADFORD UNIVERSITY
Procurement and Contracts Department
Attn: FALLON KREYE
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

8. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
9. **REFERENCES:** Bidder shall provide a minimum of four references similar goods and/or services have been provided. Each reference shall include the name of the organization, complete mailing address, name of contact person, telephone number and email address.
10. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

SPECIAL TERMS AND CONDITIONS:

1. **ACCEPTANCE PERIOD:** Any Bid received in response to this solicitation shall be valid for (60) days. At the end of the (60) days the Bid may be withdrawn at the written request of the Bidder. If the Bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
2. **BID AWARD OF CONTRACT:** Awards are made to the lowest responsive and responsible Bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Radford University reserves the right to reject any and all bids in whole or in part, to waive any

informality, and to delete items prior to making an award.

- 3. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: _____

Subcontractors Name: _____

License #: _____

Type: _____

- 4. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
- 5. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Radford University.
- 6. **INSURANCE:** By signing and submitting a Bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§2.2-4332 and 65.2-800 et seq of the *Code of Virginia*. The Bidder further certifies that the Contractor and any subcontractors will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- Worker's Compensation - Statutory requirements and benefits.
- Employers Liability - \$100,000.00
- Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- Automobile Liability - \$1,000,000 combined single limit.

*The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.

- 7. **ORDERS:** Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.

8. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at Bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
9. **REFERENCES:** Bidder shall provide at least four (4) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number. See Attachment
10. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of one-year only under the terms and conditions of the original Contract except as stated in A, B, C, & D below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
 - A. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the "Outdoor Equipment & Supplies" category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - B. If during the first one-year renewal Radford University elects to exercise the option to renew the Contract for the second additional one-year period, the Contract price(s) for the second additional one-year period shall not exceed the contract price(s) of the first one-year renewal period increased/decreased by no more than the percentage increase/decrease of the "Outdoor Equipment & Supplies" category of the CPI section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - C. If during the second one-year renewal Radford University elects to exercise the option to renew the Contract for the third additional one-year period, the Contract price(s) for the third additional one-year period shall not exceed the contract price(s) of the second one-year CPI renewal period increased/decreased by no more than the percentage increase/decrease of the "Outdoor Equipment & Supplies" category of the section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - D. If during the third one-year renewal Radford University elects to exercise the option to renew the Contract for the fourth additional one-year period, the Contract price(s) for the fourth additional one-year period shall not exceed the contract price(s) of the third one-year renewal period increased/decreased by no more than the percentage increase/decrease of the "Outdoor Equipment & Supplies" category of the CPI section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
11. **WORK-SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

Service

Attachment B

SAMPLE CONTRACT FORM
Standard Contract form for reference only
Bidders do not need to fill in this form.



STANDARD CONTRACT

Contract Number: **Rxxxxx**

This contract entered into this ___ day of _____, 20___, by _____, located at (insert complete physical address), hereinafter called the "Contractor" and Commonwealth of Virginia, Radford University, called the "Purchasing Agency or Radford University", located at 801 East Main Street, Radford, VA. 24142."

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide the _____ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From _____ through _____ with _____ (number of years) year renewal options.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University's Invitation for Bid Rxx-xxx dated _____, Addendum xxx dated _____ (list all addendums in this format).

Contractor's Bid signed and dated _____

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. (*Note: If advantageous you can list compensation here.)

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

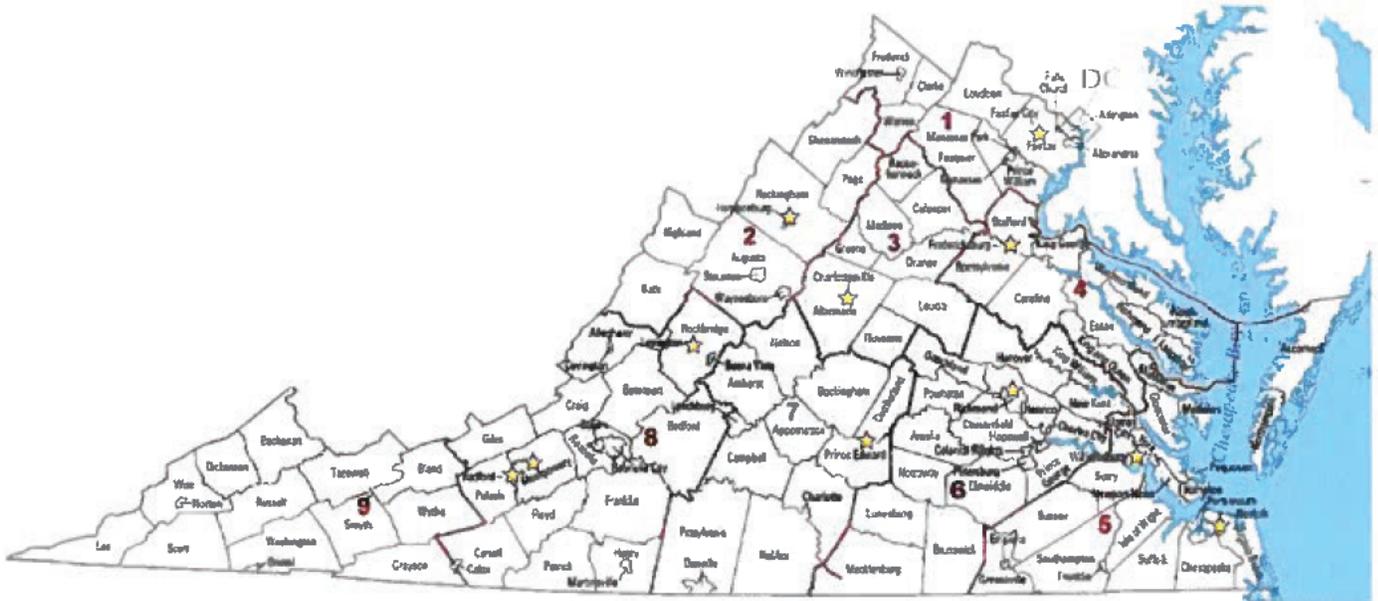
Signature: _____

Date: _____

Date: _____

Attachment C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

<u>Zone 1</u> George Mason University	<u>Zone 2</u> James Madison University (Harrisonburg)	<u>Zone 3</u> University of Virginia
<u>Zone 4</u> University of Mary Washington (Fredericksburg)	<u>Zone 5</u> Christopher Newport University (Hampton) College of William and Mary (Williamsburg) Old Dominion University (Norfolk) Norfolk State University (Norfolk)	<u>Zone 6</u> Virginia Commonwealth University (Richmond)
<u>Zone 7</u> Longwood University (Farmville)	<u>Zone 8</u> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg)	<u>Zone 9</u>

The zone map is provided for the Bidder to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Attachment D**BID FORM**DATE: 01/23/2023

IFB #: R23-008 - BLOWN MULCHING SERVICES

To: Radford University
 Procurement and Contracts Department
 PO Box 6885
 501 Stockton St.
 Radford VA 24142-6885

BASE BID:

In compliance with and subject to the Invitation for Bids and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor, equipment, travel, delivery fees, and materials needed to provide the services in compliance with the scope of work and terms and conditions at the firm fixed prices as follows:

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE* (per sq.ft.)	EXT.TOTAL
A.	Blown Mulch Services	290,000 sq.ft. at 2 inch depth (annual estimate)	\$.195	\$ 56,550.00

TOTAL BASE BID AMOUNT IS (Annual Total):

_____ Dollars (\$ 56,550.00)

***The rates provided must be "fully burdened" to include any ancillary expenses associated with project performance. Transportation, travel time, soft costs, as well as other expenses, will not be paid for separately. This must be an inclusive hourly labor rate.**

DISQUALIFICATION OF CONTRACTORS: By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors OR the Virginia State Corporation Commission, to perform all Work included in the scope of the Contract.

Virginia License No:

Bidder: **Mulch Masters Of VA Inc**

(Legal Name of Firm)

Contractor Class:

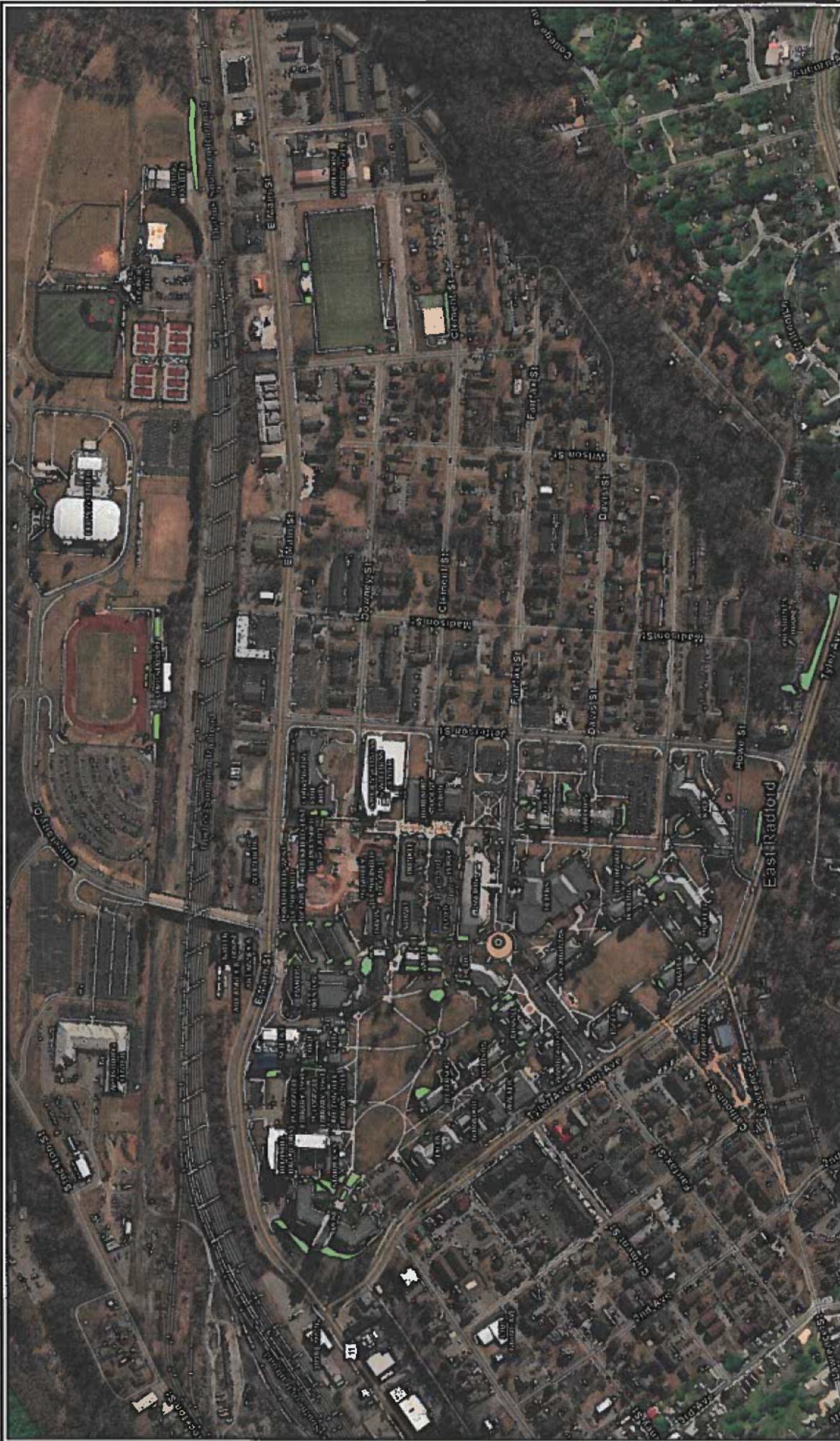
By:

(Signature)

Specialty:

Valid until:

Virginia State Corporation Commission
ID No.: **11316869**



Estimations based off of aerial imagery digitization with a vintage of February 2022 (additional to nearest 1000SF)

**Blown Mulch
Radford University
Main Campus**

LEGEND
 [Green Box] FACILITY
 [Light Green Box] BLOWN MULCH AREA
 \$1290,000SF @ 2" Depth

**For general reference only!
 For contractor use only!
 Not for distribution!**

**RADFORD
 UNIVERSITY
 FACILITIES MANAGEMENT**

BIDDER DATA SHEET

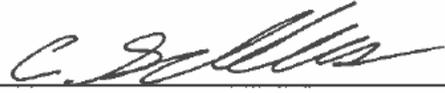
*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid/offer nonresponsive.

Qualifications: The Bidder must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.	
Bidder's Primary Contact:	
NAME: Craig Sellers Jr	PHONE: 540-254-0678
Year's in Business: Indicate the length of time you have been in business providing this type of good or service: YEARS: 1 MONTHS: 1	
References: Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.	
Company: The Ground Guys of Roanoke VA P.O. Box 387 Cloverdale VA 24077	Contact: Lori Roberts
Phone: (406)437-8831	Email: Lori.roberts@groundsguys.com
Fax: ()	
Project: Valley Point	
Dates of Service: 03/20/2022	\$ Value: 14,040.00
Company: Roanoke County Public Schools 716 South Market St. Salem VA 24153	Contact: Harley Grimes
Phone: (540)387-6590	Email: hgrimes@rcps.us
Fax: ()	
Project: Penn Forest Elementary	
Dates of Service: 09/20/2022	\$ Value: 14,700.00

BIDDER DATA SHEET

Company: Star City Land Innovations 4219 Wabun Ln Salem VA 24153	Contact: Jonathan Deaton
Phone: (540) 986-5943	Email: starcitylandinnovations@gmail.com
Fax: ()	
Project: The Falls HOA	
Dates of Service: 07/12/2022	\$ Value: 25,600.00
Company: Alens Lawn Service 5951 Sierra Dr Roanoke VA 24012	Contact: Alen Naff
Phone: (540) 314-0246	Email: Grassmaster52@yahoo.com
Fax: ()	
Project: Botourtet Job, Lake Hillside Job	
Dates of Service: 04/12/2022 08/15/2022	\$ Value: 7,000.00

I certify the accuracy of this information.

Signed: 

Title: President

Date: 01/24/2023

Attachment D**BID FORM***Revised Bid Form*DATE: 2-10-23

IFB #: R23-008 - BLOWN MULCHING SERVICES

To: Radford University
 Procurement and Contracts Department
 PO Box 6885
 501 Stockston St.
 Radford VA 24142-6885

BASE BID:

In compliance with and subject to the Invitation for Bids and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor, equipment, travel, delivery fees, and materials needed to provide the services in compliance with the scope of work and terms and conditions at the firm fixed prices as follows:

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE* (per sq.ft.)	EXT.TOTAL
A.	Blown Mulch Services	290,000 sq.ft. at 2 inch depth (annual estimate)	\$,195	\$ 56,550. ⁰⁰

TOTAL BASE BID AMOUNT IS (Annual Total):

Fifty Six Thousand Five Hundred Fifty Dollars + ⁰⁰/₁₀₀ Dollars (\$ 56,550.⁰⁰)

*The rates provided must be "fully burdened" to include any ancillary expenses associated with project performance. Transportation, travel time, soft costs, as well as other expenses, will not be paid for separately. This must be an inclusive hourly labor rate.

DISQUALIFICATION OF CONTRACTORS: By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors OR the Virginia State Corporation Commission, to perform all Work included in the scope of the Contract.

Virginia License No:

Bidder: *Mulch Masters of VA*

(Legal Name of Firm)

Contractor Class:

By: *[Signature]*

(Signature)

Specialty:

Valid until: *2024*

Virginia State Corporation Commission
ID No.: *11316869*

RU PROCUREMENT

AM 11:30 FEB 10 '23