

**Request for Quotations GSD146811: Lawn Service at the Capitol Complex**

**SPECIFICATIONS**

From: (434) 993-2753      Origin ID: LYHA  
 R. GUTHRIE  
 RSG LANDSCAPING & LAWN CARE  
 1621 CREWS SHOP RD  
 LYNCHBURG, VA 24504

**ATTACHMENT A**

**Capitol Complex, Charleston, WV**

1. Mowing and trimming grounds	\$ <u>1,406</u> X 15	= (A) \$ <u>21,090.00</u>
2. Quarterly lawn fertilizing	\$ <u>3,873</u> X 4	= (B) \$ <u>15,492.00</u>
3. Mulch Beds and Trim Shrubs	\$ <u>11,389</u> X 2	= (C) \$ <u>22,778.00</u>
4. Overseed lawn (one time annually)		= (D) \$ <u>13,960.00</u>
5. Blowing & Disposing of Leaves	\$ <u>2,812</u> X 10	= (E) \$ <u>28,120.00</u>
 <b>TOTAL BID</b>		 = (F) \$ <u>101,440.00</u>

05/23/14 09:40:43AM  
 West Virginia Purchasing Division

Request for Quotations

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Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

**7. MISCELLANIOUS:**

- 7.1 No Substitutions:** Vendor shall supply only Desired Items submitted in response to the RFQ. Vendor shall not supply substitute items without Purchasing Division approval.
- 7.2 Vendor Supply:** Vendor must carry sufficient inventory of the Desired Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Desired Items contained in its bid response.
- 7.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the terms of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 7.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract.

**Contract Manager:** Jeff Stafford, Charleston Branch Mgr.

**Telephone Number:** (304) 340-8051

**Fax Number:** (304) 340-8052

**Email Address:** jstafford@rsglandscaping.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: GSD146811**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

RSG Landscaping & Lawn Care, Inc.  
Company

  
Authorized Signature

5/22/14  
Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012