

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, item description and price per each, total dollar amount, contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and/or completion of services, as well as, approval of contractor's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax or courier.
5. Renewals: As stated on the face of this notice. There are four (4), one (1) year renewals available on this contract by written mutual agreement between all parties.
6. Fee Schedule: See below:

Rivas Design & Landscaping, LLC

9/15/2016

RE: Section 4.2.5 Fees

- Hourly Fees for consultation and design related to a project are \$65/hour, though may be waived if the project is installed by Rivas Design. Consultation only is \$75 per 1 hour visit and \$50/hr after that.
- Any work (skilled labor) performed on an hourly basis (e.g. fertilizing, pruning, soil testing, disease control, weeding, cleanups) is billed at a per man hourly rate of \$45. Each 3 man crew is \$135/hour, which includes all equipment necessary to perform the project, vehicles, 2 skilled laborers and foreman.
- Mulch installation includes edging of beds, acquisition of double shredded hardwood mulch (and all equipment and personnel necessary to complete a mulching) and installation. Cost is per cubic yard installed: \$75 (*hourly rate would apply for cleanup prior to mulching if the beds are not relatively ready for mulch installation-see previous entry*)
 - **Plant & tree installations** are estimated individually and include everything necessary to install the plant: acquisition of the plant, labor to install the plant, disposal of debris and, if applicable*, a one-year warranty. Additional cost may be composted top soil (**\$75/cu. Yd**) to amend the soil to ensure better success of plant. All plant material must be proposed in order to get the best current prices and availability. Approximate installation cost ranges would be:
 - **Perennials # 1:** **\$18-\$22** *most are on low end, but there are some specialty plants that are more expensive*
 - **Shrubs # 3:** **\$45-\$75** *most are on the low end, but there are some specialty plants that are more expensive*
 - **Trees 2":** **\$325-\$425** *depends on variety and availability. Trees may need to be staked or gator-bagged at an additional cost to be included per client request.*
 - All material would need to be estimated prior to install to ensure that the project remains within the anticipated budget

Thank you for the opportunity to participate in this RFP. Please contact us for any further information regarding this bid or our company. Email: rivasdesignllc@gmail.com or (703) 304-2025.

Sincerely,



Bridget A Rivas

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