

Fax: (540) 422-8355

1. DATE: October 19, 2023
2. COMMODITY NAME: Landscape and Horticultural Services
3. CONTRACT NUMBER: 14-17ckc-RDL
4. CONTRACT PERIOD: November 15, 2016 through November 14, 2017  
1<sup>st</sup> renewal: November 15, 2017 through November 14, 2018  
2<sup>nd</sup> renewal: November 15, 2018 through November 14, 2019  
3<sup>rd</sup> renewal: November 15, 2019 through November 14, 2020  
4<sup>th</sup> renewal: November 15, 2020 through November 14, 2021  
Extension: November 15, 2021 through November 14, 2022  
Extension: November 15, 2022 through November 14, 2023  
Extension: November 15, 2023 through February 13, 2024
5. RENEWAL OPTIONS: Four (4), one (1) year renewals
6. CONTRACTORS:  
  
                    (V/N 649707) Rivas Design and Landscaping, LLC  
                                    PO Box 1069  
                                    Manassas, VA 20108  
                                    PH: 703-304-2025  
                                    Bridget Rivas      [rivasdesignllc@gmail.com](mailto:rivasdesignllc@gmail.com)
7. TERMS: Net 45 days
8. F.O.B. Destination
9. FOR FURTHER INFORMATION CONTACT: Megan Roberts  
  Procurement Officer III  
  PH (540) 422-8348  
  [megan.roberts@fauquiercounty.gov](mailto:megan.roberts@fauquiercounty.gov)
10. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodities listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

## 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 on next page.**



March 1, 2023

RE: Section 4.2.5 Fees **Contract # 14-17ckc-RDL**

*Effective January 1, 2023-December 31, 2023*

- **Hourly fees for consultation and design** related to a project are \$65/hour, though fee may be waived if the project is installed by Rivas Design & Landscaping. Consultation-only is \$75 per 1 hour visit and \$50/hr thereafter.
- Any work (skilled labor) performed on an hourly basis (e.g. fertilizing, pruning, soil testing, disease control, weeding, cleanup) 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 a working foreman.
- **Mulch** installation cost includes edging of beds, acquisition of double-shredded hardwood mulch (and all equipment and personnel necessary to complete a mulching) and installation. Hourly rate would apply for cleanup prior to mulching if the beds are not already cleaned and ready for mulch. See previous entry.
  - *Double Shredded Hardwood Mulch*      *Cost per cubic yard \$75*
  - *Brown or Black Dyed Mulch*      *Cost per cubic yard \$85*
- **Plant and Tree Installation** costs are to be estimated per job. Cost and availability of plant materials fluctuates from season to season. Cost of plants proposed to include acquisition and delivery of plant material, all vehicles and tools necessary to complete installation, the material itself and labor to install. *Only woody shrubs and trees are warranted for one year. Perennials and annuals are not covered.* Additional labor costs may be accrued for replacement installation. Debris created by the installation is included in cost but additional debris removal rates apply if debris is unrelated to the project proposed.
- Costs listed are approximated and will depend on availability and plant selection. A proposal for a given project will be provided to client for approval.
  - *Perennials #1*      **\$18-\$22** most are on the lower end, but there are some specialty plants that are more expensive
  - *Shrubs #3*      **\$45-\$75** most are on the lower end, but there are some specialty plants that are more expensive
  - *Trees 2"*      **\$325-\$475** depends on variety and availability. *Trees may need to be staked or gator bagged at an additional cost to be included per client request*
  - *Composted Top Soil*      **\$75 per cubic yard delivered and installed**
- A proposal for all materials or other services not listed above will be submitted and approved by Owner prior to installation and Notice to Proceed.