



# Upper Occoquan Service Authority

*Leader in Water Reclamation and Reuse*

14631 COMPTON ROAD, CENTREVILLE, VIRGINIA 20121-2506  
(703) 830-2200

April 12, 2023

**TO ALL IFB RECIPIENTS:**

**For UOSA IFB 23-06 Mowing and Grounds Maintenance**

**SUBJECT: Addendum # 1**

The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of offers:

is not extended

is extended

**OFFERORS MUST ACKNOWLEDGE** receipt of this Addendum by one of the following methods:

- a. By acknowledgement of this Addendum on Submission Form submitted with the proposal;
- b. By referencing its receipt in your Transmittal Letter

If by virtue of this Addendum you desire to change a proposal already submitted, such change may be made by letter, provided it includes reference to the solicitation and this Addendum and is received prior to the due hour and date specified.

**DESCRIPTION OF ADDENDUM:**

1. To provide answers to questions received before deadline for questions. Questions and Answers are provided as Attachment 1 to this addendum.
2. The following pages have been updated. Please remove and replace each of the following in their entirety:

Cover Sheet - Date issued has been updated and corrected  
 Table of Contents - has been updated and corrected to reflect new form replacement  
 UOSA IFB Disclosure Form - has been removed and replaced by the Solicitation Form  
 Page 8 of the solicitation - Para 2.11 has been updated to reflect the replacement of the UOSA Disclosure Form and the removal of Attachments A and B  
 Attachment A - has been removed (it is now covered as part of the Solicitation Form)  
 Attachment B - has been removed (it is now covered as part of the Solicitation Form)

*All other Terms, Conditions, Tables, Charts and Specifications, and Drawings not otherwise changed remain as originally stated or as shown.*

**ISSUED BY:**

Upper Occoquan Service Authority

Lisa Sedwick

Digitally signed by Lisa Sedwick  
Date: 2023.04.12 08:06:34 -04'00'

04/12/2023

Date

Lisa M. Sedwick, Buyer II

**Attachment #1 – UOSA IFB #23-06 Mowing and Grounds Maintenance Addendum #1**

Questions & Answers:

Q: When is the contract starting? What will be the terms for the contract?

A: July 1, 2023; 1 year, renewable for 4 years

Q: Who would be the primary contact for things like scheduling and property walkthroughs?

A: Primary – Evan Neff located in X/1

Secondary – Bill Richardson located in X/1



**UPPER OCCOQUAN SERVICE AUTHORITY  
Invitation for Bid**

**IFB # 23-06**

**Mowing and Grounds Maintenance**

**Issued by:**

**Purchasing Department  
14631 Compton Road  
Centreville, Virginia 20121-  
2506**

**Tel: 703-830-2200**

**Fax: 703-830-5934**

**E-mail: [purchasing@uosa.org](mailto:purchasing@uosa.org)**

<b>Date Issued:</b>	<b>Tuesday, March 28, 2023</b>
<b>Mandatory Site Tour:</b>	<b>Wednesday, April 5, 2023, 9:00 am</b>
<b>Deadline For Questions:</b>	<b>Friday, April 7, 2023, 5:00 pm</b>
<b>Submittals Must be Received On Or Before:</b>	<b>Tuesday, April 25, 2023, 2:00 pm</b>

***NOTICE:*** Firms who have received this solicitation package from a source other than UOSA's Purchasing Office should immediately contact UOSA's Purchasing Department and provide their name and mailing address in order that addendums to this solicitation or other communications can be sent to them. Firms who fail to notify the Purchasing Office with this information assume complete responsibility in the event that they do not receive communications prior to the closing date.

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Solicitation Response Form

IFB/RFP Number: 23-06

Title: Mowing and Grounds Maintenance

Company Identification

Name
Mailing
Address
Remit
Address
FEIN #

Contact Name
Title
Phone
Fax
Email
VA SCC ID #

\*Pursuant to VA Code § 2.2-4311.2, an offeror organized or authorized to transact business in the Commonwealth must include its VA SCC provided ID# or proof of pending application for SCC authorization...

Company Classification

Principal place of business located in (state) State of incorporation
Check one: Sole Prop. Partnership Limited Partnership Corporation Limited Liability Corporation
Check all that apply: Small Women Owned Minority Owned Service Disabled Veteran Owned

Addenda Receipt Confirmation:

Addendum # Addendum # Addendum # Addendum # Addendum #

Confirmation of Compliance to Solicitation Requirements, Terms and Conditions

The undersigned offers and agrees to furnish the goods, and/or services requested in solicitation [ ] in accordance with the attached offer. The undersigned certifies that they have read and understand all standard and supplemental terms and conditions provided in the aforementioned solicitation including but not limited to Standard Terms and Conditions Section 2.1 - Collusion, Section 2.2 - Compliance with Laws and Section 2.9 - Ethics in Public Contracting.

The attached offer is in accordance with all specifications and offeror accepts all terms and conditions contained in and incorporated by reference into the solicitation,
with no exceptions.
with the following exceptions/modifications (provided as separate attachment).

Note: Any material exceptions to solicitation specifications, terms or conditions will render an offer non-responsive. UOSA, in its sole discretion, will determine what constitutes a material exception.

Authorized Signature (must be original, ink signature)

Date

Printed Name

Title

Submission Checklist - The following documents and forms are required as part of your submission. See Section 2.[11]

- Solicitation Response Form (this form)
Attachment A Bid Pricing Sheet
References

## 2.9 Qualification of Bidders

All Bidders shall prove their ability to perform the services mentioned above before any agreement shall be made. A bidder's qualification include but are not limited to:

- Has at least five years of experience in all aspects of related services
- Has available qualified personnel
- Conducting business in a legal and reliable manner
- Has adequate equipment to perform the Work
- Has financial resources necessary to undertake and perform the contract properly
- Must be licensed to operate in Commonwealth of Virginia and Fairfax County

## 2.10 Use of Subcontractors

Use of Subcontractors to perform tasks listed in this solicitation is prohibited unless expressly granted in advance in writing by UOSA.

## 2.11 Bid Submittal Requirements

All bids shall be submitted in the format provided herein. By submitting a bid in response to this solicitation, bidder agrees to be bound by the terms, conditions and specifications contained herein along with any addenda to this solicitation. Failure to provide the required documents listed in this section will be at the Bidder's risk and peril. If, in the opinion of the Purchasing Manager, the Bidder failed to provide necessary information either on attached for or some other form, the Bid shall be declared to be non-responsive.

1. Solicitation Response Form
2. Attachment B – Bid Pricing Schedule
3. List of Current and Past Experience

## 2.12 List of Current and Past Experience

Bidder shall submit with Bid, a list of five (5) current or former experience similar in scope and size to the specifications described herein and performed within the last three (3) calendar years. The list shall include Customer Name and Location, Description of Work, Dates of Performance and a Point of Contact.

**END SECTION 2**