



This contract entered into this 26 day of March 2025, by **Valley Landscaping, Inc.**, located at 3000 Peppers Ferry Road, Radford, VA 24141, 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 Grass Mowing Services to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From March 26, 2025 through March 31, 2026 with four (4) one-year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
  - A. This signed Radford University Standard Contract. Document;
  - B. Radford University’s Request for Proposal (RFP) R25-009 dated February 14, 2025, Addendum 02 dated February 20, 2025, Addendum 03 dated February 27, 2025, Addendum 04 dated March 4, 2025, and Addendum 5 dated March 6, 2025;
  - C. Contractor’s Proposal signed and dated February 28, 2025;
  - D. Negotiation Questions signed and dated March 25, 2025, and revised pricing schedule dated March 20, 2025.
5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents.

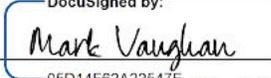
Line Item	Description	Annual Estimated Frequency	Price per Mowing	Extended Price (Annual Est. Frequency x Price Per Mowing)
A.	All Areas on Attachment G, not specifically referenced below. <b>(Green)</b>	30	\$1,732.50	\$51,975.00
B.	Banks at Lot CC, Lot U, and Riverbank on Attachment G (trimmed to 6”-10”) <b>(Blue)</b>	4	\$1,680.00	\$6,720.00
	Quarterly string trimming of the top of the riverbank along Parking Lot Z <b>(Blue)</b>	4	\$336.00	\$1,344.00
C.	Mowing - 219 East Main Street, Radford, VA <b>(Green)</b>	30	\$42.00	\$1,260.00
D.	Mowing - SELU Farm <b>(Green)</b>	30	\$588.81	\$17,664.30
E.	Mowing - SELU Ropes Course <b>(Green)</b>	30	\$42.00	\$1,260.00

F.	Mowing - 1101 Grove Avenue, Radford, VA <b>(Green)</b>	30	\$42.00	\$1,260.00
G.	Auxiliary Housing (25 Off-Campus Apartments) Properties <b>(Green)</b> : 606, 608, 610 Downey St. 300 & 601 East Main St. 512 & 521 Davis St. 404, 515, 517, 1020, & 1028 Fairfax St. 512, 525, 527, 600, 602, & 604 Calhoun St. 600 & 612 Howe St. 1023, 1117 & 1019 Clement St. 301 & 303 Madison St.	30	\$840.00	\$25,200.00
H.	Mowing & Trash – Retention Ponds beside the Allen Building, Armstrong Complex and the Wetlands. <b>(Pink)</b>	2	\$2,100.00	\$4,200.00
I.	1000 E. Main Street A. Mowing and Weeding <b>(Green)</b> B. Mow strip in back along railroad tracks <b>(Yellow)</b>	30 10	\$53.72 \$10.85	\$1,611.60 \$108.50
<b>ESTIMATED ANNUAL TOTAL</b> (Sum of Line Items A, B, C, D, E, F, G, H, and I)				\$112,603.40
<b>LABOR RATES</b>				
		Estimated Labor Hours	Cost Per Hour	Extended Price (Est. Labor Hrs x Cost Per Hour)
J.	Crew Supervisor (1 Total Per Crew)	80	\$34.00	\$2,720.00
K.	Laborer	240	\$32.00	\$7,680.00
<b>ESTIMATED LABOR TOTAL</b> (Sum of Line Items J and K)				\$10,400.00
<b>ESTIMATED ANNUAL TOTAL SUM</b> (Sum of Estimated Annual Total and Estimated Labor Total)				\$123,003.40

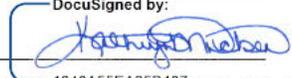
6. This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the Standard Contract, Request for Proposal R# R25-009, the Contractor's Proposal or Negotiation/Clarification points, the Standard Contract shall prevail.

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

**VALLEY LANDSCAPING, INC.**

Print Name: Mark Vaughan  
 Title: Senior Accounts Manager  
 Signature:   
 Date: 3/31/2025 | 2:19 PM CDT

**RADFORD UNIVERSITY**

Print Name: Kathryn Dicken  
 Title: Associate Director, Procurement  
 Signature:   
 Date: 3/31/2025 | 3:22 PM EDT



REQUEST FOR PROPOSAL # R25-009

GRASS MOWING SERVICES

FEBRUARY 14, 2025

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

**REQUEST FOR PROPOSAL (RFP)  
RFP # R25-009**

**GENERAL INFORMATION FORM**

**QUESTIONS/INQUIRIES:** All questions/inquiries for information regarding this solicitation should be directed to:

Name: Sheryl Sullivan  
Phone: (540) 831-6106  
Email: [ssullivan@radford.edu](mailto:ssullivan@radford.edu).

Written questions to be submitted via email prior to the Pre-Proposal conference on **FEBRUARY 20, 2025** at **10:00 A.M.** Eastern Standard Time (hereinafter EST)

**PROPOSAL DUE DATE AND TIME:** Proposals will be received until **FEBRUARY 28, 2025** up to and including 3:00 PM EST. Email and fax responses will not be accepted.

In Person\*

Mail or Courier\*

Electronically through eVA

Deliver proposal to:  
Radford University  
David E. Armstrong Complex  
501 Stockton Street  
Radford, VA 24142

Mailing Address:  
Radford University  
Procurement and Contracts  
PO Box 6885  
Radford, VA 24142-6885

Electronic Submissions:  
A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ([VBO](#)) site. See **Attachment F** for more details.

\* Identify the envelope package as instructed in **Attachment A** – Terms and Conditions.

**BUSINESS HOURS:** Radford University's Procurement and Contracts Department is open Monday through Friday from 8:00 AM to 4:30 PM EST.

**LATE PROPOSAL RECEIPT:**

**In-Person or Mail/Courier Delivery:**

To be considered for selection, *proposals must be received by Radford University's Procurement and Contracts Department* by the due date and time identified in this solicitation document. The official time used in documenting the receipt of In-Person and Mail/Couriered proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received after the date and time designated herein are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time.

**For Electronic Submission through eVA:**

To be considered for selection, proposals must be submitted through the eVA Electronic Submission process by the date and time identified herein. *In order to submit an electronic proposal, the Vendor **MUST BE properly registered with eVA***. Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Upon successful submission, the Contractor will receive confirmation of submission through eVA. Radford University will not confirm receipt of the proposal. For a tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. The University is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Offeror to ensure the proposal is submitted on time.

**UNIVERSITY CLOSINGS:** If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at [www.radford.edu](http://www.radford.edu) for said notifications. If the University is closed on the day proposals are due, proposals will be accepted at the same time on the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

**OPTIONAL PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on **FEBRUARY 20, 2025** at **10:00 A.M.** See Section (13) for additional information.

**TYPE OF BUSINESS: (Please check all applicable classifications).** In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSB certification number. For assistance with SWaM certification, visit the SBSB website at <https://www.sbsd.virginia.gov/>.

- Large**
- Small business** – A business that is at least 51% 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 average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.
- Women-owned business** – 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 in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
- Minority-owned business** – 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, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

**COMPANY INFORMATION/SIGNATURE:** In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

Information Requested	Vendor Response (Please write or fill in legibly)
<b>FULL LEGAL NAME OF BUSINESS:</b> (Please print the company name as it appears with your Federal Taxpayer Identification Number)	
<b>FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN):</b>	
<b>BUSINESS NAME / DBA NAME/ TA NAME:</b> (If different than the Full Legal Name)	
<b>BILLING NAME:</b> (Company name as it appears on your invoice)	
<b>PAYMENT ADDRESS:</b>	
<b>CONTACT NAME:</b>	
<b>CONTACT TITLE:</b>	
<b>EMAIL:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>TOLL FREE TELEPHONE NUMBER:</b>	

<b>EVA VENDOR ID NUMBER:</b>	
<b>VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER:</b>	

**I acknowledge that I have received the following addenda 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 Request for Proposal (RFP) is to establish a contract through competitive negotiations for Grass Mowing Services for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.

2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - 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 Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **CONTRACT PERIOD:**

The term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) one-year renewals, or as mutually negotiated.

4. **BACKGROUND**

**Radford University Background:**

Radford University is a comprehensive public university of 7,812 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 some 1,000 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. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon and flexible online offerings through its virtual campus.

**Specific Background:** Radford University contracts Grass Mowing Services and non-selective chemical applications for the control of weeds in parking lots, curb lines, and sidewalks. Radford University's average spend for the last five (5) year period is estimated to be approximately \$100,000.00± per year.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:** The eVA internet electronic procurement solution, web site portal [eva.virginia.gov](http://eva.virginia.gov), streamlines and automates government purchasing activities within the Commonwealth. 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 participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration as a **self-registered** vendor.

There are transaction 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 [eva.virginia.gov/get-help-customer-care.html](http://eva.virginia.gov/get-help-customer-care.html)

6. **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 Offeror 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.

7. **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 Procurement Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The assigned Contract Administrator is the Landscape Superintendent.

8. **DEFINITIONS INTENTIONALLY LEFT BLANK**

9. **STATEMENT OF NEEDS:** The contractor will be expected to furnish all labor, tools, materials, equipment, staff and supervision to provide Grass Mowing Services to Radford University as stated herein.

A. **Requirements:**

1. **Frequency:**

- a.) The frequency of mowing will be once a week during the “growing season,” (approximately April through September) unless directed otherwise by the University representative. This may be more or less depending on weather conditions. The University will determine the dates of the first and last mowing of the season. Within several days advance notice, Radford University may cancel any summer mowing date required at no cost to the university.
- b.) The Contractor must have the capability to mow specified areas twice within a 7-day period during the active growing season, if required for special events.

2. **Grass Mowing Height & Measurements:** A 3” height will be maintained, unless specified otherwise. The Contractor will be responsible for all measurements of the site.
3. **Edging:** Edging of walks and curbs should be completed with a “blade-type” edger, not ‘string line’ trimmers.
4. **Paved Surfaces:** All paved surfaces are expected to be blown or swept free of debris/clippings upon completion of mowing, edging and trimming.
5. **Mowing Locations:** The Contractor will mow all areas specified in Attachment G, Mowing Map. The Contractor is also responsible for crack and crevice weed removal in parking lots, sidewalks, and gravel areas, as indicated in the color shaded areas of Attachment G.

<i>Line Item</i>	<i>Description</i>	<i>Estimated Frequency</i>	<i>Annual Estimated # of Mowings</i>
A.	All areas in <b>Green</b> on Attachment G, not specifically outlined below.	Weekly	30
B.	Banks at Lot CC, Lot U, and Riverbank on Attachment G, (trimmed to 6”-10”) <b>(Blue)</b>	Apr. 15 <sup>th</sup> -30 <sup>th</sup> Jun. 1 <sup>st</sup> – 15 <sup>th</sup> Aug. 1 <sup>st</sup> – 15 <sup>th</sup> Oct. 15 <sup>th</sup> – 30 <sup>th</sup>	4
	Quarterly string trimming top of the riverbank along Parking Lot Z <b>(Blue)</b>		4
C.	Mowing – 219 East Main St., Radford, VA <b>(Green)</b>	Weekly	30
D.	Mowing – SELU Farm <b>(Green)</b>	Weekly	30
E.	Mowing – SELU Ropes Course <b>(Green)</b>	Weekly	30
F.	Mowing – 1101 Grove Ave, Radford, VA <b>(Green)</b>	Weekly	30
G.	Auxillary Housing (25 Off-Campus Apartments in <b>Green</b> )  606, 608, 610 Downey St. 300 & 601 East Main St. 512 & 521 Davis St. 404, 515, 517, 1020 & 1028 Fairfax St. 512, 525, 527, 600, 602 & 604 Calhoun St. 600 & 612 Howe St. 1023, 1117 & 1019 Clement St. 301 & 303 Madison St.	Weekly	30
H.	Mowing & Trash – Retention Ponds beside the Allen Building, Armstrong Complex and the Wetlands <b>(Pink)</b>	Twice Annually:  Jun. 1 <sup>st</sup> – 15 <sup>th</sup> Oct. 15 <sup>th</sup> – 30 <sup>th</sup>	2
I.	1000 E. Main St.		
	A. Mowing and Weeding <b>(Green)</b> B. Mow Strip in back along railroad tracks <b>(Yellow)</b>	Weekly Bi-Weekly	30 10

Price will be per mowing and the University shall have the right to reduce the mowing/clearing frequency during the contract period.

**B. Contractor Qualifications:**

1. **Spraying and Contractor Supplied Chemicals:** Weeds may be removed by mechanical or chemical means. Chemicals supplied by the contractor should be applied according to the label or manufacturer’s instructions.
  - a.) Chemical applications should be made on a bi-weekly basis to ensure proper weed control in parking lots, curb lines, and sidewalks.

- b.) Any employees of the contractor who will be applying chemicals must have a valid Virginia Department of Agriculture and Consumer Services (“VDACS”) Pesticide Applicators License. Valid VDACS Pesticide Applicators Licenses shall be submitted with the proposal and must be submitted prior to contract award. The University may request copies of licensing at any time during the life of the contract and the contractor must provide up on request. Information on obtaining the appropriate VDACS licensing may be found at this website: <https://www.vdacs.virginia.gov/localities-licenses-registration.shtml>.
  - c.) MSDS Sheets of all chemicals used shall be supplied to the university. The contractor shall be responsible for any damage, injury or loss due to the chemicals used, or applications thereof. The contractor shall furnish all records pertinent to chemical applications to the university such as chemical name, dilution rate, EPA ID number, etc.
- C. **Tools and Equipment:** The Contractor will be expected to transport equipment to and from the Radford University campus. The Contractor should have acceptable commercial grade equipment to service this contract, which shall meet all OSHA “The Virginia OSHA Standards for General Industry” and ANSI standards. All safety equipment will be functioning and used at all times. This will include, but not limited to, deck shields and string line trimmer shields.
- 1. All offerors are required to submit a list of all equipment currently owned by the company that will be used in the performance of this contract. The University reserves the right to accept or reject any or all equipment prior to or during the term of this contract.
  - 2. All equipment should be maintained by the Contractor. Blades should be maintained with a sharp cutting edge so that the grass is clean cut, nor torn, ragged or uneven. Edging equipment should be properly adjusted and designed to provide a clear, clean cut. The cutting blades should have a sharp edge with sufficient weight.
  - 3. All Contractor vehicles used on campus to service this contract should include the contractor’s company signage.
- D. **Scheduling of Work:** The Contractor is expected to employ a full-time supervisor to coordinate the lawn mowing services to ensure quality control. The Supervisor should be accessible at all times while on university grounds.
- E. **Normal Working Hours:** Work performed under this contract will be performed during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays (except for emergency situations), and unless otherwise required by the Director of Facilities Management, Radford University and/or designee. There may be occasions when the crew(s) must work after 5:00 p.m. and on Saturday and Sunday or Holidays to complete a project by a deadline date. The Contractor is expected to work on these occasions on a one (1) week notice.
- F. **Contractor’s Response Time:**
- 1. The Contractor should be prepared to return within one business day of notification by Radford University to make any corrections to work that may be required by the University. (An example of this is if an area is missed or not cut correctly.)
  - 2. The Contractor should be able to respond to special requests for additional mowing services within 48 hours
- G. **Uniforms:** All contractor employees must wear a uniform, company shirt, or other appropriate attire at all times to designate their affiliation with the contractor.
- H. **Parking Policy:** All Contractors’ vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor’s parking pass. A pass may be obtained by filling out an application for a Radford University Contractor’s Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to Radford Parking. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.

10. **SPECIFIC REQUIREMENTS:**

Proposals should be as thorough and detailed as possible so that Radford University may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

- A. **Plan for Providing Services:** Provide your plan for providing Mowing Services for Radford University. Offeror should provide information addressing all requirements as stated in the Statement of Needs above to include:
  - 1. A description of what specific services the Offeror proposes to provide the required staffing, when services shall be performed, by whom, and the anticipated time durations for typical services.
  - 2. A description of any reports, certifications, or deliverables in the performance of the work included in this solicitation. Please include copies of all standard certifications, business licenses, resumes of key employees, reports, example receipts, and tracking tools.
  - 3. Identify a projected timeline for delivery of services relative to the award date of the contract.
  - 4. List of service equipment to be used by the Contractor in the performance of work included in this solicitation.
- B. **Experience and Qualifications:** Please provide a written narrative outlining the experience of the firm in providing the services described.
  - 1. Experience of firm in providing services described herein.
  - 2. Provide names, qualifications and experience of personnel to be assigned to the project, including an organization chart, individual qualifications and duties.
  - 3. Resumes of key employees to be assigned to the project.
- C. **Pricing:** Please complete **Attachment E** with pricing as indicated in Section 9 above.
- D. **References:** Provide four (4) references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact.
- E. **\*Participation of Small, Women-owned and Minority-owned business (SWaM) Business:** If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSBD website at <http://www.sbsd.virginia.gov>.

11. **SELECTION CRITERIA AND AWARD**

A. **Selection Criteria:**

Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Percentage of Points</b>
1	Qualifications and experience of Offeror in providing the goods/services.	25%
2	Quality of products/services offered and suitability for the intended purposes.	25%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	20%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	<b>TOTAL</b>	<b>100%</b>

**B. Award to Multiple Offerors:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected Radford University shall select the Offerors which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University reserves the right to make multiple awards as a result of this solicitation. Radford University may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Radford University determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated. See **Attachment B** for sample contract form.

12. **PROPOSAL PREPARATION AND SUBMISSION:**

A. **GENERAL INSTRUCTIONS:** Response shall be submitted in one of the following ways:

In Person*	Mail or Courier*	Electronically through eVA
<u>Deliver proposal to:</u> Radford University David E. Armstrong Complex 501 Stockton Street Radford, VA 24142	<u>Mailing Address:</u> Radford University Procurement and Contracts PO Box 6885 Radford, VA 24142-6885	<u>Electronic Submissions:</u> A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ( <a href="#">VBO</a> ) site. See <b>Attachment F</b> for more details.

\* **Identify the envelope/package as instructed in Attachment A – Terms and Conditions**

No other distribution of the proposal shall be made by the Offeror.

1. **IN PERSON or MAIL/COURIER RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.
  - a. **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.
  - b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
  - c. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This USB/Flash Drive should be marked **“Redacted Copy.”**
2. **ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include. A brief tutorial on how to submit a response through eVA VBO can be found here: [eVA VBO Electronic Submission](#).
  - a. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with 12.A.2.b. below.
  - b. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This file should be clearly labeled or marked **“Redacted Copy.”**

## B. PROPOSAL PREPARATION:

1. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
  2. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
  3. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
  4. **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.
  5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
  6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.
  7. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm’s principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm’s entire proposal prior to submission to the University.
- C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

13. **OPTIONAL PRE-PROPOSAL CONFERENCE**

- A. An optional pre-proposal conference will be held **FEBRUARY 20, 2025** at **10:00 A.M.(EST)** the Procurement and Contracts Conference Room.

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

IN PERSON ATTENDANCE:

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

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: FEBRUARY 20, 2025 at 10:00 A.M. (EST)

Register in advance for this meeting:

<https://radford.zoom.us/meeting/register/-GqbsWAXTZWLOsUArG6bgA>

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

- B. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference

14. **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](mailto:acctspayable@radford.edu). Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services 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 Pay Act](#).

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to [www.eva.virginia.gov](http://www.eva.virginia.gov). Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

16. **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 proposals. Formal communications will be directed to the Procurement Officer listed on this solicitation. Reference General Information – Questions/Inquiries. 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 Offeror's proposal being rejected.

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

18. **ATTACHMENTS:**

Informational:

Attachment A – Terms and Conditions

Attachment B – Sample of Standard Contract Form

Attachment C – Zone Map for Cooperative Contracts

Attachment F – Virginia Business Opportunities Information

To be returned with proposals:

Attachment D – Vendor Data Sheet (References)

Attachment E – Pricing Schedule

**Attachment A**

**TERMS AND CONDITIONS**

**I. GENERAL TERMS AND CONDITIONS:** See [GENERAL TERMS AND CONDITIONS](#)

**II. 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 deliver 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 Request for Proposal including all addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

**From**

<b>Name of Offeror</b>	<b>Due Date</b>	<b>Time Due</b>
<b>Street or Box Number</b>		<b>Solicitation Number</b>
<b>City, State, Zip Code</b>		<b>Solicitation Title</b>
<b>Name of Procurement Officer:</b>		

The envelope should be addressed to:

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

The Offeror 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 proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals 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 RFP Cover Page  
**Attention:** Name of Person Signing RFP

**If to Radford University:**

RADFORD UNIVERSITY  
Procurement and Contracts Department  
Attn: Procurement Officers Name  
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. **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.

**III. SPECIAL TERMS AND CONDITIONS:**

- 1. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for SIXTY (60) days. At the end of the SIXTY (60) days the Proposal may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- 2. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Radford University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that Radford University has purchased or uses its products or services, and the Contractor shall not include Radford University in any client list in advertising and promotion materials without the express written consent of the University.
- 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: \_\_\_\_\_

VDACS Pesticide Applicators Licenses (Include a copy of all licenses for any employees who may perform work on campus. Please attach additional sheets if necessary.):

License #: \_\_\_\_\_ Holder: \_\_\_\_\_

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. **DELIVERY AND STORAGE:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. Radford University will not assume any responsibility for receiving these shipments. Contractor shall check with Radford University and make necessary arrangements for security and storage space in the building during installation.
6. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
7. **INSURANCE:**

By signing and submitting a Proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. The Offer 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.

8. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.
9. **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.
10. **PRICES:** Proposal shall be in the form of a firm unit price for each item during the Contract period.
11. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this Contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this Contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
12. **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 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.

1. 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 SERVICES 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, or three percent (3%), whichever is less, for all renewal periods under the contract.
13. **SAFETY:** The Contractor bears sole responsibility for the safety of its employees. The Contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The Contractor shall take steps as necessary to protect the safety and health of University employees, students, and visitors during the performance of their work. In addition, the Contractor must also provide the University with a written safety program that it intends to follow in pursuing work under this contract. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.
  14. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature shall be provided with the Proposal for each chemical and/or compound offered. Failure on the part of the Offeror to submit such data sheets may be cause for declaring the Proposal as nonresponsive.
  15. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Radford University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Radford University the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the Contract.
  16. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Radford University by any other term of this solicitation. A copy of this warranty must be furnished with the Proposal.
  17. **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  
Offerors do not need to fill in this form.



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 \_\_\_\_\_ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From \_\_\_\_\_ through \_\_\_\_\_ with \_\_\_\_\_ **(number of years) year renewal options or as negotiated, to include all contractual provisions contained herein.**
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University’s Request for Proposal (RFP) **Rxx-xxx** dated \_\_\_\_\_, Addendum **xxx** dated \_\_\_\_\_  
**(list all addendums in this format).**

Contractor’s Proposal signed and dated \_\_\_\_\_

Negotiation Summation: **(List each document by title and execution date)**

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:** \_\_\_\_\_

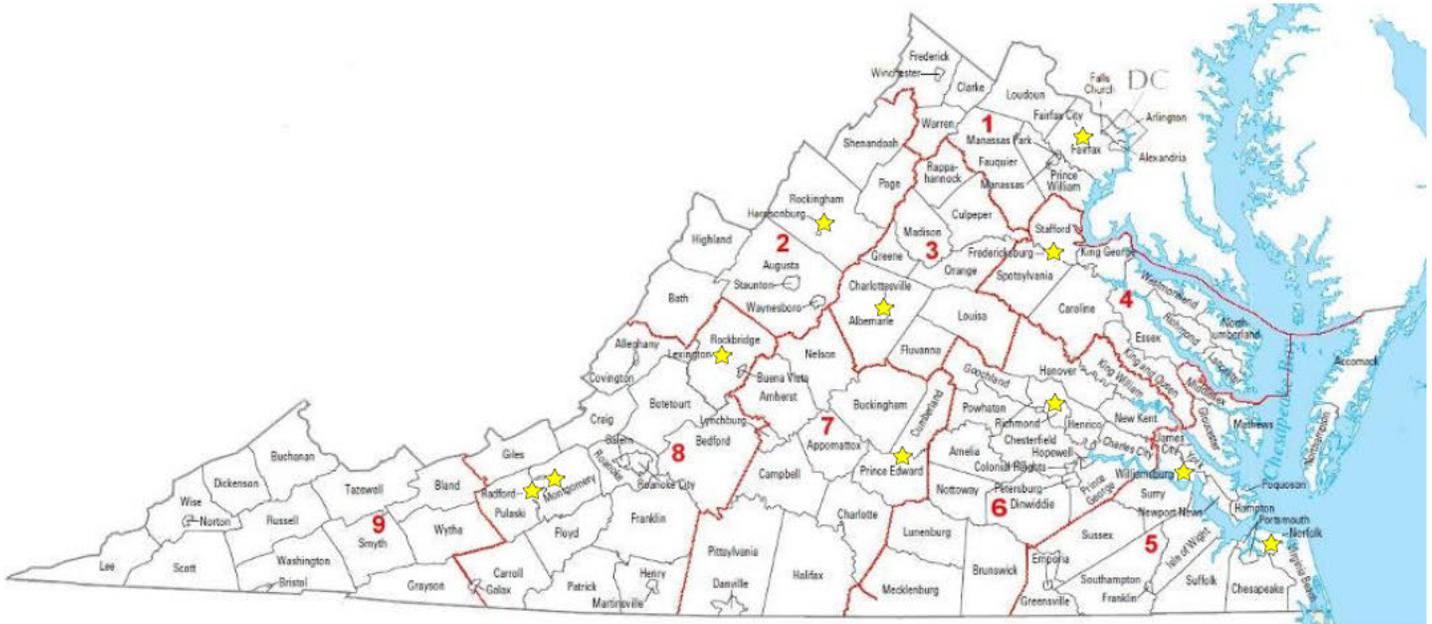
**Signature:** \_\_\_\_\_

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

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

**Attachment C**

**Zone Map**



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

**List of member institutions by zones**

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

The zone map is provided for the Offeror 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**

VENDOR 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.

<b>Qualifications:</b> The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.	
<b>Vendor's Primary Contact:</b>	
<b>NAME:</b>	<b>PHONE:</b>
<b>Year's in Business:</b> Indicate the length of time you have been in business providing this type of good or service: <b>YEARS:</b> <b>MONTHS:</b>	
<b>References:</b> 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.	
<b>Company:</b>	<b>Contact:</b>
<b>Phone: (    )</b>	<b>Email:</b>
<b>Fax: (    )</b>	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>
<b>Company:</b>	<b>Contact:</b>
<b>Phone: (    )</b>	<b>Email:</b>
<b>Fax: (    )</b>	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

VENDOR 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: \_\_\_\_\_

**Attachment E Pricing Schedule**

<b>Line Item</b>	<b>Description</b>	<b>Annual Estimated Frequency</b>	<b>Price per Mowing</b>	<b>Extended Price (Annual Est. Frequency x Price Per Mowing)</b>
A.	All Areas on Attachment G, not specifically referenced below. <b>(Green)</b>	30		
B.	Banks at Lot CC, Lot U, and Riverbank on Attachment G (trimmed to 6"-10") <b>(Blue)</b>	4		
	Quarterly string trimming of the top of the riverbank along Parking Lot Z <b>(Blue)</b>	4		
C.	Mowing - 219 East Main Street, Radford, VA <b>(Green)</b>	30		
D.	Mowing - SELU Farm <b>(Green)</b>	30		
E.	Mowing - SELU Ropes Course <b>(Green)</b>	30		
F.	Mowing - 1101 Grove Avenue, Radford, VA <b>(Green)</b>	30		
G.	Auxiliary Housing (25 Off-Campus Apartments) Properties <b>(Green)</b> :	30		
	606, 608, 610 Downey St.			
	300 & 601 East Main St.			
	512 & 521 Davis St.			
	404, 515, 517, 1020, & 1028 Fairfax St.			
	512, 525, 527, 600, 602, & 604 Calhoun St.			
	600 & 612 Howe St.			
	1023, 1117 & 1019 Clement St.			
301 & 303 Madison St.				
H.	Mowing & Trash – Retention Ponds beside the Allen Building, Armstrong Complex and the Wetlands. <b>(Pink)</b>	2		
I.	1000 E. Main Street	30		
	A. Mowing and Weeding <b>(Green)</b> B. Mow strip in back along railroad tracks <b>(Yellow)</b>			
	Total for Property			
<b>ESTIMATED ANNUAL TOTAL</b> (Sum of Line Items A, B, C, D, E, F, G, H, and I)				
<b>LABOR RATES</b>				
		Estimated Labor Hours	Cost Per Hour	Extended Price (Est. Labor Hrs x Cost Per Hour)
J.	Crew Supervisor (1 Total Per Crew)	80		
K.	Laborer	240		
<b>ESTIMATED LABOR TOTAL</b> (Sum of Line Items J and K)				
<b>ESTIMATED ANNUAL TOTAL SUM</b> (Sum of Estimated Annual Total and Estimated Labor Total)				



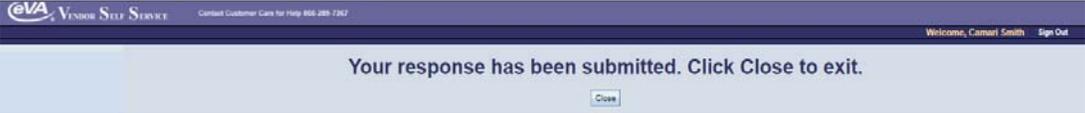
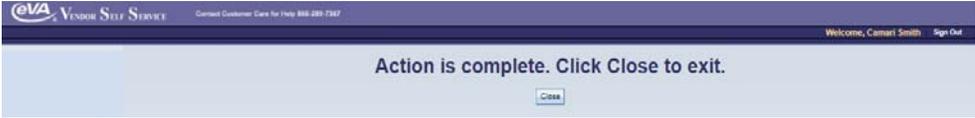
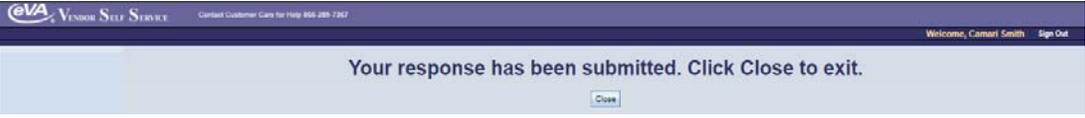
## Quick Steps for Submitting an Electronic Response to an RFP Solicitation

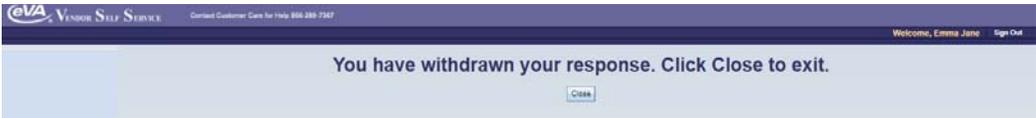
Need help? Call eVA Customer Care at 866-289-7367 or Email [eVACustomerCare@dgs.virginia.gov](mailto:eVACustomerCare@dgs.virginia.gov)

### General Requirements

- Your business must be eVA registered and in active status.
- **AVOID waiting until the day the solicitation closes to submit your response.**
- **Delaying submission could put your response at risk of not being accepted on time.**

1	<b>Login to eVA</b>	Login with your eVA account <i>user name</i> and <i>password</i> @ <a href="https://vendor.cgieva.com/loginEngine/index.jsp">https://vendor.cgieva.com/loginEngine/index.jsp</a> ** If you have not registered, use the <i>Register</i> button.
2	<b>Find the Solicitation</b>	<ol style="list-style-type: none"> <li>i. Enter solicitation number/description into the <b>Search</b> field.</li> <li>ii. Click the <b>Search</b> icon</li> <li>iii. Click the <b>View Opportunity</b> button on the solicitation you wish to view. Didn't find it? Use the <b>Advanced Search</b> filters.</li> </ol>
3	<b>Review Solicitation &amp; begin the response</b>	<ol style="list-style-type: none"> <li>i. Review the solicitation posting and attachments.</li> <li>ii. Click <b>Respond Online</b></li> </ol>
4	<b>Response Steps:</b> 1: Response Header  2: Subcontractor Plan  3: Review & Submit	<ol style="list-style-type: none"> <li>i. Click on <b>+Solicitation Summary</b> for a summary of the solicitation.</li> <li>ii. <b>Attach Your Files.</b> *The maximum size allowed for each file is <b>60.0MB</b>.             <ol style="list-style-type: none"> <li>a. Click <b>Add Attachment</b> button</li> <li>b. Click <b>Browse/Choose File</b>, locate the file you want to attach, and click <b>Open</b>, select file attachment <b>Type:</b> Standard, Pricing, or Proprietary; repeat this step as necessary to attach more files.</li> <li>c. Click <b>Attach File(s)</b> button</li> </ol> <p><b>NOTE:</b> If you need to attach more than five files, repeat a-c.</p> </li> <li>iii. Respond to <b>Evaluation Criteria, Reminders</b>, and enter any <b>Overall Response Comments (Optional)</b> as applicable.</li> <li>iv. Click <b>Next</b></li> </ol> <p><b>NOTE:</b> Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.</p> <ol style="list-style-type: none"> <li>i. Click <b>Next</b></li> </ol> <p><b>NOTE:</b> A warning pop-up confirmation message will appear if you have not answered the subcontractor plan questions, "Who will be doing the work?". Click <b>Cancel</b> to edit response and add a subcontractor plan or click <b>Continue</b> to review and submit the respond.</p> <ol style="list-style-type: none"> <li>i. Review response and click <b>Submit</b></li> <li>ii. Confirm submission of response by clicking the <b>Submit</b> button on the pop up.</li> </ol>

	Review & Submit (cont'd)	<p><b>NOTE:</b> You will receive a “Your response has been submitted. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>iii. Click <b>Close</b></p>
5	<b>Verify Acceptance / Review Response</b>	<p>i. From the <b>Home</b> page, Click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).</p> <p>ii. Find the solicitation number and corresponding Response ID, if labeled “Submitted” your response has been accepted.</p> <p>iii. To Review the response, click the <b>View/Edit Response</b> button and navigate through each step.</p> <p>iv. Click <b>Exit</b> to close out of the response, click <b>Exit</b> once more on the confirmation message.</p> <p><b>NOTE:</b> You will receive an “Action is now complete. Click Close to exit.”</p>  <p>v. Click the <b>Close</b> button</p>
6	<b>Amend Response</b>	<p>i. From the <b>Home</b> page, click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the <b>View/Edit Response</b> button.</p> <p>iii. Click <b>Edit</b> button (top of page), status will now be showing “Not Submitted”</p> <p>iv. Update information as necessary to this page</p> <p>v. Click <b>Next</b></p> <p><b>NOTE:</b> Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.</p> <p>vi. Click <b>Next</b></p> <p>vii. Review response and click <b>Submit</b></p> <p>viii. Confirm submission of response by clicking the <b>Submit</b> button on pop up.</p> <p><b>NOTE:</b> You will receive a “Your response has been submitted. Click Close to exit.” confirmation screen once your response has successfully submitted.</p>  <p>ix. Click <b>Close</b></p>
7	<b>Withdraw Response</b>	<p>i. From the <b>Home</b> page, click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the <b>View/Edit Response</b> button.</p> <p>iii. Click <b>Withdraw</b> (top of page)</p>

<p>Withdrawn Response (cont'd)</p>	<p>iv. Confirm and click <b>Withdraw</b> on pop up</p> <p><b>NOTE:</b> You will receive a “<b>You have withdrawn your response. Click Close to exit.</b>” confirmation screen once your response has successfully submitted.</p>  <p>v. Click <b>Close</b></p> <p>vi. Status under <b>Response</b> will now be <b>Withdrawn</b></p>
<p><b>8</b> <b>Print Response</b></p>	<p>i. From the <b>Home</b> page, click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).</p> <p>ii. Find the latest version of your solicitation response and click the <b>View/Edit Response</b> button.</p> <p>iii. Click the <b>Next</b> button to navigate to <b>Step 3: Review &amp; Submit</b></p> <p>iv. Click <b>Print</b></p> <p>v. Click <b>Exit</b></p>



## Addendum Number 2

Date: February 20, 2024

Reference Request For Proposal Number:	R-25-009
Commodity:	Grass Mowing Services
Dated	February 14, 2025
For Delivery To:	Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	February 28, 2025 A 3:00 PM

The above is hereby changed to read:

1. The slide deck from the pre-proposal conference of February 20, 2025, is attached hereto.
2. Attendees list for the optional pre-proposal conference is attached hereto.
3. Attachment H, SELU Map, as referenced in section 9.5.A, is attached hereto
4. Radford University Procurement and Contracts solicitation process questions and responses during the pre-proposal conference were as follows:
  - A. **Question:** We see the map but the SELU map was not included with the RFP. Is SELU included in the services?  
**Response:** Yes. However, we have pared down the services to include only grass mowing at this time.

# Pre-Proposal Conference:

## R25-009 Grass Mowing Services



**Radford**  
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All questions or concerns should be addressed to:

### Procurement Officer:

Sheryl S. Sullivan  
PO Box 6885  
Radford, VA 24142-6885  
Phone: (540)831-6106  
Email: [sssullivan@Radford.edu](mailto:sssullivan@Radford.edu)



# Purpose of RFP:



- Radford is seeking to establish a term contract for Grass Mowing Services.
- Term of Contract: The initial term will be one (1) year, with four (4) additional one-year renewals available (five years total).
- The approximate annual spend for these services is \$100,000±.

# Important Dates:



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- February 21, 2025 by 4:30 PM: Deadline to post Addendum in eVA, in response to all RFI's received.
- February 28, 2025 by 3:00 PM: SEALED proposals must be received by Procurement & Contracts no later than 3:00 PM. Late proposals will not be accepted.
- Radford University Procurement and Contracts Business Hours are M-F, 8:00 AM – 4:30 PM





# E-Virginia Electronic Procurement System:



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- Radford utilizes eVA for all our business transactions.
- Vendors must be registered with eVA to do business with Radford University.
- Vendors can register with eVA at:  
<https://eva.virginia.gov/register-now.html>.
- If you have any questions/concerns about registration, you may contact me or reach out to the eVA Customer Care team:  
[eVACustomerCare@DGS.Virginia.gov](mailto:eVACustomerCare@DGS.Virginia.gov).

# VASCUPP Cooperative Contract:



- Radford is making this contract cooperative.
- Participation with other schools is strictly voluntary.
- Attachment C is the Zone Map and shows all the VASCUPP schools and their Zones. Radford University is in Zone 8.
- If you wish to have pricing considered for multiple Zones, please submit a separate pricing sheet for each Zone, and clearly indicate which Zones you are pricing.

# Statement of Needs:



- Contractor should provide all labor, tools, materials, and equipment required for the completion of all work as specified.

## Requirements:

### Frequency:

- Mowing will be once a week during the growing season (approx. April – September) unless otherwise directed by the University.
- Mowing schedules may be adjusted based on weather conditions.
- The University will determine the official start and end dates of the mowing season.
- The University reserves the right to cancel any summer mowing date with advance notice at no cost.
- The contractor must be capable of mowing designated areas twice within a 7-day period during the active growing season if required for special events.

### Mowing Height:

- Grass Mowing Height: Contractor responsible for measurement of site and maintain a 3” height unless directed otherwise

# Statement of Needs cont'd:



- Edging: Sidewalks and curbs should be edged with a “blade type” edger
- Paved Surfaces: Paved surfaces must be blown free of debris after mowing, edging, and trimming
- Mowing Locations: Refer to Attachment G, Mowing Map.
  - Crack & crevice weed removal is required in parking lots, sidewalks, and gravel areas, as indicated on the Mowing map.
  - Price will be per mowing

# Statement of Needs cont'd:



## Qualifications:

### **Weed Control Requirements**

- Weed removal may be performed using mechanical or chemical methods.
- Chemical applications must be applied bi-weekly to maintain weed control in parking lots, curb lines, and sidewalks.

### **Licensing & Documentation**

- Contractor employees must hold a valid **VDACS Pesticide Applicator's License** to apply chemicals.
- Copies of VDACS licenses must be submitted with the proposal and prior to contract award.
- **Material Safety Data Sheets (MSDS)** for all chemicals used must be provided to the University.

### **Liability & Reporting**

- The contractor is responsible for any damage, injury, or loss resulting from chemical use and/or application.
- The contractor must provide the University with complete records of all chemical applications, including:
  - Chemical name
  - Dilution rate

# Statement of Needs Cont'd:



## Equipment:

- Contractor expected to transport equipment to and from the University.
- Acceptable commercial grade equipment should be used to service this contract, which shall meet all OSHA & ANSI standards.
- All safety equipment must work properly and used at all times
  - All Offerors are required to submit a list of all equipment currently owned by the company (with proposal) that will be used to service this contract.
  - Contractor is expected to maintenance all equipment.
    - Blades should have a sharp cutting edge with sufficient weight, so grass is clean cut, not torn, ragged or uneven
    - Edging equipment should be properly adjusted to provide a clear, clean cut.
  - All Contractor vehicles used on campus shall include company signage.

# Statement of Needs Cont'd:



**Scheduling of Work:** Contractor is expected to employ a full-time supervisor to manage lawn mowing services to ensure quality control. Supervisor should be available at all times while on University grounds.

## **Normal Working Hours:**

- M-F, 8:00 a.m. to 5:00 pm, except holidays/emergency situations, and unless required by the Director of Facilities Management/University/designee.
- Crew(s) on occasion must work after 5:00 p.m. and on Saturday and Sunday to complete project by a deadline date. The Contractor is expected to work on these occasions on a one-week advanced notice of need.

## **Contractor Response Time:**

- The Contractor should be prepared to return within one business day upon notification from the university to make any corrections to work, such as an area missed/not cut correctly.
- The Contractor should be able to respond to special requests for additional mowing services within a 48-hour notice.

# Statement of Needs Cont'd:



## Uniform Policy

- All contractor employees must wear a uniform, company shirt, or other approved appropriate attire at all times.

## Parking Policy

- All contractor vehicles on campus must be registered with **Radford University Parking Services** and display a valid contractor parking pass.
- Additional parking information can be found on the **Radford University Parking Services website**.
- Vehicles without a valid parking pass are subject to ticketing and fines.
- Driving on sidewalks, plazas, or in heavy pedestrian areas is strictly prohibited.

# Proposals must include:



Pay close attention to [Section 10. Specific Requirements](#)

- Provide a detailed plan for providing the services as described in the RFP
  - Plan and methodology deliver specific services as outlined
  - All requested certifications, reporting documentation, and licensure
  - List of equipment used to be used in the performance of work.
- Qualifications and experience
- Pricing Schedule – Attachment E
- References (provide at least 4) – Attachment D.
- SWaM certification/plan for use of SWaM vendors

# Selection Criteria and Award:



Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Percentage of Points</b>
1	Qualifications and experience of Offeror in providing the goods/services.	25%
2	Quality of products/services offered and suitability for the intended purposes.	25%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	20%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

# Submission of Proposal:



Radford University now has three options for submitting a proposal:

<u>In Person</u>	<u>Mail or Courier</u>	<u>Electronically through eVA</u>
<u>Deliver proposal to:</u> Radford University David E. Armstrong Complex 501 Stockton Street Radford, VA 24142	<u>Mailing Address:</u> Radford University Procurement and Contracts PO Box 6885 Radford, VA 24142-6885	<u>Electronic Submissions:</u> A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ( <u>VBO</u> ) site. See Attachment F for more details.

# In Person or Mail/Courier Proposal Submission Process



**IN PERSON or MAIL/COURIER RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include:

- **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.**
- **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.**
- Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This USB/Flash Drive should be marked ***“Redacted Copy.”***

# In Person or Mail/Courier Proposal Submission Process Cont'd



- If you mail your proposal, place your proposal in a sealed envelope inside the delivery envelope. Place a label on the outside of the sealed Proposal (also included in Attachment A, Section II):

From

---

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

Name of Procurement Officer: \_\_\_\_\_

# In Person or Mail/Courier Proposal Submission Process Cont'd



- The mailing address for proposal submission is:

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

- Allow plenty of time when mailing. All mail goes to the Post Office on campus, which is then picked up and delivered to the University Warehouse. It can take time to get delivered to Procurement. Late proposals will not be accepted or considered.

# Electronic Proposal Submission Process:



**ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete proposal response to this RFP. Use of electronic submission **REQUIRES** registration as an eVA vendor. If you wish to submit electronically and are not already a registered vendor with eVA, we encourage you to get registration completed well in advance of the deadline outlined in the solicitation.

**\*IMPORTANT\* On the due date and time indicated for proposal submission within the solicitation, eVA will no longer allow submissions from vendors.**

*The University is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions.*

More information for responding to an electronic submission can be found in the eVA Supplier Training Resources site: <https://eva.virginia.gov/supplier-training-materials.html>.

# Electronic Proposal Submission Process Cont'd:



## **ELECTRONIC SUBMISSION via eVA VBO RFP Responses:**

Vendor will upload the following:

- **One (1) electronic copy** in WORD format or searchable PDF of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.**
- Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This file should be clearly labeled ***“Redacted Copy.”***

# Submission of Proposal cont'd:



**Radford**  
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- Return all requested documents with your proposal:
  - Complete and sign pages 3 & 4 of the RFP.
  - Complete and sign Vendor Data Sheet (Attachment D)
  - Complete Pricing Schedule (Attachment E) for the services your company will provide.
- Carefully review all documents to be returned and confirm all documents have been completed and signed before submission. Failure to sign documents can result in the proposal being deemed disqualified/non-responsive.
- Ensure to include requested license numbers (either DPOR/State Corp. Commission) where requested. This information will be verified after the proposal deadline has passed.
  - Licensing should be in good standing. Radford cannot award a contract to a vendor not properly licensed to do business in Virginia.





# Review the Terms and Conditions

- Terms and Conditions (Attachment A)
- General Terms & Conditions - Mandatory and standard in every state issued solicitation.
- Additional Terms & Conditions - Specific to Radford University's business practices.
- Special Terms & Conditions – Contract specific to Radford solicited services.

Be sure to read and understand the terms and conditions relative with the contract and address any questions you may have before the deadline date for RFI.

Questions?



**Radford**  
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### OPTIONAL PRE-PROPOSAL CONFERENCE

RFP #: R25-009	FACILITATOR	CONFERENCE DATE	LOCATION
Title: Grass Mowing Services	Sheryl Sullivan	February 20, 2025	Armstrong #231

NO	NAME	COMPANY	PHONE	EMAIL
1	Sheryl Sullivan <i>SS</i>	Radford University	540-831-6106	sssullivan@radford.edu
2	Kate Dicken <i>KD</i>	Radford University	540-831-5090	kdicken@radford.edu
3	Jennifer Hendrix <i>JH</i>	Radford University	540-831-6491	jhendrix7@radford.edu
4	Andrea McClure <i>AM</i>	Radford University	540-831-7803	aemclure@radford.edu
5	Dave Layton <i>DL</i>	Radford University	540-831-7767	dlayton2@radford.edu
6	Gary Borovich	CLC Inc	540-682-9771	G.Borovich@landscape4u.net
7	Maude Vaughan	Valley Landscaping	540-320-4434	mvaughan@valleylandscaping.com
8				
9				
10				
11				
12				
13				

R25-009 Grass Mowing Services - Pre-Proposal Zoom Attendees

February 20, 2025 at 10:00AM

Pre-Proposal Zoom Attendees

Name	Email	Registration Time	Organization
C.T. Wood, Jr.	ctwood@rsglandscaping.com	2/17/2025 11:08	RSG Landscaping, LLC
Anne Wood	amwood@rsglandscaping.com	2/17/2025 12:14	RSG Landscaping, LLC
James Jones	jn64landscapes@gmail.com	2/20/2025 6:28	Jones Nursery and Landscaping LLC
C.T. Wood, Jr.	ctwood@rsglandscaping.com	2/20/2025 10:01	RSG Landscaping, LLC



Access Digital Map





**Addendum Number 3**

**Date: February 27, 2025**

<b>Reference Request For Proposal Number:</b>	<b>R25-009</b>
<b>Commodity:</b>	<b>Grass Mowing Services</b>
<b>Dated</b>	<b>February 14, 2025</b>
<b>For Delivery To:</b>	<b>Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142</b>
<b>Proposal Due Date/Time:</b>	<b>February 28, 2025 at 3:00 PM</b>

The above is hereby changed to read:

Due to an eVA system update, which is scheduled to occur February 28, 2025 through March 3, 2025, the proposal due date and time for this solicitation is being extended to March 4, at 3:00 PM.



**Addendum Number: 4**

**Date: March 4, 2025**

<b>Reference Request For Proposal Number:</b>	<b>R25-009</b>
<b>Commodity:</b>	<b>Grass Mowing Services</b>
<b>Dated</b>	<b>February 14, 2025</b>
<b>For Delivery To:</b>	<b>Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142</b>
<b>Proposal Due Date/Time:</b>	<b>February 28, 2025 at 3:00 PM</b>

The above is hereby changed to read:

The eVA system update, that occurred February 28, 2025 through March 3, 2025, has resulted in additional testing, therefore the proposal due date and time for this solicitation is being extended to March 7, 2025 at 3:00 PM.



**Addendum Number 5**

**Date: March 6, 2025**

<b>Reference Request For Proposal Number:</b>	<b>R25-009</b>
<b>Commodity:</b>	<b>Grass Mowing Services</b>
<b>Dated:</b>	<b>February 6, 2025</b>
<b>For Delivery To:</b>	<b>Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142</b>
<b>Proposal Due Date/Time:</b>	<b>February 28, 2025</b>

The above is hereby changed to read:

SELU Farm Map has been amended to mowing areas for SELU, which have been highlighted orange.

- Entrance off road is only mowed on the right side of road
- Mowing will be on both sides of the roads highlighted
- Ropes/Teams Course – mowing only Loop Trail around course activity area before intersecting Safe Selu Lane.



Access Digital Map





**A. Plan for Providing Services:**

- Valley Landscaping plans to provide weekly mowing services as well as weed control as specified in the contract requirements. Services typically begin in the first week of April and will continue throughout the growing season until late fall. We have selected a crew of 5 personnel to perform these services, which typically takes 2.5 to 3 days depending on turf growth.
- Valley Landscaping will assign one account representative to monitor weekly services to ensure all work is performed in a efficient and timely manner while focusing on quality. The account representative will be certified for pesticide applications as well as the crew leader assigned to the contract. A report card and quality assurance report will be conducted periodically and turned into the appropriate Radford University Representative.
- Valley Landscaping will be available to provide services immediately upon the award of contract.
- Valley Landscaping prides itself in the fleet of equipment available to perform lawn maintenance services. At a minimum, a truck and enclosed trailer along with all necessary commercial mowing equipment and small tools.

**B. Experience and Qualifications**

- Valley Landscaping has demonstrated successful experience in related work through projects with Radford University, Celanese Acetate, The City of Radford, Montgomery Economic Development, and Virginia Tech.
- Over the past 30 years that Valley Landscaping has been in business, we have invested in our employees, equipment, and most importantly, a strong safety plan that is focused on employees and their well-being.
- Our day-to-day operations include three spray tech crews, ten mowing crews, one brush hogging crew, four tree trimming and removal crews, and eight landscape and hardscaping crews.
- Whether we are planning a landscape project which will involve multiple crews over a 12-month period, or the routing of a residential mowing route, our staff at Valley Landscaping is committed to every detail, ensuring that a safe and efficient job plan is laid out and implemented.
- If Valley Landscaping is awarded the contract Mark Vaughan, our Senior Commercial Account Representative will be the point of contact. Mark has worked for Valley Landscaping since 2003 and been in the green industry for 30 plus years. Mark is currently a licensed Registered Tech.
- Valley Landscaping has been performing grounds maintenance for Radford University from 2017 to the present. We are very familiar with the grounds maintenance contract.

**C. Pricing: See Attachment E**

**D. References: See Attachment D**

E. **SWaM**

- Valley Landscaping is pleased to be a certified SWaM business and pledges to maintain the certification so long as it operates within this contract. We will also use sub-contractor agreement information within our company so that we may report correct usage of said contractors when needed.
-

**OPTIONAL PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on **FEBRUARY 20, 2025 at 10:00 A.M.** See Section (13) for additional information.

**TYPE OF BUSINESS: (Please check all applicable classifications).** In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSBD certification number. For assistance with SWaM certification, visit the SBSBD website at <https://www.sbsd.virginia.gov/>.

- Large**
- Small business** – A business that is at least 51% 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 average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.
- Women-owned business** – 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 in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
- Minority-owned business** – 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, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

**COMPANY INFORMATION/SIGNATURE:** In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

Information Requested	Vendor Response (Please write or fill in legibly)
<b>FULL LEGAL NAME OF BUSINESS:</b> (Please print the company name as it appears with your Federal Taxpayer Identification Number)	Valley Landscaping, Inc
<b>FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN):</b>	[REDACTED]
<b>BUSINESS NAME / DBA NAME/ TA NAME:</b> (If different than the Full Legal Name)	
<b>BILLING NAME:</b> (Company name as it appears on your invoice)	Valley Landscaping, Inc
<b>PAYMENT ADDRESS:</b>	3000 Peppers Ferry Rd Radford Va 24141
<b>CONTACT NAME:</b>	Mark Vaughan
<b>CONTACT TITLE:</b>	Commercial Account Manager
<b>EMAIL:</b>	mvaughan@valleylandscapingva.com
<b>TELEPHONE NUMBER:</b>	540-382-6710
<b>TOLL FREE TELEPHONE NUMBER:</b>	

EVA VENDOR ID NUMBER:	E65098
VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER:	0530059-5

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

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_ (Please check all that apply.)

SIGNATURE:  DATE: 2-28-25



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
11/13/2024	19313

Name / Address
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Description	Qty	Rep	Project
		MHV	Lawn Maintenance 20...
		Rate	Total
Radford University Grounds Maintenance Proposal # R24-007 Contract Term: March 1st, 2025-February 28th, 2026			
<b>RECURRING PROPERTY VISITS</b>			
- Property Visits: Includes string trimming around borders, mulch beds, and obstacles. Includes cleanup of clippings and debris off of hard surfaces and mulch beds on a regular basis as weather permits			
- Hard Surface Edging: Includes edging of all hard surfaces on a biweekly basis			
- Soft Surface Edging: Includes edging of all softscape on a biweekly basis			
- Crack and Crevice Weed Removal: Parking lots, sidewalks, and gravel areas.			
- Mowing on a weekly schedule all areas shaded in Green as noted on attachment G Mowing Map	30	1,732.50	51,975.00
- Mowing of Banks Lot CC, Lot U, and Riverbank. All areas shaded in Blue on attachment G Mowing Map	4	1,859.40	7,437.60
- Quarterly String Trimming of the top of the Riverbank along parking lot Z and parking lot FF (Blue shaded area)	4	336.00	1,344.00
- Bi-Weekly Mowing service 15 Hickory Rd, Radford <b>**EXCESS CLIPPINGS WILL NOT BE REMOVED ON BI-WEEKLY MOWS**</b>	15	46.49	697.35
- Mowing on a weekly schedule 219 East Main St, Radford	30	46.49	1,394.70
- Mowing on a weekly schedule Selu Farm (Roadsides, farmhouse, observatory, bathrooms, and boat dock)	30	588.81	17,664.30
- Mowing on a weekly schedule Selu Farm Ropes Course	30	42.00	1,260.00
<b>Total</b>			



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
11/13/2024	19313

<b>Name / Address</b>
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Description	Qty	Rep	Project
		MHV	Lawn Maintenancc 20...
		Rate	Total
- Mowing on a weekly schedule 1101 Grove Ave, Radford	30	42.00	1,260.00
- Mowing on a weekly schedule Auxiliary Housing (25 Off-Campus Apts) Properties: 606, 608, 610 Downey St 300 & 601 East Main St 512 & 521 Davis St 404, 515, 517, 1020, 1028 Fairfax St 512, 525, 527, 600, 602, 604 Calhoun St 600 & 612 Howe St 1023, 1117, 2019 Clement St 301 & 303 Madison St	30	840.00	25,200.00
- Mowing & Trash Removal of Retention Ponds beside the Allen Building, Armstrong Complex, and the Wetlands. One mower pass will be cut around the outside of the chain link fences. At the Wetlands the "fingers" will be string trimmed. This work will be scheduled 2X per season to coincide with the bank trimming at Lot CC, Lot U, and the River Bank trimming.	2	2,313.92	4,627.84
- Mowing/Weeding on a weekly schedule 1000 E. Main Street, Radford	30	53.72	1,611.60
- Mowing strip in back of 1000 E. Main Street, Radford	10	10.85	108.50
- Crew Supervisor Labor (1 per crew) Per Man Hour	80	40.00	3,200.00
- Laborer	240	38.00	9,120.00
Fuel Surcharge Rates \$3.00 to \$3.49 (1%)			

<b>Total</b>
--------------



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
11/13/2024	19313

<b>Name / Address</b>
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Rep	Project
MHV	Lawn Maintenance 20...

Description	Qty	Rate	Total
<p>\$3.50 to \$3.99 (1.5%) \$4.00 to \$4.49 (2%) \$4.50 to \$4.99 (2.5%) \$5.00 plus (3%)</p> <p>If agreed to the services and terms stated in this Contract, please sign and date below:</p> <p>Signature: Date:</p> <p>Additional Services: turf services such as oppressing, grading, sod and seed application, plant design and installation, hardscape design and installation, irrigation system maintenance, low voltage lighting, and tree services.</p> <p>The company will repair any damages resulting from carelessness due to the negligence of our employees. However, any object such as plastic, wood siding, other objects, etc. that are located within six (6) inches of mowable turf will not be covered under this policy. Exposure to weather creates a breakdown in structural integrity that prevents this material from being able to withstand consistent string trimming. Therefore, any damage from string trimming near these objects is due to no fault of the company.</p> <p>If No Automatic Renewal: Please return by December 1st, 2024. No services will be rendered without a signed and returned estimate. Any accounts falling more than thirty (30) days past due may be placed on hold. Any contracts returned after March 1st, 2025 will not be able to receive Round 1 of the Turf Program or perennial cutback. If a contract is terminated by either party, the contract will be pro-rated according to services completed upon date of termination.</p>			

<b>Total</b>	\$126,900.89
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3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
11/13/2024	19313

<b>Name / Address</b>
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Description	Qty	Rep	Project
		MHV	Lawn Maintenance 20...
		Rate	Total
Radford University Grounds Maintenance Proposal # R24-007 Contract Term: March 1st, 2025-February 28th, 2026			
<b>RECURRING PROPERTY VISITS</b>			
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- Hard Surface Edging: Includes edging of all hard surfaces on a biweekly basis			
- Soft Surface Edging: Includes edging of all softscape on a biweekly basis			
- Crack and Crevice Weed Removal: Parking lots, sidewalks, and gravel areas.			
- Mowing on a weekly schedule all areas shaded in Green as noted on attachment G Mowing Map	30	1,732.50	51,975.00
- Mowing of Banks Lot CC, Lot U, and Riverbank. All areas shaded in Blue on attachment G Mowing Map	4	1,859.40	7,437.60
- Quarterly String Trimming of the top of the Riverbank along parking lot Z and parking lot FF (Blue shaded area)	4	336.00	1,344.00
- Bi-Weekly Mowing service 15 Hickory Rd, Radford <b>**EXCESS CLIPPINGS WILL NOT BE REMOVED ON BI-WEEKLY MOWS**</b>	15	46.49	697.35
- Mowing on a weekly schedule 219 East Main St, Radford	30	46.49	1,394.70
- Mowing on a weekly schedule Selu Farm (Roadsides, farmhouse, observatory, bathrooms, and boat dock)	30	588.81	17,664.30
- Mowing on a weekly schedule Selu Farm Ropes Course	30	42.00	1,260.00
<b>Total</b>			



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
11/13/2024	19313

Name / Address
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Description	Qty	Rep	Project
		MHV	Lawn Maintenance 20...
		Rate	Total
- Mowing on a weekly schedule 1101 Grove Ave, Radford	30	42.00	1,260.00
- Mowing on a weekly schedule Auxiliary Housing (25 Off-Campus Apts) Properties: 606, 608, 610 Downey St 300 & 601 East Main St 512 & 521 Davis St 404, 515, 517, 1020, 1028 Fairfax St 512, 525, 527, 600, 602, 604 Calhoun St 600 & 612 Howe St 1023, 1117, 2019 Clement St 301 & 303 Madison St	30	840.00	25,200.00
- Mowing & Trash Removal of Retention Ponds beside the Allen Building, Armstrong Complex, and the Wetlands. One mower pass will be cut around the outside of the chain link fences. At the Wetlands the "fingers" will be string trimmed. This work will be scheduled 2X per season to coincide with the bank trimming at Lot CC, Lot U, and the River Bank trimming.	2	2,313.92	4,627.84
- Mowing/Weeding on a weekly schedule 1000 E. Main Street, Radford	30	53.72	1,611.60
- Mowing strip in back of 1000 E. Main Street, Radford	10	10.85	108.50
- Crew Supervisor Labor (1 per crew) Per Man Hour	80	40.00	3,200.00
- Laborer	240	38.00	9,120.00
Fuel Surcharge Rates \$3.00 to \$3.49 (1%)			

**Total**



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
11/13/2024	19313

<b>Name / Address</b>
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Rep	Project
MHV	Lawn Maintenance 20...

Description	Qty	Rate	Total
<p>\$3.50 to \$3.99 (1.5%) \$4.00 to \$4.49 (2%) \$4.50 to \$4.99 (2.5%) \$5.00 plus (3%)</p> <p>If agreed to the services and terms stated in this Contract, please sign and date below:</p> <p>Signature: Date:</p> <p>Additional Services: turf services such as oppressing, grading, sod and seed application, plant design and installation, hardscape design and installation, irrigation system maintenance, low voltage lighting, and tree services.</p> <p>The company will repair any damages resulting from carelessness due to the negligence of our employees. However, any object such as plastic, wood siding, other objects, etc. that are located within six (6) inches of mowable turf will not be covered under this policy. Exposure to weather creates a breakdown in structural integrity that prevents this material from being able to withstand consistent string trimming. Therefore, any damage from string trimming near these objects is due to no fault of the company.</p> <p>If No Automatic Renewal: Please return by December 1st, 2024. No services will be rendered without a signed and returned estimate. Any accounts falling more than thirty (30) days past due may be placed on hold. Any contracts returned after March 1st, 2025 will not be able to receive Round 1 of the Turf Program or perennial cutback. If a contract is terminated by either party, the contract will be pro-rated according to services completed upon date of termination.</p>			

<b>Total</b>	\$126,900.89
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**Attachment E Pricing Schedule**

Line Item	Description	Annual Estimated Frequency	Price per Mowing	Extended Price (Annual Est. Frequency x Price Per Mowing)	
A.	All Areas on Attachment G, not specifically referenced below. <b>(Green)</b>	30	\$1,732.50	\$51,975.00	
B.	Banks at Lot CC, Lot U, and Riverbank on Attachment G (trimmed to 6"-10") <b>(Blue)</b>	4	\$1,859.40	\$7,437.60	
	Quarterly string trimming of the top of the riverbank along Parking Lot Z <b>(Blue)</b>	4	\$336.00	\$1,344.00	
C.	Mowing - 219 East Main Street, Radford, VA <b>(Green)</b>	30	\$46.49	\$1,394.70	
D.	Mowing - SELU Farm <b>(Green)</b>	30	\$588.81	\$17,664.30	
E.	Mowing - SELU Ropes Course <b>(Green)</b>	30	\$42.00	\$1,260.00	
F.	Mowing - 1101 Grove Avenue, Radford, VA <b>(Green)</b>	30	\$42.00	\$1,260.00	
G.	Auxiliary Housing (25 Off-Campus Apartments) Properties <b>(Green)</b> :  606, 608, 610 Downey St. 300 & 601 East Main St. 512 & 521 Davis St. 404, 515, 517, 1020, & 1028 Fairfax St. 512, 525, 527, 600, 602, & 604 Calhoun St. 600 & 612 Howe St. 1023, 1117 & 1019 Clement St. 301 & 303 Madison St.	30	\$840.00	\$25,200.00	
	H.	Mowing & Trash – Retention Ponds beside the Allen Building, Armstrong Complex and the Wetlands. <b>(Pink)</b>	2	\$2,313.92	\$4,627.84
	I.	1000 E. Main Street A. Mowing and Weeding <b>(Green)</b>	30	\$53.72	\$1,611.50
		B. Mow strip in back along railroad tracks <b>(Yellow)</b>	10	\$10.85	\$108.50
		Total for Property			
	<b>ESTIMATED ANNUAL TOTAL</b> (Sum of Line Items A, B, C, D, E, F, G, H, and I)				\$114,580.89
	<b>LABOR RATES</b>				
			Estimated Labor Hours	Cost Per Hour	Extended Price (Est. Labor Hrs x Cost Per Hour)
J.	Crew Supervisor (1 Total Per Crew)	80	\$40	\$3,200.00	
K.	Laborer	240	\$38	\$9,120.00	
<b>ESTIMATED LABOR TOTAL</b> (Sum of Line Items J and K)				\$12,320.00	
<b>ESTIMATED ANNUAL TOTAL SUM</b> (Sum of Estimated Annual Total and Estimated Labor Total)					

**Attachment D**

VENDOR 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 vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

**Vendor's Primary Contact:**

**NAME:** Mark Vaughan **PHONE:** 640-320-4434

**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.

<b>Company:</b> Virginia Tech Grounds	<b>Contact:</b> [REDACTED]
<b>Phone:</b> [REDACTED]	<b>Email:</b> [REDACTED]
<b>Fax:</b> ( )	[REDACTED]
<b>Project:</b> Grounds Maintenance	
<b>Dates of Service:</b> 2019 - Present	<b>\$ Value:</b> \$50,000
<b>Company:</b> Radford City	<b>Contact:</b> [REDACTED]
<b>Phone:</b> [REDACTED]	<b>Email:</b> [REDACTED]
<b>Fax:</b> ( )	[REDACTED]
<b>Project:</b> Grounds Maintenance	
<b>Dates of Service:</b> 2019 - Present	<b>\$ Value:</b> \$27,000

VENDOR DATA SHEET

Company: Corning Inc	Contact: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Fax: ( )	
Project: Grounds Maintenance	
Dates of Service: 2017 - Present	\$ Value: \$ 31,000
Company: Atlantic Union Bank	Contact: [REDACTED]
Phone: [REDACTED]	Email: [REDACTED]
Fax: ( )	
Project: Grounds Maintenance	
Dates of Service: 2017 - Present	\$ Value: \$ 200,000.00

I certify the accuracy of this information.

Signed: March Vaughn

Title: Senior Account Manager

Date: 2-27-25

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

P O BOX 1163, RICHMOND VA 23218-1163

PESTICIDE APPLICATOR CERTIFICATE

**Issued**

6/3/2023

REGISTERED TECH

FOR BL#  
3446

Fee Paid

Certificate Number

66882 - T

**Expires**

06/30/2025



issued in accordance with application duly executed by the person shown below who has agreed to comply with all applicable laws, rules and regulations

MARK H VAUGHAN  
ALLEY LANDSCAPING  
50 Den Hill Rd  
Christiansburg VA 24073-7720



Joseph Guthrie

Commissioner

Liza Fleeson Trossbach  
Authorized Representative

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

PESTICIDE APPLICATOR

Expires  
6/30/2026

CERTIFICATE  
REGISTERED TECH

Certificate Number  
171183-T

FOR BL# 16328

JOHN E MCIVER  
VALLEY LANDSCAPING INC  
3000 PEPPERS FERRY RD NW,  
RADFORD, VA 24141



Lisa Hession Grossbach  
Authorized Representative

Cut and K

For Questions  
Office of Pest  
(804)786-37

VALID ONLY FOR CATEGORIES LISTED

60 Registered Technician

Trained In

- 3-A ORNAMENTAL CONTROL
- 3-B TURF PEST CONTROL

6/ 02026

Sign Here

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

Version 2.0 / USA  
102000037606

1/13  
Revision Date: 01/27/2023  
Print Date: 01/30/2023

### SECTION 1: IDENTIFICATION OF THE SUBSTANCE/MIXTURE AND OF THE COMPANY/UNDERTAKING

#### Product identifier

Trade name	ROUNDUP QUIKPRO™ HERBICIDE
Product code (UVP)	86809095
SDS Number	102000037606
EPA Registration No.	524-535

#### Relevant identified uses of the substance or mixture and uses advised against

Use	Herbicide
Restrictions on use	See product label for restrictions.
Information on supplier	
Supplier	Bayer CropScience LP 800 North Lindbergh Blvd. St. Louis, MO 63167 USA
Responsible Department	Email: SDSINFO.BCS-NA@bayer.com

#### Emergency telephone no.

Emergency Telephone Number (24hr/ 7 days)	1-800-334-7577
Product Information Telephone Number	1-866-99BAYER (1-866-992-2937)

### SECTION 2: HAZARDS IDENTIFICATION

Classification in accordance with regulation HCS 29CFR §1910.1200  
Specific target organ toxicity - repeated exposure: Category 2

Labelling in accordance with regulation HCS 29CFR §1910.1200



Signal word: Warning

#### Hazard statements

May cause damage to organs (Eyes, Kidney) through prolonged or repeated

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

Version 2.0 / USA  
102000037606

2/13  
Revision Date: 01/27/2023  
Print Date: 01/30/2023

exposure.

### Precautionary statements

Do not breathe dust.

Get medical advice/ attention if you feel unwell.

Dispose of contents/container in accordance with local regulation.

### Hazards Not Otherwise Classified (HNOC)

No physical hazards not otherwise classified.

No health hazards not otherwise classified.

---

## SECTION 3: COMPOSITION/INFORMATION ON INGREDIENTS

Hazardous Component Name	CAS-No.	Concentration % by weight
Ammonium salt of glyphosate	114370-14-8	73.3
Diquat dibromide	85-00-7	2.9
Polyether modified trisiloxane	134180-76-0	14.1

---

## SECTION 4: FIRST AID MEASURES

### Description of first aid measures

#### General advice

When possible, have the product container or label with you when calling a poison control center or doctor or going for treatment.

#### Inhalation

Move to fresh air. If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably mouth-to-mouth if possible. Call a physician or poison control center immediately.

#### Skin contact

Wash off immediately with plenty of water for at least 15 minutes. Take off contaminated clothing and shoes immediately. Call a physician or poison control center immediately.

#### Eye contact

Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a physician or poison control center immediately.

#### Ingestion

Call a physician or poison control center immediately. Rinse out mouth and give water in small sips to drink. DO NOT induce vomiting unless directed to do so by a physician or poison control center. Never give anything by mouth to an unconscious person. Do not leave victim unattended.

### Most important symptoms and effects, both acute and delayed

#### Symptoms

To date no symptoms are known.

### Indication of any immediate medical attention and special treatment needed

#### Risks

This product is not a cholinesterase inhibitor.

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

Version 2.0 / USA  
102000037606

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Revision Date: 01/27/2023  
Print Date: 01/30/2023

**Treatment** Treatment with atropine and oximes is not indicated. Appropriate supportive and symptomatic treatment as indicated by the patient's condition is recommended.

### SECTION 5: FIREFIGHTING MEASURES

#### Extinguishing media

**Suitable** Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.

**Unsuitable** High volume water jet

**Special hazards arising from the substance or mixture** In the event of fire the following may be released: Carbon monoxide (CO), Carbon dioxide (CO<sub>2</sub>), Nitrogen oxides (NO<sub>x</sub>), Oxides of phosphorus

#### Advice for firefighters

**Special protective equipment for firefighters** In the event of fire and/or explosion do not breathe fumes. Firefighters should wear NIOSH approved self-contained breathing apparatus and full protective clothing. Equipment should be thoroughly decontaminated after use.

**Further information** Keep out of smoke. Fight fire from upwind position. Cool closed containers exposed to fire with water spray. Do not allow run-off from fire fighting to enter drains or water courses.

#### Specific hazards from the substance or mixture which can increase the fire

**Flash point** Not applicable

**Auto-ignition temperature** No data available

**Lower explosion limit** Not applicable

**Upper explosion limit** Not applicable

**Explosivity** Not explosive

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

Version 2.0 / USA  
102000037606

4/13  
Revision Date: 01/27/2023  
Print Date: 01/30/2023

### SECTION 6: ACCIDENTAL RELEASE MEASURES

#### Personal precautions, protective equipment and emergency procedures

**Precautions** Keep unauthorized people away. Isolate hazard area. Avoid contact with spilled product or contaminated surfaces.

#### Methods and materials for containment and cleaning up

**Methods for cleaning up** Avoid dust formation. Sweep up or vacuum up spillage and collect in suitable container for disposal. Clean contaminated floors and objects thoroughly, observing environmental regulations.

**Additional advice** Use personal protective equipment. If the product is accidentally spilled, do not allow to enter soil, waterways or waste water canal. Do not allow product to contact non-target plants.

**Reference to other sections** Information regarding safe handling, see section 7.  
Information regarding personal protective equipment, see section 8.  
Information regarding waste disposal, see section 13.

### SECTION 7: HANDLING AND STORAGE

#### Precautions for safe handling

**Advice on safe handling** Avoid dust formation. Use only in area provided with appropriate exhaust ventilation. Handle and open container in a manner as to prevent spillage.

**Hygiene measures** Wash hands thoroughly with soap and water after handling and before eating, drinking, chewing gum, using tobacco, using the toilet or applying cosmetics.  
Remove Personal Protective Equipment (PPE) immediately after handling this product. Remove soiled clothing immediately and clean thoroughly before using again. Wash thoroughly and put on clean clothing.

#### Conditions for safe storage, including any incompatibilities

**Requirements for storage areas and containers** Store in a cool, dry place and in such a manner as to prevent cross contamination with other crop protection products, fertilizers, food, and feed. Store in original container and out of the reach of children, preferably in a locked storage area. Protect from freezing. Keep away from direct sunlight. Reacts with galvanised steel or unlined mild steel to produce hydrogen, a highly flammable gas that could explode. Partial crystallization may occur on prolonged storage below the minimum storage temperature. Freezing will affect the physical condition but will not damage the material. Thaw and mix before using.

**Advice on common storage** Keep away from food, drink and animal feedingstuffs.

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

Version 2.0 / USA  
102000037606

5/13  
Revision Date: 01/27/2023  
Print Date: 01/30/2023

### SECTION 8: EXPOSURE CONTROLS/PERSONAL PROTECTION

#### Control parameters

Components	CAS-No.	Control parameters	Update	Basis
Diquat dibromide	85-00-7	0.5 mg/m <sup>3</sup> (REL)	2005	NIOSH
Diquat dibromide (Respirable fraction.)	85-00-7	0.1 mg/m <sup>3</sup> (TWA)	01 2022	ACGIH
Diquat dibromide (Total dust.)	85-00-7	0.5 mg/m <sup>3</sup> (TWA PEL)	09 2006	US CA OEL
Diquat dibromide	85-00-7	0.5 mg/m <sup>3</sup> (TWA)	06 2008	TN OEL
Diquat dibromide (Inhalable fraction.)	85-00-7	0.5 mg/m <sup>3</sup> (TWA)	01 2022	ACGIH

#### Exposure controls

##### Personal protective equipment

In normal use and handling conditions please refer to the label and/or leaflet. In all other cases the following recommendations would apply.

##### Respiratory protection

When respirators are required, select NIOSH approved equipment based on actual or potential airborne concentrations and in accordance with the appropriate regulatory standards and/or industry recommendations.

##### Hand protection

Chemical-resistant gloves (barrier laminate, butyl rubber, nitrile rubber or Viton)

##### Eye protection

Tightly fitting safety goggles

##### Skin and body protection

Wear long-sleeved shirt and long pants and shoes plus socks.

##### General protective measures

Follow manufacturer's instructions for cleaning/maintaining PPE. If no such instructions for washables, use detergent and warm/tepid water.  
Keep and wash PPE separately from other laundry.

### SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES

#### Information on basic physical and chemical properties

Form	small rod
Colour	light yellow to brown
Odour	slight
Odour Threshold	No data available

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

Version 2.0 / USA  
102000037606

6/13  
Revision Date: 01/27/2023  
Print Date: 01/30/2023

<b>pH</b>	3.7 (10 g/l)
<b>Melting point/range</b>	No data available
<b>Boiling Point</b>	No data available
<b>Flash point</b>	Not applicable
<b>Flammability</b>	Not applicable
<b>Auto-ignition temperature</b>	No data available
<b>Thermal decomposition</b>	No data available
<b>Minimum ignition energy</b>	Not applicable
<b>Self-accelerating decomposition temperature (SADT)</b>	No data available
<b>Upper explosion limit</b>	Not applicable
<b>Lower explosion limit</b>	Not applicable
<b>Vapour pressure</b>	No data available
<b>Evaporation rate</b>	No data available
<b>Relative vapour density</b>	No data available
<b>Relative density</b>	No data available
<b>Density</b>	No data available
<b>Bulk density</b>	0.68 g/ml (bulk density tapped)
<b>Water solubility</b>	soluble
<b>Partition coefficient: n-octanol/water</b>	Glyphosate: log Pow: -2.9 Diquat dibromide: log Pow: -4.6
<b>Viscosity, dynamic</b>	No data available
<b>Viscosity, kinematic</b>	No data available
<b>Oxidizing properties</b>	No oxidizing properties
<b>Explosivity</b>	Not explosive
<b>Other information</b>	Further safety related physical-chemical data are not known.

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### SECTION 10: STABILITY AND REACTIVITY

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<b>Reactivity</b>	Stable under normal conditions.
<b>Chemical stability</b>	Stable under recommended storage conditions.
<b>Possibility of hazardous reactions</b>	Reacts with galvanised steel or unlined mild steel to produce hydrogen, a highly flammable gas that could explode.
<b>Conditions to avoid</b>	Extremes of temperature and direct sunlight.
<b>Incompatible materials</b>	Galvanised steel, Unlined mild steel
<b>Hazardous decomposition products</b>	No decomposition products expected under normal conditions of use.

### SECTION 11: TOXICOLOGICAL INFORMATION

<b>Exposure routes</b>	Skin contact, Eye contact, Inhalation, Ingestion
<b>Immediate Effects</b>	
<b>Eye</b>	May cause temporary eye irritation.
<b>Skin</b>	Not expected to produce significant adverse effects when recommended use instructions are followed.
<b>Ingestion</b>	Harmful if swallowed.
<b>Inhalation</b>	Harmful if inhaled.
<b>Information on toxicological effects</b>	
<b>Acute oral toxicity</b>	LD50 (Rat) 4,443 mg/kg
<b>Acute inhalation toxicity</b>	LC50 (Rat) > 0.99 mg/l Exposure time: 4 h Determined in the form of liquid aerosol. Highest attainable concentration.
<b>Acute dermal toxicity</b>	LD50 (Rat) > 5,000 mg/kg
<b>Skin corrosion/irritation</b>	Slight irritant effect - does not require labelling. (Rabbit)
<b>Serious eye damage/eye irritation</b>	Moderate eye irritation. (Rabbit)
<b>Respiratory or skin sensitisation</b>	Skin: Non-sensitizing. (Guinea pig) OECD Test Guideline 406, Buehler test

#### Assessment STOT Specific target organ toxicity – single exposure

Glyphosate: Based on available data, the classification criteria are not met.  
Diquat dibromide: May cause respiratory irritation.

#### Assessment STOT Specific target organ toxicity – repeated exposure

Glyphosate did not cause specific target organ toxicity in experimental animal studies.  
Diquat dibromide caused specific target organ toxicity in experimental animal studies in the following organ(s): Eyes, Kidney. Diquat dibromide caused Cataract in animal studies.

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### Assessment mutagenicity

Glyphosate was not mutagenic or genotoxic in a battery of in vitro and in vivo tests.  
Diquat dibromide was not mutagenic or genotoxic in a battery of in vitro and in vivo tests.

### Assessment carcinogenicity

Glyphosate was not carcinogenic in lifetime feeding studies in rats and mice.  
Important comment to IARC Listing:., Our expert opinion is that classification as a carcinogen is not warranted.  
Diquat dibromide was not carcinogenic in lifetime feeding studies in rats and mice.

### ACGIH

Diquat dibromide 85-00-7 Group A4

### NTP

None.

### IARC

Ammonium salt of glyphosate 114370-14-8 Overall evaluation: 2A

### Assessment toxicity to reproduction

Glyphosate did not cause reproductive toxicity in a two-generation study in rats.  
Diquat dibromide did not cause reproductive toxicity in a two-generation study in rats.

### Assessment developmental toxicity

Glyphosate did not cause developmental toxicity in rats and rabbits.  
Diquat dibromide caused developmental toxicity only at dose levels toxic to the dams. The developmental effects seen with Diquat dibromide are related to maternal toxicity.

### Aspiration hazard

Based on available data, the classification criteria are not met.

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## SECTION 12: ECOLOGICAL INFORMATION

### Toxicity to fish

LC50 (Oncorhynchus mykiss (rainbow trout)) 5.4 mg/l  
static test; Exposure time: 96 h  
Test conducted with a similar formulation.

LC50 (Lepomis macrochirus (Bluegill sunfish)) 12.1 - 21.5 mg/l  
static test; Exposure time: 72 h  
The value mentioned relates to the active ingredient diquat dibromide.

LC50 (Oncorhynchus mykiss (rainbow trout)) 14.8 mg/l  
static test; Exposure time: 96 h  
The value mentioned relates to the active ingredient diquat dibromide.

### Chronic toxicity to fish

Oncorhynchus mykiss (rainbow trout)  
flow-through test  
NOEC: >= 9.63 mg/l  
The value mentioned relates to the active ingredient glyphosate.

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<b>Toxicity to aquatic invertebrates</b>	<p>EC50 (Daphnia magna (Water flea)) 11 mg/l static test; Exposure time: 48 h Test conducted with a similar formulation.</p> <p>EC50 (Daphnia magna (Water flea)) 0.77 - 1.19 mg/l static test; Exposure time: 48 h The value mentioned relates to the active ingredient diquat dibromide.</p>
<b>Chronic toxicity to aquatic invertebrates</b>	<p>EC50 (Daphnia magna (Water flea)): 12.5 mg/l Exposure time: 21 d The value mentioned relates to the active ingredient glyphosate.</p>
<b>Toxicity to aquatic plants</b>	<p>EbC50 (Raphidocelis subcapitata (freshwater green alga)) 72.9 mg/l static test; Exposure time: 72 h The value mentioned relates to the active ingredient glyphosate.</p> <p>NOEC (Raphidocelis subcapitata (freshwater green alga)) 26.4 mg/l static test; Exposure time: 72 h The value mentioned relates to the active ingredient glyphosate.</p> <p>EC50 (Raphidocelis subcapitata (freshwater green alga)) 0.0094 mg/l static test; Exposure time: 96 h The value mentioned relates to the active ingredient diquat dibromide.</p>
<b>Biodegradability</b>	<p>Glyphosate: Not rapidly biodegradable Diquat dibromide: Not rapidly biodegradable</p>
<b>Koc</b>	<p>Diquat dibromide: Koc: 2184750</p>
<b>Bioaccumulation</b>	<p>Glyphosate: Bioconcentration factor (BCF) &lt; 1 Does not bioaccumulate. Diquat dibromide: Bioconcentration factor (BCF) 1 Does not bioaccumulate.</p>
<b>Mobility in soil</b>	<p>Glyphosate: Slightly mobile in soils Diquat dibromide: Immobile in soil</p>
<b>Results of PBT and vPvB assessment</b>	
<b>PBT and vPvB assessment</b>	<p>Glyphosate: This substance is not considered to be persistent, bioaccumulative and toxic (PBT). This substance is not considered to be very persistent and very bioaccumulative (vPvB). Diquat dibromide: This substance is not considered to be persistent, bioaccumulative and toxic (PBT). This substance is not considered to be very persistent and very bioaccumulative (vPvB).</p>
<b>Additional ecological information</b>	<p>No further ecological information is available.</p>
<b>Environmental precautions</b>	<p>Apply this product as specified on the label. Do not apply directly to water, to areas where surface water is present</p>

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or to intertidal areas below the mean high water mark.  
Do not contaminate surface or ground water by cleaning equipment or disposal of wastes, including equipment wash water.  
Retain and dispose of contaminated wash water.

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### SECTION 13: DISPOSAL CONSIDERATIONS

#### Waste treatment methods

<b>Product</b>	Dispose in accordance with all local, state/provincial and federal regulations.
<b>Contaminated packaging</b>	Consult state and local regulations regarding the proper disposal of container. Follow advice on product label and/or leaflet.
<b>RCRA Information</b>	Characterization and proper disposal of this material as a special or hazardous waste is dependent upon Federal, State and local laws and are the user's responsibility. RCRA classification may apply.

---

### SECTION 14: TRANSPORT INFORMATION

#### 49CFR

UN number	3077
Class	9
Packaging group	III
Proper shipping name	ENVIRONMENTALLY HAZARDOUS SUBSTANCES, SOLID, N.O.S. (DIQUAT DIBROMIDE)
RQ	Reportable Quantity is reached with 34,482 lb of product.

#### IMDG

UN number	3077
Class	9
Packaging group	III
Marine pollutant	YES
Proper shipping name	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, SOLID, N.O.S. (DIQUAT DIBROMIDE)

#### IATA

UN number	3077
Class	9
Packaging group	III
Environm. Hazardous Mark	YES
Proper shipping name	ENVIRONMENTALLY HAZARDOUS SUBSTANCE, SOLID, N.O.S. (DIQUAT DIBROMIDE )

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This transportation information is not intended to convey all specific regulatory information relating to this product. It does not address regulatory variations due to package size or special transportation requirements.

Freight Classification: COMPOUNDS, TREE OR WEED KILLING, N.O.I. other than poison, HAVING A DENSITY OF 20 LBS OR GREATER PER CUBIC FOOT

### SECTION 15: REGULATORY INFORMATION

EPA Registration No. 524-535

#### US Federal Regulations

##### TSCA list

Polyether modified trisiloxane 134180-76-0

#### US. Toxic Substances Control Act (TSCA) Section 12(b) Export Notification (40 CFR 707, Subpt D)

No export notification needs to be made.

#### SARA Title III - Section 302 - Notification and Information

Not applicable.

#### SARA Title III - Section 313 - Toxic Chemical Release Reporting

None.

#### US States Regulatory Reporting

##### CA Prop65

This product does not contain any substances known to the State of California to cause cancer.

This product does not contain any substances known to the State of California to cause reproductive harm.

#### US State Right-To-Know Ingredients

Diquat dibromide 85-00-7 CA, CT, IL, NJ, RI

#### Environmental

##### CERCLA

Yes

Diquat dibromide 85-00-7

#### Clean Water Section 307(a)(1)

None.

#### Safe Drinking Water Act Maximum Contaminant Levels

Yes

Diquat dibromide 85-00-7

#### EPA/FIFRA Information:

This chemical is a pesticide product regulated by the Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

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criteria and hazard information required for safety data sheets, and for workplace labels of non-pesticide chemicals. Following is the hazard information required on the pesticide label:

**Signal word:** Caution!

**Hazard statements:** Harmful if swallowed.  
Harmful if inhaled.  
Causes moderate eye irritation.

### SECTION 16: OTHER INFORMATION

#### Abbreviations and acronyms

49CFR	Code of Federal Regulations, Title 49
ACGIH	US. ACGIH Threshold Limit Values
ATE	Acute toxicity estimate
CAS-Nr.	Chemical Abstracts Service number
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
EINECS	European inventory of existing commercial substances
ELINCS	European list of notified chemical substances
IARC	International Agency for Research on Cancer
IATA	International Air Transport Association
IMDG	International Maritime Dangerous Goods
N.O.S.	Not otherwise specified
NTP	US. National Toxicology Program (NTP) Report on Carcinogens
OECD	Organization for Economic Co-operation and Development
TDG	Transportation of Dangerous Goods
TWA	Time weighted average
UN	United Nations
WHO	World health organisation

#### NFPA 704 (National Fire Protection Association):

Health - 2      Flammability - 0      Instability - 0      Others -

#### HMIS (Hazardous Materials Identification System, based on the Fourth Edition Ratings Guide)

Health - 1\*      Flammability - 0      Physical Hazard - 0      PPE -

0 = minimal hazard, 1 = slight hazard, 2 = moderate hazard, 3 = severe hazard, 4 = extreme hazard,  
\* = chronic health hazard

**Reason for Revision:** New Safety Data Sheet.

**Revision Date:** 01/27/2023

Changes since the last version are highlighted in the margin. This version replaces all previous versions.

This information is provided in good faith but without express or implied warranty. The customer assumes all responsibility for safety and use not in accordance with label instructions. The product names are

# SAFETY DATA SHEET



## ROUNDUP QUIKPRO™ HERBICIDE

Version 2.0 / USA  
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registered trademarks of Bayer.

# SAFETY DATA SHEET

EMERGENCY CALL: 1-800-424-9300 (CHEMTREC)



## 1. IDENTIFICATION

**PRODUCT NAME:** Farm General 41% Glyphosate Grass & Weed Killer

**DESCRIPTION:** A liquid herbicide.

**EPA Reg. No.:** 84009-12

**COMPANY IDENTIFICATION:** Ragan & Massey, Inc.

101 Ponchatoula Parkway, Ponchatoula, LA 70454

## 2. HAZARD IDENTIFICATION



### WARNING

Causes eye irritation

May be harmful in contact with skin

Harmful to aquatic life

## 3. COMPOSITION / INFORMATION ON INGREDIENTS

<u>Common Name</u>	<u>Chemical Name</u>	<u>CAS #</u>	<u>Composition</u>
Glyphosate IPA Salt	N-(phosphonomethyl)glycine, isopropylamine salt	38641-94-0	41.0%

## 4. FIRST AID MEASURES

Have the product container or label with you when calling a poison control center or doctor, or going for treatment. For 24 Hour Medical Emergency Assistance (Human or Animal) call 1-800-308-1241 or for Chemical Emergency Assistance (Spill, Leak, Fire or Accident) call CHEMTREC at 1-800-424-9300.

**IF IN EYES:** Hold eye open and rinse slowly and gently with water for 15 to 20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice. If eye irritation persists: Get medical advice/attention.

**IF ON SKIN OR CLOTHING:** Take off contaminated clothing and wash before reuse. Wash with plenty of water. Call a doctor or poison control center if you feel unwell.

## 5. FIREFIGHTING MEASURES

**Flash Point (PM):** > 113°C

**Flammable Limits:** Not determined

**Fire and Explosion Hazards:** Product may generate irritating or toxic gasses through thermal decomposition.

**Extinguishing Medium:** Water spray, fog, dry foam, or CO<sub>2</sub>

**Fire Fighting Equipment:** Firefighters should be equipped with self-contained positive pressure breathing apparatus and full bunker gear.

**Fire Fighting Instructions:** Prevent human exposure to fire, fumes, and smoke. Avoid heavy hose streams and dike area to prevent runoff.

**Hazardous Combustion Products:** Carbon monoxide, carbon dioxide, phosphorus pentoxide, and nitrogen oxide.

**NFPA Ratings:** Health – 1 / Flammability – 1 / Reactivity – 0

## 6. ACCIDENTAL RELEASE MEASURES

**Small Spills:** Contain spill. Absorb spill with sand, floor clay, dirt or other absorbent material. Shovel or sweep up and mop affected area with soap and water. Prevent liquid from entering sewers and waterways.

**Large Spills:** Large spills that soak into the ground should be dug up, placed in drums and disposed of properly, observing Section 13 of this document.

## 7. HANDLING AND STORAGE

**Keep out of reach of children.**

**Handling:** Avoid contact with eyes or clothing. Wash thoroughly with soap and water after handling. Good housekeeping is necessary. No smoking, open flames or sources of ignition in handling and storage area.

**Storage:** Do not contaminate water, food or feed by storage or disposal. Do not store near seeds, fertilizers, insecticides or fungicides. Keep container closed to prevent spills and contaminate. Store above 10°F (-12°C) to keep product from crystallizing.

## 8. EXPOSURE CONTROLS / PERSONAL PROTECTION

**Engineering Controls:** Normal room ventilator should be satisfactory. Facilities storing or utilizing this material should be equipped with an eyewash facility and a safety shower.

**Personal Protective Equipment:** Wear long-sleeved shirt, long pants, and shoes plus socks.

**General:** Follow manufacturer's instructions for cleaning/maintaining PPE. If no such instructions for washables exist, use detergent and hot water. Keep and wash PPE separately from other laundry.

## 9. PHYSICAL AND CHEMICAL PROPERTIES

**Physical State:** Clear, amber liquid

**Odor:** Slight amine odor

**pH:** 4.5 (1% solution in water)

**Specific Gravity:** 1.16 g/mL

**Density:** 9.75 lbs./gallon

**Solubility:** Soluble in water

## 10. STABILITY AND REACTIVITY

**CONDITIONS TO AVOID:** Mixing, storing, or applying this product in galvanized or unlined steel containers or spray tanks.

**CHEMICAL STABILITY:** This product is stable under normal handling and storage conditions.

**INCOMPATIBILITY WITH OTHER MATERIALS:** Caustic (basic) materials; galvanized or unlined steel

**HAZARDOUS DECOMPOSITION PRODUCTS:** Heat and fire may result in thermal decomposition and the release of phosphorus pentoxide and oxides of carbon and nitrogen.

**HAZARDOUS POLYMERIZATION:** Will not occur.

## 11. TOXICOLOGICAL INFORMATION

**ORAL TOXICITY (rat LD<sub>50</sub>):** > 5,000 mg/kg

**DERMAL TOXICITY (rat LD<sub>50</sub>):** > 2,000 mg/kg

**INHALATION TOXICITY (rat LC<sub>50</sub>):** > 4.86 mg/L (4-hour)

**EYE IRRITATION:** Rabbit – Moderately irritating

**SKIN IRRITATION:** No data available

**SKIN SENSITIZATION:** No data available

**CARCINOGENICITY:**

**EPA:** Not Listed

**ACGIH:** Not Listed

**IARC:** Group 2A<sup>1</sup>

**NTP:** Not Listed

**OSHA:** Not Listed

**MUTAGENIC TOXICITY:** No evidence of mutagenic effects during *in vivo* and *in vitro* assays.

**REPRODUCTIVE TOXICITY:** Not known to cause reproductive or birth defects at normal exposure levels.

<sup>1</sup> Carcinogenicity: Not carcinogenic in rats or mice. Listed as Category 2A by the International Agency for Research on Cancer (IARC) but, in the expert opinion of the Joint Glyphosate Task Force, this classification as a carcinogen is not warranted.

## 12. ECOLOGICAL INFORMATION

Glyphosate has been shown to be slightly to moderately toxic in aquatic studies and has been shown to be practically non-toxic to avian species following subacute dietary exposure

**The following information is for the active ingredient, Glyphosate acid:**

### **AQUATIC TOXICITY:**

Rainbow Trout (96-hr LC<sub>50</sub>): 18.6 mg/L

Bluegill (96-hr LC<sub>50</sub>): 11.9 mg/L

Algae (72-hr LC<sub>50</sub>): 17.4 mg/L

### **AVIAN TOXICITY:**

Bobwhite Quail (LC<sub>50</sub>): > 2,000 mg/kg

Mallard Duck (LC<sub>50</sub>): > 2,000 mg/kg

## 13. DISPOSAL CONSIDERATIONS

**PESTICIDE DISPOSAL:** Wastes resulting from the use of this product that cannot be used or chemically reprocessed should be disposed of in a landfill approved for pesticide disposal or in accordance with applicable Federal, state, or local procedures. Emptied container retains vapor and product residue. Observe all labeled safeguards until container is cleaned, reconditioned, or destroyed.

**CONTAINER DISPOSAL:** Nonrefillable container. Do not reuse or refill this container. Refer to the product label for specific container disposal instructions.

## 14. TRANSPORT INFORMATION

### **US DOT:**

Not regulated by DOT.

## 15. REGULATORY INFORMATION

### **FIFRA –**

This chemical is a pesticide product registered by the Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets, and for workplace labels of non-pesticide chemicals. The following is the hazard information as required on the pesticide label:

### **PRECAUTIONARY STATEMENTS**

#### **HAZARDS TO HUMANS AND DOMESTIC ANIMALS**

**CAUTION.** Causes moderate eye irritation. Avoid contact with eyes or clothing. Wash thoroughly with soap and water after handling.

See inside label booklet for additional Precautionary Statements and Directions for Use including Storage and Disposal instructions.

#### **ENVIRONMENTAL HAZARDS**

Do not apply directly to water, to areas where surface water is present or to intertidal areas below the mean high water mark. Do not contaminate water when cleaning equipment or disposing of equipment washwaters.

#### **PHYSICAL OF CHEMICAL HAZARDS**

Spray solutions of this product should be mixed, stored and applied using only stainless steel, aluminum, fiberglass, plastic or plastic-lined steel containers.

**DO NOT MIX, STORE OR APPLY THIS PRODUCT OR SPRAY SOLUTIONS OF THIS PRODUCT IN GALVANIZED STEEL OR UNLINED STEEL (EXCEPT STAINLESS STEEL) CONTAINERS OR SPRAY TANKS.** This product or spray solutions of this product react with such containers and tanks to produce hydrogen gas which may form a highly combustible gas mixture. This gas mixture could flash or explode, causing serious personal injury, if ignited by open flame, spark, welder's torch, lighted cigarette or other ignition source.

## 15. REGULATORY INFORMATION (CONT.)

All pesticides are governed under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). The regulatory information presented below is pertinent only when this product is handled outside of the normal use and application as a pesticide. This product is excluded from listing requirements under EPA/TSCA.

### **SARA Title III – Section 302 Extremely Hazardous Substances**

Not listed

### **SARA Title III – Section 311/312 Hazard Categories**

Immediate

### **SARA Title III – Section 312 Threshold Planning Quantity**

N/A

### **SARA Title III – Section 313 Reportable Ingredients**

None

### **CERCLA Reportable Quantity (RQ) –**

None

### **CALIFORNIA PROP 65 STATUS –**

This product does not contain any chemical known to the state of California to cause cancer or reproductive harm.

### **CANADA –**

This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations (CPR) and the SDS contains all of the information required by CPR.

## 16. OTHER INFORMATION

**DISCLAIMER:** THIS INFORMATION IN THIS SDS IS BASED ON DATA AVAILABLE AS OF THE REVISION DATE GIVEN HEREIN, AND BELIEVED TO BE CORRECT. THIS SDS DOES NOT REPLACE OR MODIFY THE EPA-ACCEPTING PRODUCT LABELING. CONTACT RAGAN & MASSEY, INC. TO CONFIRM IF YOU HAVE THE MOST CURRENT SDS. JUDGMENTS AS TO THE SUITABILITY OF THE INFORMATION HEREIN FOR THE INDIVIDUAL'S OWN USE OR PURPOSES IS NECESSARILY THE INDIVIDUAL'S OWN RESPONSIBILITY. ALTHOUGH REASONABLE CARE HAS BEEN TAKEN IN THE PREPARATION OF SUCH INFORMATION, RAGAN & MASSEY, INC. EXTENDS NO WARRANTIES, MAKES NO REPRESENTATIONS, AND ASSUMES NO RESPONSIBILITY AS TO THE ACCURACY OR SUITABILITY OF SUCH INFORMATION FOR APPLICATION TO THE INDIVIDUAL'S PURPOSES OR THE CONSEQUENCES OF ITS USE.

SDS Version: 1.1

Effective Date: 11/03/2015



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
3/20/2025	20005

<b>Name / Address</b>
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Description	Qty	Rep	Project
		MHV	Revised 2025 LM Esti...
		Rate	Total
Radford University Grounds Maintenance Proposal # R24-007 Contract Term: March 1st, 2025-February 28th, 2026			
<b>RECURRING PROPERTY VISITS</b>			
- Property Visits: Includes string trimming around borders, mulch beds, and obstacles. Includes cleanup of clippings and debris off of hard surfaces and mulch beds on a regular basis as weather permits			
- Hard Surface Edging: Includes edging of all hard surfaces on a biweekly basis			
- Soft Surface Edging: Includes edging of all softscape on a biweekly basis			
- Crack and Crevice Weed Removal: Parking lots, sidewalks, and gravel areas.			
- Mowing on a weekly schedule all areas shaded in Green as noted on attachment G Mowing Map	30	1,732.50	51,975.00
- Mowing of Banks Lot CC, Lot U, and Riverbank. All areas shaded in Blue on attachment G Mowing Map	4	1,680.00	6,720.00
- Quarterly String Trimming of the top of the Riverbank along parking lot Z and parking lot FF (Blue shaded area)	4	336.00	1,344.00
- Mowing on a weekly schedule 219 East Main St, Radford	30	42.00	1,260.00
- Mowing on a weekly schedule Selu Farm (Roadsides, farmhouse, observatory, bathrooms, and boat dock)	30	588.81	17,664.30
- Mowing on a weekly schedule Selu Farm Ropes Course	30	42.00	1,260.00
- Mowing on a weekly schedule 1101 Grove Ave, Radford	30	42.00	1,260.00

<b>Total</b>
--------------



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
3/20/2025	2005

<b>Name / Address</b>
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Description	Qty	Rep	Project
		MHV	Revised 2025 LM Esti...
		Rate	Total
- Mowing on a weekly schedule Auxiliary Housing (25 Off-Campus Apts) Properties: 606, 608, 610 Downey St 300 & 601 East Main St 512 & 521 Davis St 404, 515, 517, 1020, 1028 Fairfax St 512, 525, 527, 600, 602, 604 Calhoun St 600 & 612 Howe St 1023, 1117, 2019 Clement St 301 & 303 Madison St	30	840.00	25,200.00
- Mowing & Trash Removal of Retention Ponds beside the Allen Building, Armstrong Complex, and the Wetlands. One mower pass will be cut around the outside of the chain link fences. At the Wetlands the "fingers" will be string trimmed. This work will be scheduled 2x per season to coincide with the bank trimming at Lot CC, Lot U, and the River Bank trimming.	2	2,100.00	4,200.00
- Mowing/Weeding on a weekly schedule 1000 E. Main Street, Radford	30	53.72	1,611.60
- Mowing strip in back of 1000 E. Main Street, Radford	10	10.85	108.50
- Crew Supervisor Labor (1 per crew) Per Man Hour	80	34.00	2,720.00
- Laborer	240	32.00	7,680.00
Fuel Surcharge Rates \$3.00 to \$3.49 (1%) \$3.50 to \$3.99 (1.5%) \$4.00 to \$4.49 (2%) \$4.50 to \$4.99 (2.5%) \$5.00 plus (3%)			
<b>Total</b>			



3000 Peppers Ferry Road  
Radford, VA 24141

# Estimate

Date	Estimate #
3/20/2025	20005

Name / Address
Radford University Accounts Payable David E. Armstrong Complex PO Box 6906 Radford, VA 24142

Rep	Project
MHV	Revised 2025 LM Esti...

Description	Qty	Rate	Total
<p>If agreed to the services and terms stated in this Contract, please sign and date below:</p> <p>Signature: Date:</p> <p>Additional Services: turf services such as oppressing, grading, sod and seed application, plant design and installation, hardscape design and installation, irrigation system maintenance, low voltage lighting, and tree services.</p> <p>The company will repair any damages resulting from carelessness due to the negligence of our employees. However, any object such as plastic, wood siding, other objects, etc. that are located within six (6) inches of mowable turf will not be covered under this policy. Exposure to weather creates a breakdown in structural integrity that prevents this material from being able to withstand consistent string trimming. Therefore, any damage from string trimming near these objects is due to no fault of the company.</p> <p>If No Automatic Renewal: Please return by December 1st, 2024. No services will be rendered without a signed and returned estimate. Any accounts falling more than thirty (30) days past due may be placed on hold. Any contracts returned after March 1st, 2025 will not be able to receive Round 1 of the Turf Program or perennial cutback. If a contract is terminated by either party, the contract will be pro-rated according to services completed upon date of termination.</p>			

<b>Total</b>	\$123,003.40
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**R25-009 - Pricing Schedule (03/19/2025)**

The Pricing Schedule is to be completed and submitted by the offeror as part of the negotiation process. Offeror should identify all costs associated with providing the services specified in this document and should submit pricing per the pricing schedule format as instructed for each section identified below.

The contractor agrees to provide the services in compliance with the scope of services and terms and conditions at the firm fixed price as follows:

Line Item	Description	Annual Estimated Frequency	Price per Mowing	Extended Price (Annual Est. Frequency x Price Per Mowing)
A.	All Areas on Attachment G, not specifically referenced below. <b>(Green)</b>	30	\$1,732.50	\$51,975.00
B.	Banks at Lot CC, Lot U, and Riverbank on Attachment G (trimmed to 6"-10") <b>(Blue)</b>	4	\$1,680.00	\$6,720.00
	Quarterly string trimming of the top of the riverbank along Parking Lot Z <b>(Blue)</b>	4	\$336.00	\$1,344.00
C.	Mowing - 219 East Main Street, Radford, VA <b>(Green)</b>	30	\$42.00	\$1,260.00
D.	Mowing - SELU Farm <b>(Green)</b>	30	\$588.81	\$17,664.30
E.	Mowing - SELU Ropes Course <b>(Green)</b>	30	\$42.00	\$1,260.00
F.	Mowing - 1101 Grove Avenue, Radford, VA <b>(Green)</b>	30	\$42.00	\$1,260.00
G.	Auxiliary Housing (25 Off-Campus Apartments) Properties <b>(Green)</b> :	30	\$840.00	\$25,200.00
	606, 608, 610 Downey St.			
	300 & 601 East Main St.			
	512 & 521 Davis St.			
	404, 515, 517, 1020, & 1028 Fairfax St.			
	512, 525, 527, 600, 602, & 604 Calhoun St.			
	600 & 612 Howe St.			
	1023, 1117 & 1019 Clement St.			
301 & 303 Madison St.				
H.	Mowing & Trash - Retention Ponds beside the Allen Building, Armstrong Complex and the Wetlands. <b>(Pink)</b>	2	\$2,100.00	\$4,200.00
I.	1000 E. Main Street	30	\$53.72	\$1,611.60
	A. Mowing and Weeding <b>(Green)</b>			
	B. Mow strip in back along railroad tracks <b>(Yellow)</b>			
	Total for Property	10	\$10.85	\$108.50
<b>ESTIMATED ANNUAL TOTAL</b> (Sum of Line Items A, B, C, D, E, F, G, H, and I)				\$112,603.40
<b>LABOR RATES</b>				
		Estimated Labor Hours	Cost Per Hour	Extended Price (Est. Labor Hrs x Cost Per Hour)
J.	Crew Supervisor (1 Total Per Crew)	80	\$34.00	\$2,720.00
K.	Laborer	240	\$32.00	\$7,680.00
<b>ESTIMATED LABOR TOTAL</b> (Sum of Line Items J and K)				\$10,400.00
<b>ESTIMATED ANNUAL TOTAL SUM</b> (Sum of Estimated Annual Total and Estimated Labor Total)				\$123,003.40



RFP #25-009 Grass Mowing Services

**NEGOTIATION QUESTIONS**

As allowed in Section 11 – *Award of Contract*, of the subject RFP, the University is conducting negotiations. We are requesting a response to the negotiation questions listed below.

**CONTRACTUAL TERMS, CONDITIONS AND TEMPLATES:**

1. **RADFORD UNIVERSITY:** Are you in agreement the terms and conditions as published in the RFP solicitation shall govern the contract if a contract is awarded to your company?

**VENDOR: Yes**

2. **RADFORD UNIVERSITY:** If awarded a contract do you agree the standard two-party contract made available in the RFP document will be the only document used to award the contract? If your response is no, provide any additional forms or documents that you will require to be incorporated into the contract document.

**VENDOR: Yes**

3. **RADFORD UNIVERSITY:** Do you agree that the initial contract is for a period of one (1) year?

**VENDOR: Yes**

4. **RADFORD UNIVERSITY:** Upon completion of the initial contract period, does Valley Landscaping Inc. agree that the contract may be renewed by Radford University upon written agreement by both parties for four (4) one-year renewals, or as mutually negotiated, under the terms of the current contract?

**VENDOR: Yes**

5. **RADFORD UNIVERSITY:** Please state that you are in agreement that, if awarded the contract, all sections identified in your proposal as **proprietary and confidential** can be made public since Radford University is a state agency and our records are available for public review.

**VENDOR: Yes**



6. **RADFORD UNIVERSITY:** Do you acknowledge, agree and understand that Radford University cannot guarantee a minimum amount of business if a contract is awarded to your company?

**VENDOR: Yes**

7. **RADFORD UNIVERSITY:** Please reconsider your response to section 10E of the RFP and advise if any portion of any resulting contract may be subcontracted to small, women-owned and/or minority-owned businesses.

**VENDOR: We cannot subcontract any portion of our contract**

8. **RADFORD UNIVERSITY:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Radford University or any other Commonwealth Entity?

**VENDOR: Yes**

#### **FINANCIAL CONSIDERATIONS:**

1. **RADFORD UNIVERSITY:** Are there any additional financial or value-added incentives you would like to offer at this time? (i.e. signing bonus, scholarships, program support, SWaM sponsorship, etc.)

**VENDOR: No Not at this time**

2. **RADFORD UNIVERSITY:** Does Valley Landscaping, Inc. agree to provide monthly invoices with payment due thirty (30) days after receipt of invoices or goods/services, whichever is later?

**VENDOR: Yes**

3. **RADFORD UNIVERSITY:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

**VENDOR: Yes**

4. **RADFORD UNIVERSITY:** Do you further agree that Radford University will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contract or contractor's employees.

**VENDOR: Yes**

5. **RADFORD UNIVERSITY:** If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index - CPI, "SERVICES" category for the latest twelve (12) months for which statistics are available at the time of renewal or 3%, whichever is less?

**VENDOR: Yes**

6. **RADFORD UNIVERSITY:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

**VENDOR: Yes**

**SCOPE IMPLEMENTATION:**

7. **RADFORD UNIVERSITY:** If awarded a contract, identify all employees that will be working with Radford University to achieve the requirements of the contract.

**VENDOR:**

**Mark Vaughan-Senior Account Manager  
John McCiver-Supervisor/Crew Leader  
Latigo Sams-Crew Member  
Dragen Brown-Crew Member  
Maricio Ventura-Crew Member  
Louis Fernando-Crew Member**

8. **RADFORD UNIVERSITY:** If awarded the contract, please address specific implementation steps, inclusive of a timeline, and include what your expectations are of Radford University personnel.

**VENDOR: Valley Landscaping plans to provide weekly mowing services as well as weed control as specified in the contract requirements. Services typically begin the first week of April and will continue throughout the growing season until late fall. We have selected a crew of 4-5 personnel to perform these services, which typically takes 2.5 to 3 days depending on turf growth. Valley Landscaping will assign one account representative to monitor weekly services to ensure all work is being performed in a efficient and timely manner while focusing on quality. The account representative will be certified for pesticide applications as well as the crew leader assigned to the contract. A report card and quality assurance report will be conducted periodically and turned into the appropriate Radford University Representative.**



9. **RADFORD UNIVERSITY:** Please list any expectations you have of Radford University should you be awarded the contract.

**VENDOR:** Good communication preferably with one point of contact

10. **RADFORD UNIVERSITY:** If awarded a contract by March 25, 2025, would you be in a position to support all aspects of this contract?

**VENDOR:** Yes

11. **RADFORD UNIVERSITY:** The University generally requests that emergency calls be responded to with a four (4) hour timeframe. Is your company able to respond within this time frame? If no, please describe your quickest turnaround time if emergency services are needed?

**VENDOR:** Yes

12. **RADFORD UNIVERSITY:** Are you willing to contact departments on a monthly basis to address service issues?

**VENDOR:** Yes

**Valley Landscaping, Inc.**

Mark Vaughan  
Print Name

Senior Account Manager  
Title

  
Signature

03-25-25  
Date