

# Issue Analysis Form



**Date:** 11/09/2021  
**Award of Contract**  
**Item:** County Grounds Maintenance

**Lead Department(s):** General Services, Finance  
Dean Simmons; Betsy

**Contact Person(s):** Drewry

## Description and Current Status

The County's current contract and available renewals for Grounds Maintenance Services expires November 30, 2021. An Invitation for Bids was issued (IFB-22-06-0801) to solicit comprehensive grounds maintenance work for the County. The IFB was issued on October 18, 2021 with a November 1, 2021 close date.

Four bids were received, all of which were responsive bids. A copy of the bid tabulation sheet is provided as **Attachment A**.

The lowest responsive bidder was **Heaton's Lawn Maintenance with a bid of \$77,608.40**. Heaton's is the current service provider with the County. Heaton provided an hourly rate for \$85.00, and a 10% materials mark-up for services outside of the contract scope.

Staff is recommending **award of contract to Heaton's Lawn Maintenance for \$77,608.40** for comprehensive grounds maintenance services for a one-year term with the option of four successive one-year renewals.

Funds for grounds maintenance services are budgeted within the General Services Budget.

Staff is requesting the board to authorize:

- Authorization for the County Administrator to execute a one-year contract with **Heaton's Lawn Maintenance for \$77,608.40** with the option of four successive one-year renewals

A draft resolution for board consideration and possible approval is provided.

## Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does This require Planning Commission Action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Does this require a public hearing?**

☐ Yes    ☒ No

**If so, before what date?**

☐ Yes    ☐ No

### **Fiscal Impact Statement**

There is no added fiscal impact for this award; lawn maintenance services are included in the adopted FY2022 General Services budget. Current services when the main facility, Central Wellness Center and Exit 45 amounts are combined total \$74,988 annually. This contract represents a \$2,620 increase (3.5%).

### **County Impact**

Approval of this award will allow for continued County lawn maintenance services.

### **Notes**

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 9<sup>th</sup> day of November, 2021:

Present:

Vote:

Floyd M. Brown, Jr., Chairman  
Marlene J. Waymack, Vice-Chair  
Alan R. Carmichael, Jr.  
Donald R. Hunter  
T. J. Webb

A-3

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; AWARD OF CONTRACT (\$77,608.40 HEATON'S LAWN MAINTENANCE FOR COUNTY GROUNDS MAINTENANCE)**

WHEREAS, On October 18, 2021 an Invitation for Bid (IFB #22-06-0801) was issued to solicit bids for County grounds maintenance services. The IFB closed on November 1, 2021 at 2:00 p.m. with four responses; all of which were responsive bids. The lowest responsive bid was in the amount of \$77,608.40 and was received from Heaton's Lawn Maintenance; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a one-year contract effective December 1, 2021 with Heaton's Lawn Maintenance in the amount of \$77,608.40 for County-wide grounds maintenance services, with the option of four successive one-year renewals.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2021, hereby awards the bid for the County Grounds Maintenance Services to Heaton's Lawn Maintenance in the amount of \$77,608.40 and authorizes the County Administrator to execute a one-year contract with the option for four successive one-year renewals.

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator

<b>Evaluation Sheet</b>  <b>County of Prince George</b> <b>IFB 22-06-0801</b>  <b>Grounds Maintenance</b>  <b>BIDS DUE: 2:00 PM, NOVEMBER 1, 2021</b>		Down to the T Lawncare	Heaton's Lawn Maintenance	Countryside Landscaping and Lawn Care	Lawn Beautician, Inc
<b>Total Annual Cost of Services</b>		<b>\$224,080.00</b>	<b>\$77,608.40</b>	<b>\$99,800.00</b>	<b>\$141,365.49</b>
Ground Maintenance		\$224,080.00	\$77,608.40	\$99,800.00	\$141,365.49
Additional Service Request Hourly Rate		\$227.64	\$85.00	\$125.00	\$65.00
Additional Service request Materials % Markup		-	10%	35%	8%
Purchasing card (w/o fees) payment option		-	-	-	-