



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF RENEWAL**

|   |  |                    |
|---|--|--------------------|
| DATE:   | June 15, 2025  | Revised 11/20/2025 |
| CONTRACT COMMODITY/SERVICE:<br><i>(include contracting entity if cooperative)</i> | Tree Removal and Maintenance Services                                |                    |
| CONTRACT NUMBER:  | 2343A  |                    |
| COMMODITY CODE:   | 968.88   |                    |
| CONTRACT PERIOD:  | July 1, 2025 through June 30, 2026                                   |                    |
| RENEWAL OPTIONS:  | 1 Additional 1 Year Period through 2027                              |                    |
| USER DEPARTMENT:  | County & Schools   |                    |
| Contact Name:   | <b>See Below</b>   |                    |
| Phone Number:   | <b>See Below</b>   |                    |
| Email Address:  | <b>See Below</b>   |                    |
| HENRICO COOPERATIVE TERMS INCLUDED:   | YES  |                    |
| SUPPLIER: Name:   | Grasshopper Lawn Service, Inc.                                       |                    |
| Address:  | 9702 Gayton Road. #159   |                    |
| City, State:  | Henrico, VA 23238  |                    |
| Contact Name:   | Jerry Ferrell, Jr.   |                    |
| Phone Number:   | 804-355-8058 (Office); 804-337-2344 (Cell)                           |                    |
| Email Address:  | <a href="mailto:jerry@grasshopperva.com">jerry@grasshopperva.com</a> |                    |
| ORACLE SUPPLIER NUMBER:   | 4851   |                    |
| BUSINESS CATEGORY:  | Woman-Owned  |                    |
| PAYMENT TERMS:  | Net 30   |                    |
| DELIVERY:   | As needed and requested  |                    |
| FOB:  | Destination  |                    |
| BUYER: Name:  | Leisel Collins, CPPB, VCO, VCA                                       |                    |
| Title:  | Purchasing Manager   |                    |
| Phone:  | 804-501-5687   |                    |
| Email:  | <a href="mailto:COL119@henrico.gov">COL119@henrico.gov</a>           |                    |

**This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.**

## USER DEPARTMENT CONTACT LIST

**General Service/Buildings and Grounds:** Doug Brooks, 804-501-5152 (Office); [bro19@henrico.gov](mailto:bro19@henrico.gov)  
 Derek Grecko, 804-501-4237 (Office),  
[gre126@henrico.gov](mailto:gre126@henrico.gov) CC: Jamie Massey, 804-501-5271  
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**Mental Health & Development Services:** Marty Shephard, 804-727-8571 (Office)  
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**HCPS, C & M:** Charlie Newman, 804-652-3561 (Office)  
 804-349-2471 (Cell) [cnewman@henrico.k12.va.us](mailto:cnewman@henrico.k12.va.us)  
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## PRICE SCHEDULE – CONTRACT NO. 2343A

### SECTION 1: TREE REMOVAL SERVICE

Unit prices for regular, hazardous, and emergency work hours to include all labor, debris removal, and standard equipment for each category of tree size based on the diameter.

| Item No. | Category of the Tree Size Based on Diameter | Unit Price for <u>Regular</u> Work Hours per Category of Tree Size | Unit Price for <u>Hazardous</u> Work Hours per Category of Tree Size | Unit Price for <u>Emergency</u> Work Hours per Category of Tree Size |
|----------|---|--|--|--|
| 1        | 0" – 5"                                     | \$ 218.55  | \$ 218.55  | \$ 273.19  |
| 2        | 6" – 12"                                    | \$ 273.19  | \$ 273.19  | \$ 382.46  |
| 3        | 13" – 18"                                   | \$ 491.73  | \$ 491.73  | \$ 546.36  |
| 4        | 19" – 24"                                   | \$ 546.36  | \$ 546.36  | \$ 601.11  |
| 5        | 25" – 30"                                   | \$ 764.91  | \$ 764.91  | \$ 819.55  |
| 6        | 31" – 36"                                   | \$ 874.18  | \$ 874.18  | \$ 928.82  |
| 7        | 37" – 42"                                   | \$ 1,311.27  | \$ 1,311.27  | \$ 1,311.27  |
| 8        | 43" – 48"                                   | \$ 1,803.00  | \$ 1,803.00  | \$ 1,857.64  |
| 9        | 49" & above                                 | \$ 1,912.28  | \$ 1,912.28  | \$ 1,966.91  |

**SECTION 2: TRIMMING/PRUNING**

Unit prices for regular, hazardous, and emergency work hours to include all labor, debris removal, and standard equipment for each category of tree size based on the diameter.

| Item No. | Category of the Tree Size Based on Diameter | Unit Price for <u>Regular</u> Work Hours per Category of Tree Size | Unit Price for <u>Hazardous</u> Work Hours per Category of Tree Size | Unit Price for <u>Emergency</u> Work Hours per Category of Tree Size |
|----------|---|--|--|--|
| 1        | 0" – 5"                                     | \$ 273.19  | \$ 273.19  | \$ 327.82  |
| 2        | 6" – 12"                                    | \$ 273.19  | \$ 273.19  | \$ 327.82  |
| 3        | 13" – 18"                                   | \$ 382.46  | \$ 382.46  | \$ 437.09  |
| 4        | 19" – 24"                                   | \$ 409.78  | \$ 409.78  | \$ 437.09  |
| 5        | 25" – 30"                                   | \$ 546.36  | \$ 546.36  | \$ 546.36  |
| 6        | 31" – 36"                                   | \$ 710.28  | \$ 710.28  | \$ 710.28  |
| 7        | 37" – 42"                                   | \$ 819.55  | \$ 819.55  | \$ 819.55  |
| 8        | 43" – 48"                                   | \$ 874.18  | \$ 874.18  | \$ 874.18  |
| 9        | 49" & above                                 | \$ 983.45  | \$ 983.45  | \$ 983.45  |

**SECTION 3: CLEARING LEANING AND DOWNED TREES**

Unit prices for regular, hazardous, and emergency work hours to include all labor, debris removal, and standard equipment for each category of tree size based on the diameter.

| Item No. | Category of the Tree Size Based on Diameter | Unit Price for <u>Regular</u> Work Hours per Category of Tree Size | Unit Price for <u>Hazardous</u> Work Hours per Category of Tree Size | Unit Price for <u>Emergency</u> Work Hours per Category of Tree Size |
|----------|---|--|--|--|
| 1        | 0" – 5"                                     | \$ 382.46  | \$ 382.46  | \$ 546.36  |
| 2        | 6" – 12"                                    | \$ 491.73  | \$ 491.73  | \$ 546.36  |
| 3        | 13" – 18"                                   | \$ 491.73  | \$ 491.73  | \$ 546.36  |
| 4        | 19" – 24"                                   | \$ 491.73  | \$ 491.73  | \$ 546.36  |
| 5        | 25" – 30"                                   | \$ 655.64  | \$ 655.64  | \$ 874.18  |
| 6        | 31" – 36"                                   | \$ 764.91  | \$ 764.91  | \$ 983.45  |
| 7        | 37" – 42"                                   | \$ 874.18  | \$ 874.18  | \$ 1,092.73  |
| 8        | 43" – 48"                                   | \$ 983.45  | \$ 983.45  | \$ 1,202.00  |
| 9        | 49" & above                                 | \$ 1,092.73  | \$ 1092.73   | \$ 1,311.27  |

**SECTION 4: STUMP GRINDING**

Unit prices for regular and emergency work hours to include all labor, debris removal, and standard equipment based on the diameter of the stump.

| Item No. | Price per inch for <u>Regular</u> Work Hours | Price per inch for <u>Emergency</u> Work Hours |
|----------|--|--|
| 1        | \$ 5.46                                      | \$ 2.18  |

**SECTION 5: UPROOTED STUMP REMOVAL (WITH Added Topsoil and Grass Seed)**

Unit prices for regular, hazardous, and emergency work hours shall include all labor, debris removal, and standard equipment for each category of stump size based on the diameter.

| Item No. | Category of Stump Size Based on Diameter | Unit Price for <u>Regular</u> Work Hours per Category of Stump | Unit Price for <u>Hazardous</u> Work Hours per Category of Stump | Unit Price for <u>Emergency</u> Work Hours per Category of Stump |
|----------|--|--|--|--|
| 1        | Up to 12"                                | \$ 273.19  | \$ 273.19  | \$ 273.19  |
| 2        | 13" – 18"                                | \$ 273.19  | \$ 273.19  | \$ 273.19  |
| 3        | 19" – 24"                                | \$ 382.46  | \$ 382.46  | \$ 382.46  |
| 4        | 25" – 30"                                | \$ 546.36  | \$ 546.36  | \$ 546.36  |
| 5        | 31" – 36"                                | \$ 546.36  | \$ 546.36  | \$ 546.36  |
| 6        | 37" – 42"                                | \$ 546.36  | \$ 546.36  | \$ 546.36  |
| 7        | 43" – 48"                                | \$ 546.36  | \$ 546.36  | \$ 546.36  |
| 8        | 49" & above                              | \$ 546.36  | \$ 546.36  | \$ 546.36  |

**SECTION 6: UPROOTED STUMP REMOVAL (WITHOUT Added Topsoil and Grass Seed)**

Unit prices for regular, hazardous, and emergency work hours shall include all labor, debris removal, and standard equipment for each category of stump size based on the diameter.

| Item No. | Category of Stump Size Based on Diameter | Unit Price for <u>Regular</u> Work Hours per Category of Stump | Unit Price for <u>Hazardous</u> Work Hours per Category of Stump | Unit Price for <u>Emergency</u> Work Hours per Category of Stump |
|----------|--|--|--|--|
| 1        | Up to 12"                                | \$ 273.19  | \$ 273.19  | \$ 273.19  |
| 2        | 13" – 18"                                | \$ 273.19  | \$ 273.19  | \$ 273.19  |
| 3        | 19" – 24"                                | \$ 327.82  | \$ 327.82  | \$ 382.46  |
| 4        | 25" – 30"                                | \$ 491.73  | \$ 491.73  | \$ 491.73  |
| 5        | 31" – 36"                                | \$ 491.73  | \$ 491.73  | \$ 491.73  |
| 6        | 37" – 42"                                | \$ 491.73  | \$ 491.73  | \$ 491.73  |
| 7        | 43" – 48"                                | \$ 491.73  | \$ 491.73  | \$ 491.73  |
| 8        | 49" & above                              | \$ 491.73  | \$ 491.73  | \$ 491.73  |

**SECTION 7: HOURLY RATES FOR ADDITIONAL CATEGORY SERVICES NOT LISTED**

**Labor Rates:**

| Category              | Supervisor/Foreman | Certified Arborist | Tree Steward | ATSSA Certified Flagger |
|-----------------------|--------------------|--------------------|--------------|-------------------------|
| Regular Hourly Rate   | \$ 109.27          | \$ 109.27          | \$ 54.64     | \$ 81.96                |
| Overtime Hourly Rate  | \$ 163.91          | \$ 163.91          | \$ 81.96     | \$ 122.94               |
| Emergency Hourly Rate | \$ 163.91          | \$ 163.91          | \$ 81.96     | \$ 122.94               |

| Category              | Grounds Person | Climber/Trimmer | CDL Driver/Hauler | Pesticide/Fertilizer Applicator |
|-----------------------|----------------|-----------------|-------------------|---------------------------------|
| Regular Hourly Rate   | \$ 54.64       | \$ 293.19       | \$ 81.96          | \$ 81.96                        |
| Overtime Hourly Rate  | \$ 81.96       | \$ 355.13       | \$ 122.94         | \$ 122.94                       |
| Emergency Hourly Rate | \$ 81.96       | \$ 355.13       | \$ 122.94         | \$ 122.94                       |

**Equipment with Operator:**

| <b>List of Equipment</b>                       | <b>Hourly Rate</b> |
|--|--------------------|
| 25 ton (minimum capacity) crane, with operator | \$ 273.19          |
| 10 ton stake body truck, with operator         | \$ 163.91          |
| Lowboy Trailer                                 | \$ 54.64           |
| Skid Steer                                     | \$ 163.91          |
| Rubber Tire Backhoe                            | \$ 218.55          |
| Track Backhoe                                  | \$ 218.55          |
| Bucket Truck                                   | \$ 327.82          |

**SCOPE OF SERVICES**

**A. Cooperative Procurement.**

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

**B. Specifications.**

1. The Successful Bidder shall perform all work in accordance with the current versions of the ANSI A300 Pruning Standard, ANSI Z133.1 Safety Standard, and Best Management Practices - Tree Pruning (companion publication to the ANSI A300 Pruning Standard) and the Virginia Tree Policy and Safety Operation Procedures 16VAC25-73-10; and follow all regulations, standards, and procedures in accordance with the Administrative Regulation Manual part III, Occupational Safety and Health Standards, 16VAC25-60-120 and 16VAC25-60-130 of the Virginia department of Labor and Industry and the OSHA Standards for General Industry Part 191.67(2)(viii).
2. The Successful Bidder shall perform all work within the County's property, rights-of-ways, and easements. No work shall be performed on the adjacent private property without obtaining the property owner's written permission prior to the work being done. The County will obtain all necessary consent or permission from the property owner and notify the Successful Bidder. In those instances where the property owner(s) will not authorize access to private property, services must not extend beyond the County's right-of-way. It is understood that there may be instances where proper cuts may not be possible in order to remain on the County property. All complaints received from property owner of any nature, shall be immediately reported to the County.
3. The Successful Bidder shall perform all work under this contract with the Successful Bidder's own forces and shall not sublet any portion of the work or the Contract hereby becomes non-assignable.

4. Vertical clearance shall be achieved through the removal of all overhanging tree branches to achieve a clearance where vehicles normally have access. Measurements shall be made perpendicular from the centerline, shoulder, edge of pavement and/or guardrail.
5. Horizontal clearance shall be achieved through the removal of all brush, small trees, and branches along the horizontal plane from the point of reference to the width/depth identified by the County.
6. Remaining canopy and overhanging limbs shall be inspected and all dead, diseased, broken and defective branches (at any height) greater than four (4) inches in diameter (measured at the base of the branch) shall be removed.
7. The Successful Bidder shall be responsible for traffic control and signage based on the Virginia Manual for Work Zone Safety. If the circumstance requires a flagger, the Successful Bidder shall provide as needed and invoice the County at the hourly rate quoted on the Bid Form.
8. The Successful Bidder shall calculate all work at the unit price per category of tree diameter size. However, whenever it has been determined by the Successful Bidder and approved by the County authorized representatives, that it is not feasible to calculate work at a unit bid price, the Successful Bidder shall furnish a written estimate with a detailed description of the required work at a "not to exceed price". Work shall not be performed, and this estimate shall not be exceeded without prior written approval from the County authorized representatives.
9. The Successful Bidder shall be responsible for any coordination with private utility companies such as Dominion Power or Verizon.
10. The Successful Bidder shall perform and complete all requested work to the satisfaction of the County authorized representatives by the agreed upon completion date.

C. Maintenance of Traffic.

1. The Successful Bidder shall conduct its operation in a manner that will ensure that traffic will be uninterrupted except as approved by the County. At the close of each workday, the area of work shall be confined to the smallest area possible so that the maximum use of the street will be restored and the hazard to traffic reduced to the minimum.
2. At all times, the Successful Bidder shall use the proper personnel and traffic control signs and devices, as required by the latest edition of the Virginia Work Area Protection Manual. Flaggers must use approved STOP/SLOW paddles when directing traffic and must be outfitted with the proper safety equipment to include Class 2 highly visible safety vest for daylight work and Class 3 safety vests with trousers for nighttime work. Designated flaggers shall not be assigned to any other duties while engaged in directing traffic.
3. The Successful Bidder has sole responsibility for ensuring that its operations are conducted in a safe manner and notwithstanding any other provision to the contrary, shall fully indemnify Henrico County, its officers, agents and employees for any damage or injury related to traffic operations which is caused by negligent or otherwise improper or deficient performance under the contract or nonperformance of the terms of the contract. The Successful Bidder shall provide all personnel, signs, barricades and any other items necessary for the maintenance of traffic and safety. No separate payment shall be made by the County for this work. All costs are included by the Successful Bidder as part of the contract unit prices or hourly rate.
4. The plan for the maintenance of traffic for each assignment shall be coordinated with the Traffic Engineer 24-hours in advance of the scheduled work. Lane closures and other restrictions on major roadways will be allowed only during the hours of 9:00 a.m. to 3:30 p.m., Monday through Friday unless approved by the Traffic Engineer.

D. Overhead High Voltage Lines Safety Act.

1. If any work required herein will be performed within ten feet of an overhead high voltage line, the provision of Virginia Statute 59.1-406, et. Seq., "Overhead High Voltage Line Safety Act" (Act) shall apply. The County will not pay for lost time, profits, or permit any extension of the work for any delays caused by the failure of the Successful Bidder to make such arrangements in a timely manner. All costs for such work shall be paid by the Successful Bidder. The County shall reimburse the Successful Bidder for the actual cost paid within reason to the owner or operator of the high voltage line by the Successful Bidder upon presentation to the County by the Successful Bidder an original invoice from the owner or operator of the high voltage line.
2. The Successful Bidder shall immediately notify the County authorized representatives of any delay in work schedule due to high voltage line, and when work will commence.
3. **The Successful Bidder shall be responsible for complying with all OSHA and ANSI safety standards and certifications when working near electrical conductors and overhead high voltage lines.**
4. Proximity to power lines does not disqualify a tree from being priced in accordance with its particular size and class as listed on the Bid Form.

E. Protection of Underground Utilities.

The Successful Bidder shall be responsible for contacting Miss Utility and/or the appropriate utility companies such as Dominion Power or Verizon for location of any underground services situated in the work area that could be damaged by the Successful Bidder's operation. Should damage occur due to the Successful Bidder's negligence, the Successful Bidder shall immediately contact the appropriate utility organization and shall be responsible for all claims for damage in a manner that is acceptable to the authorities at the utility organization.

F. Liability For Damage to Property and/or Plant Material.

1. Damage to tree(s) or property caused by the Successful Bidder shall be repaired immediately to the satisfaction of the County at no additional expense to the County.
2. The casualty loss suffered by the County when a tree is damaged beyond repair by the Successful Bidder will be accounted for in one of the two following ways at the sole discretion of the County:
  - a) The tree shall be removed, and stump ground out (if applicable) by the Successful Bidder at no cost to the County; the tree shall be replaced with a nursery-grown specimen of size and species determined by the County; and planting shall be carried out to the County standards; or
  - b) The dollar value of the damaged tree (the casualty loss) will be determined by an Arborist certified by the International Society of Arboriculture (ISA) with demonstrated experience in tree appraisal using the Council of Tree and Landscape Appraiser (CTLA) Guide to Establishing the Value of Trees and Shrubs and acceptable to both the County and the Successful Bidder. Charges for the appraisal will be shared equally by both the County and the Successful Bidder. The dollar value of said casualty loss shall be owed and immediately payable to the County.

G. Service Categories and Pricing Consideration.

1. Tree Removal Service shall be considered to be needed for free standing trees. This category does not include leaning or downed trees. The Successful Bidder shall take the following in consideration when performing this service:
  - a) Extreme care shall be taken to prevent limbs, branches, and trunks from falling and causing personal injury or damage to adjacent property, trees, sidewalks, or streets.
  - b) Limbs and branches larger than four (4) inches in diameter shall be lowered to the ground by the use of ropes or other mechanical devices.

- c) If stump is to be left in place, stumps shall not be left higher than three (3) inches above ground level.
  - d) All costs to restore to their original condition any turf areas and grades damaged by Successful Bidder's vehicular or mechanical operations shall be the responsibility of the Successful Bidder.
  - e) Bidders shall provide their unit prices for normal and hazardous work hours for tree removal services to include all labor, debris removal, and standard equipment for each category of tree size based on the diameter. To determine the tree diameter, measure the circumference of the tree at four (4) feet above the ground level; take the circumference of the tree and divide it by 3. In case of a tree with multiple trunks diverging at a point less than four (4) feet above ground, the diameter shall be measured just below the point of divergence.
2. Tree Trimming/Pruning Service shall be done in such a manner as to protect current tree health with all possible regard for future growth and development with particular attention paid to the following:
- a) No damage shall be done to the cambium layer. Loosening or stripping of the bark shall be avoided.
  - b) Cuts shall be made according to current standards as endorsed by the National Arborist Association.
  - c) Climbing irons should not be used on any tree unless the County has determined that the tree must be removed.
  - d) The natural symmetry and beauty of the trees that are trimmed shall be considered. No stubs will be permitted.
  - e) All cuts shall be made so as to provide maximum protection to the tree and to insure proper healing of the wound.
  - f) Bidders shall provide unit prices for normal and hazardous work hours for tree pruning/trimming service to include all labor, debris removal, and standard equipment for each category of tree size based on the diameter. To determine the tree diameter, measure the circumference of the tree at four (4) feet above the ground level; take the circumference of the tree and divide it by 3. In case of a tree with multiple trunks diverging at a point less than four (4) feet above ground, the diameter shall be measured just below the point of divergence.
3. Stump Grinding must commence no later than (3) calendar days from completion of tree removal. The Successful Bidder shall take the following consideration when performing this service:
- a) Stumps shall be measured from four (4) feet above normal ground level.
  - b) The Successful Bidder shall grind stump and all visible running roots to a depth of 4" below grade.
  - c) Chips and residue may be returned to the hole to level the grade. Any excess grindings shall be removed. The Successful Bidder shall be responsible for placing topsoil in stump area. Topsoil shall be added and compacted to ground level and Kentucky 31 grass seed applied.
  - d) Bidders shall provide unit prices for normal work hours for stump grinding to a minimum depth of 4" (including all visible running roots), to include all labor, removal of excess debris, and standard equipment base in the diameter of the stump. To determine the diameter of the stump, measure the circumference of the stump at four (4) feet above the ground level; take the circumference of the tree and divide it by 3.
4. Clearing Leaning and Downed Trees shall be performed by the Successful Bidder taking the following considerations:
- a) Extreme care shall be taken to prevent limbs, branches, and trunks from falling and causing personal injury or damage to adjacent property, trees, sidewalks, or streets.

- b) Limbs and branches larger than four (4) inches in diameter shall be lowered to the ground by the use of ropes or other mechanical devices.
  - c) The Successful Bidder shall incur all costs to restore to their original condition, any turf areas and grades damaged by Successful Bidder's vehicular or mechanical operations.
  - d) Bidders shall provide unit prices for normal and hazardous work hours for clearing leaning and downed trees to include all labor, debris removal, standard equipment, and tree removal for each category of tree size based on the diameter. To determine the tree diameter, measure the circumference of the tree at four (4) feet above the ground level; take the circumference of the tree and divide it by 3. Any Additional Equipment approved by the County authorized representatives, shall be billed at the hourly rate quoted on the Bid Form.
5. Uprooted Stumps are those stumps that have become unearthed due to downed trees. The Successful Bidder shall take the following consideration when performing this service:
- a) Uprooted stumps shall be unearthed and removed from site. Additional equipment, other than standard equipment may be needed. It is the sole discretion of the Successful Bidder as to the disposal method of the uprooted stump. Stump maybe grinded or removed for disposal. If stump is grinded, all grindings shall be removed from site.
  - b) Hole shall be backfilled with available dirt.
  - c) If additional dirt is necessary, topsoil shall be added and compacted to ground level and Kentucky 31 grass seed applied.
  - d) Bidders shall provide unit prices for normal and hazardous work hours for removal and disposal of uprooted stumps as a result of Stump Grinding to include all labor, and standard equipment for each category of tree size base on the diameter. To determine the tree diameter, measure the circumference of the tree at four (4) feet above the ground level; take the circumference of the tree and divide it by 3. Bidders shall provide on the Bid Form two separate prices for the disposal of uprooted stumps (grinding and removal). Bidders shall provide on the Bid Form two separate prices for uprooted stumps with and without topsoil and grass seeds. Any Additional Equipment approved by the County authorized representatives, shall be billed at the hourly rate quoted on the Bid Form.
6. Cleanup of all debris resulting from tree removal, tree trimming/pruning, stump grinding, leaning and downed tree and uprooted stump removal shall be performed each day before the work crew leaves the site, unless permission is given by the County authorized representatives to do otherwise
- a) All lawn areas shall be raked, all streets and sidewalks shall be swept or blown, and all brush, branches, and logs shall be removed from the site. Work areas shall be left in a condition equal to or better than that which existed prior to the commencement of the Successful Bidder's services.
  - b) The Successful Bidder shall remove and legally dispose of all logs, brush, chips, root balls and other debris resulting from its operations in accordance with all laws and regulations, and at no additional cost to the County.

#### H. Work Order Procedures and Response Time.

1. The County authorized representatives and Successful Bidder will determine how the tree should be marked and to what service is required. Prior to submitting a work order to the Successful Bidder, the County authorized representatives will measure and mark the tree(s) and determine the size of stump, if required. The County authorized representatives will assess the area and provide any pertinent information that may be required by the Successful Bidder. The County authorized representatives will determine according to the definitions below whether normal or hazardous service is warranted and will indicate such on the work order to the Successful Bidder.
2. Regular Service is defined as trees or branches that do not require immediate attention. Procedures for regular services shall be as follows:

- a) Dated work order marked “Regular Service” shall be faxed or delivered to the Successful Bidder with detail of location of tree(s), number of trees, size of tree(s), size of stump, if removal is required, and information necessary that may affect the removal/pruning/trimming/clearing of the tree.
  - b) Within seven (7) calendar days from date of work order, the Successful Bidder shall provide an estimate based on bid pricing of the work to be performed and the exact date work shall commence.
  - c) Work must commence within **(30) thirty calendar** days from date of work order.
  - d) If estimate is not received within seven (7) calendar days, or if work cannot commence within (30) thirty calendar days from date of work order, the County reserves the right to seek quotes & services from other vendors to perform the work.
  - e) The County authorized representatives will provide written authorization to the Successful Bidder with their approval of the estimated cost and commencement date prior to the start of work.
3. Hazard Tree Service is defined as trees or branches that requires immediate attention that could endanger electric lines, persons, personal property or real estate if broken or fallen. Procedures for normal services shall be as follows:
    - a) Dated work order marked “Hazard Tree Services” shall be faxed or delivered to the Successful Bidder with detail of location of tree(s), number of trees, size of tree(s), size of stump if removal is required, and information necessary that may affect the removal/pruning of the tree.
    - b) Within four (4) hours of receipt of work order, the Successful Bidder shall respond to the County authorized representatives with an exact time work shall commence.
    - c) Work must commence within **12 hours** from receipt of work order.
    - d) Stump shall be removed within three (3) calendar days after tree removal.
    - e) If response is not received within four (4) hours, or if work cannot commence within 12 hours from receipt of work order, the County reserves the right to seek quotes and services from other vendors to perform the work.
  4. Emergency Service is defined as services needed due to severe weather conditions, such as, but not limited to hurricane, tornado, or ice storm. The Successful Bidder shall be available to provide removal of leaning and downed trees, uprooted stumps, and debris cleanup services.
    - a) Dated work order marked “Emergency Tree Services” shall be faxed or delivered to the Successful Bidder with detail of location of tree(s), number of trees, size of tree(s), size of stump if removal is required, and information necessary that may affect the removal/pruning of the tree.
    - b) Successful Bidder shall be available on a 24-hour notice, ready to work within **12 hours** from notification. An emergency cell phone shall be provided by the Successful Bidder on the Bid Form. Response time to reply to emergency call shall be within 4 hours. If work cannot be charged by the unit price, work shall be charged at the emergency rate.
    - c) The Successful Bidder shall give absolute preference to work requested by the County of Henrico under emergency conditions as define in Emergency Service above.
    - d) If response is not received within 4 hours, or if the Successful Bidder is unable to respond to site within 12 hours, the County has the right to seek emergency service from the secondary vendor, and other vendors as needed.
  5. Should the Successful Bidder persistently fail to provide service as requested, the County may without prejudice to any other right or remedy, and after giving the Successful Bidder seven (7) calendar days written notice, terminate the contract.

#### I. Hourly Rates.

1. If it is determined by the Successful Bidder it is not feasible to calculate work at a unit bid price, the Successful Bidder may bill at the following hourly rates with written approval from Department of Public Work:

- a) Regular hourly rate may be used to calculate labor costs incurred for Arborist/Supervisor, Climber/Trimmer, Grounds Person, or Flagger. Rate shall include all standard equipment needed. Regular Work hours shall be considered to be 7:00 a.m. through 6:00 p.m. Monday through Friday. Regular hourly rates shall be paid by the hour for productive time on the job. The County will not pay for travel time, lunch, or breaks.
- b) Overtime hourly rate shall be considered for Arborist/Supervisor, Climber/Trimmer, Grounds Person, or Flagger as hours for productive time on the job beyond the regular\_work hours. Overtime hourly rate shall include all standard equipment. The County will not pay for travel time, lunch, or breaks.
- c) Emergency hourly rate shall be determined by the County that due to severe weather conditions, such as, but not limited to hurricane, tornado, or ice storm. Whenever it has been determined by the Successful Bidder and agreed upon by the County authorized representative that it is not feasible to calculate work at a unit bid price, the Successful Bidder may furnish a written proposal with a detailed description of the required work at a “not to exceed price”. Work shall not be performed, and this estimate shall not be exceeded without written prior approval of the County authorized representative making such request. Emergency hourly rate shall include all standard equipment. The County reserves the right to seek additional services from other vendors in emergency situations.
- d) General Government and HCPS buildings/facilities are closed Saturday, Sunday, and County/school holidays. No work is permitted on these days without the prior approval and consent by the County’s authorized representatives. The County holidays are as follows:
  - i. General Government: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.
  - ii. HCPS: Winter Break (Week of Christmas into New Year), Martin Luther King, Jr. Day, Spring Break, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Break, and any other HCPS designated holidays.
  - iii. County’s authorized representatives will notify the Successful Bidder of changes to these holidays.

J. Equipment.

1. Standard Equipment - The Successful Bidder shall have or have access to the following equipment which shall be included in the total unit cost to perform tree removal, stump grinding, pruning/trimming, clearing of leaning and downed trees, and uprooted stumps. No additional charge may be added to the invoice for use of these equipment:
  - a) Disc type brush chipper (12” minimum)
  - b) Stump grinder sufficient to grind stumps. Grinder shall not have broken teeth
  - c) Three chain saws in good operable condition
  - d) Rope, climbing saddle, pole saws, and related equipment
  - e) Truck mounted fully insulated, vertical reach aerial lift (50 ft. minimum) Bucket Truck.
  - f) Blowers
  - g) Truck for hauling debris
  - h) Loader with transporter and operator or Lowboy trailer.
2. Additional Equipment – The Successful Bidder may charge for the use of special equipment at the hourly rate. Additional equipment shall be billed at actual hours of use. The Successful Bidder shall not use any special equipment without prior written approval from the County authorized representatives. Additional equipment may include but not limited to:
  - a) 25 ton (minimum capacity) crane, with operator

- b) 10 ton stake body truck, with operator
  - c) Lowboy Trailer
  - d) Skid Steer
  - e) Rubber Tire Backhoe
  - f) Track Backhoe
  - g) Bucket Truck
3. Bidders shall provide with their Bid Form, a list of available equipment and the hourly rate including operator.
  4. All equipment may be inspected by the County prior to being placed into operation.
  5. The Successful Bidder shall furnish the necessary means for transporting all required equipment, personnel, materials and traffic control to identified locations.
  6. All over the road equipment shall be equipped with the following: a wind-resistant truck bed cover, if necessary, and one high intensity amber strobe light.
  7. The Successful Bidder shall be required to provide all necessary traffic control equipment (per the VA Work Area Protection Manual) to include a Truck-Mounted Attenuator (TMA) and Advanced Warning Message Board.

K. General Requirements.

1. The Successful Bidder shall have a minimum of five (5) years' experience in providing tree removal services, must be a registered contractor in the Commonwealth of Virginia in accordance with Title 54.1, Chapter 11 of the Code of Virginia, as amended at the time of bid submission. Bidders shall provide proof of experience and a copy of license with the Bid Form.
2. The Successful Bidder shall employ or engage an Arborist who is currently certified by the International Society of Arboriculture (ISA) and maintain on file the Arborist current and updated certification for the duration of the contract period. Bidders shall provide a copy of the Arborist's current certification along with their bid or be able to provide within 24 hours of request from Purchasing Division.
3. The Successful Bidder shall be responsible for having sufficient and adequately qualified personnel and equipment available throughout the contract period to perform the Scope of Work/Services.
4. The Successful Bidder shall be responsible to mobilize the proper resources (crew/workers and equipment) to accomplish the work as requested by County authorized representatives.
5. The Successful Bidder's equipment and personnel must be certified in the operation of work around high voltage power lines.

L. Successful Bidder Personnel.

1. The Successful Bidder shall be responsible for all personnel directly employed or engaged by the Successful Bidder to perform the requirements as outlined in the Scope of Work/Services. At a minimum, the Successful Bidder personnel shall consist of the following classifications:
  - a) Supervisor/Foreman shall be responsible for the supervision of the Successful Bidder's work force and be responsible for assigning and coordinating work, notifying the County authorized representatives of the workers/crew locations on a daily basis, processing reports (as necessary), giving directions to other personnel, making decisions and assuming responsibility for all work performance issues. The Supervisor/Foreman shall be available to meet on site and with the County authorized representatives as needed.

- b) Certified Arborist must be currently certified by the International Society of Arboriculture (ISA) and will represent the Successful Bidder. The Certified Arborist shall be available to meet on site and within 24 hours of notification by the County for dispute or performance resolution and shall provide the necessary guidance to Successful Bidder to ensure requested work is performed in accordance with the requirements.
  - c) Climber/Trimmer shall have the necessary skills to work in trees from an aerial lift/tower or by the use of ropes, saddles and other hand climbing equipment. Be proficient in operating all related mechanical equipment.
  - d) Ground Person shall have the necessary skills to provide ground operations such as loading trucks, cutting limbs on the ground, operating chipper, raking and cleaning the area.
  - e) Flagger must be certified in the American Traffic Safety Services Association (ATSSA) Flagger Certification Program and maintain a valid certification throughout the contract period. The ATSSA flagging certification card must be in their possession at all times. Flagger's found not in possession of a Certification card or performing their duties improperly shall not be allowed to perform work and the operation will be shut down. Any crewmember that is used as a flagger shall be able to communicate to the traveling public in English while performing their job duty as a flagger.
2. The Successful Bidder shall be responsible for the conduct of all personnel while on the job site.
  3. The Successful Bidder shall provide all personnel with safety supplies and equipment, which shall include, but are not limited to safety hard hats, reflective vests, etc. The Successful Bidder shall ensure that all personnel wear the appropriate safety clothing and use appropriate safety supplies and equipment while on the job site in accordance with OSHA regulations.
  4. The Successful Bidder personnel shall be neat in appearance at all times and wear approved uniforms/shirts with visible company identification/logo while performing work for the County. Examples of clothing not considered appropriate shall include tank tops, shirts with no sleeves, shirts with cut out sleeves, shirts with sleeves rolled up to the shoulder, shorts, and flagging vests with no shirt.

M. Delivery Requirements.

1. The Successful Bidder shall work with the County authorize representatives to coordinate and schedule work at a mutually agreed upon timeframe and inform the County authorized representatives of any discrepancies.
2. The Successful Bidder may be required to furnish an estimate on a specified job in advance of work to be performed. All such estimates shall include a detailed description of the required work and "not to exceed price".
3. The Successful Bidder personnel shall follow the requirements of the County's and departments policies in the performance of services.

N. Invoicing Requirements.

1. The Successful Bidder shall submit a complete itemized invoice for each service provided under the Contract.
2. The Successful Bidder's invoice shall include, but not limited to:
  - a) Purchase Order number as supplied by the County and Contract number
  - b) Date(s) of service and location(s) where service was performed
  - c) Description of services performed (as requested), to include: size of tree, number of trees, size of stump grinding, size of uprooted stump, grass seed and top soil applied, etc.
  - d) Classification of each workers/crew performing tasks, hours worked, hourly rate (if prior written approval was given)

- e) Itemized cost of additional equipment used in addition to standard equipment, by number of hours, and hourly rate per equipment according to price listed on Bid Form.
  - f) Any other pertinent information necessary to verify the invoice total. **Include daily time sheets for all personnel involved.**
3. If any discrepancy is discovered, the County reserves the right to correct invoice and notify Successful Bidder or return invoice to Successful Bidder to be corrected.
  4. If a credit balance remains after the expiration or cancellation of the Contract, the Successful Bidder shall pay County of Henrico the amount owed.
  5. If the Successful Bidder has multiple contracts with the County, invoices must be prepared separately and shall not be combined.
  6. The Successful Bidder shall submit invoices as follows:

County of Henrico  
*Attn: [Department requesting service]*  
P.O. Box 90775  
Henrico, VA 23273

Henrico County Public Schools  
Attn: Construction & Maintenance  
406 Dabbs House Road  
Henrico, VA 23223



COMMONWEALTH OF VIRGINIA  
**County of Henrico**

**Services Contract  
Contract No. 2343A**

This Services Contract (this "Contract") entered into this 27<sup>th</sup> day of June 2022, by the County of Henrico, Virginia and County School Board of Henrico County, Virginia (collectively, the "County") and Grasshopper Lawn Service, Inc., a Virginia corporation, and its successors it assigns (the "Contractor").

**SCOPE OF CONTRACT:** The Contractor shall furnish all materials, equipment, and labor necessary to provide tree removal and maintenance services to the County as set forth in the Contract Documents.

**COMPENSATION:** The compensation the County will pay to the Contractor under this Contract is referenced in Appendix A.

**CONTRACT TERM:** The Contract term shall be for a period of one year beginning July 1, 2022 and ending June 30, 2023. The County may renew the Contract for up to 4 additional one-year terms giving 30 days' written notice before the end of the term unless Contractor has given the County written notice that it does not wish to renew at least 90 days before the end of the term.

**CONTRACT DOCUMENTS:** This Contract hereby incorporates by reference the documents listed below (the "Contract Documents") which shall control in the following descending order:

1. This Services Contract between the County and Contractor.
2. Invitation for Bid No. 22-2343-4LOC, dated May 2, 2022.
3. The Contractor's bid dated May 25, 2022.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound hereby.

Grasshopper Lawn Service, Inc.  
9702 Gayton Road, #159  
Henrico, VA 23238

County of Henrico, Virginia and County School  
Board of Henrico County, Virginia  
P.O. Box 90775 and P.O. Box 23120  
Henrico, VA 23273-0775 and 23223

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Jerry O. Ferrell, Jr.  
\_\_\_\_\_  
Printed Name and Title  
President

Oscar Knott, CPP, CPPO, VCO  
\_\_\_\_\_  
Purchasing Director

June 29, 2022  
\_\_\_\_\_  
Date

7/12/22  
\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
Assistant County Attorney 6/28/2022