

REQUEST FOR QUOTATIONS
West Virginia Department of Tourism - Grave Creek
Adena Mound Mowing Services
ARFQ TOR260000018

Issued by:
The West Virginia Department of Tourism
1900 Kanawha Boulevard, East
State Capitol Complex, Building 9, Suite 106
Charleston, WV 25305

Date Issued: April 15, 2026

Solicitation Closes: April 22, 2026

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Department of Tourism (Agency) is soliciting bids on behalf of the Grave Creek Mound Archeological Complex ("GCMAC") to establish a contract for the seasonal mowing, trimming, and associated grounds maintenance services for the Grave Creek Adena Mound and all general and hillside areas within the Grave Creek Mound Archaeological Complex located at 801 Jefferson Avenue, Moundsville, West Virginia.
2. **DEFINITIONS:** The definitions provided below will have the meanings specified. Further definitions are available in Section 2 of the General Terms and Conditions.
 - 2.1 **"Contract Services"** means the delivery of mowing maintenance services for the Grave Creek Adena Mound as more fully described in these specifications.
 - 2.2 **"Pricing Page"** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
 - 2.3 **"Grave Creek Adena Mound"** means an Adena Adena Mound, 59 feet high and approximately 300 feet in circumference, located at GCMAC, 801 Jefferson Avenue, in Moundsville, West Virginia.
 - 2.4 **"General and Hillside Areas"** means all other areas besides the Adena Adena Mound, including picnic area hillsides, visitor use lawn areas, perimeter turf, sloped maintained areas, and other grass areas within the fenced complex..
3. **QUALIFICATIONS:** Vendor, or Vendor's staff, if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1. Vendor must have completed five (5) successful lawn and/or landscaping services in the past three (3) years. Reference to indicate completion of services may be requested by the Agency prior to award.



4. MANDATORY REQUIREMENTS:

- 4.1. **Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

4.1.1 Mowing Services - General

- 4.1.1.1 Vendor shall provide Mowing Services from May 1, 2026, to October 31, 2026, during the Contract Period.
- 4.1.1.2 Mowing Services for the Adena Adena Mound
- 4.1.1.3 Mowing Services and clean-up for the general and hillside areas
- 4.1.1.4 All Adena Mowing Services will be performed using "string-line" or "weed-eater" trimmers. Vendor is responsible for providing all equipment, gas, and labor for the Mowing Services.

4.1.2 Mowing Services - Adena Adena Mound

- 4.1.2.1 Mowing shall be conducted to prevent erosion and protect the structural integrity of the Adena Adena Mound.
- 4.1.2.2 Grass shall NOT be cut below approximately two (2) inches on the Adena Adena Mound.
- 4.1.2.3 Only lightweight string trimmers suitable for slopes shall be used for trimming the Adena Mound to protect the historical site.
- 4.1.2.4 Vendor shall avoid rutting, scalping, or soil disturbance.
- 4.1.2.5 Mowing shall not occur when soil conditions are saturated.
- 4.1.2.6 Vendor is responsible for all cleanup after providing the mowing services following each mow. Indicated services shall include, but not be limited to, keeping the Adena Mound steps clear of grass, tree limbs, or other debris.

4.1.3 Mowing Services - General and Hillside Areas

- 4.1.3.1 All non-Adena Mound turf areas shall be maintained at approximately 2.5 to 3.5 inches in height.
- 4.1.3.2 Areas shall be free of scalping, rutting, or missed strips.
- 4.1.3.3 Clippings shall be dispersed to prevent piles or windrows.



4.1.3.4 The Vendor shall trim around signs, fences, benches, structures, and site features.

4.1.4 Debris, Limb, and Litter Removal

4.1.4.1 The Vendor shall remove vegetative debris from all mowing areas during each service visit, including branches, limbs, storm debris, and litter.

4.1.4.2 Limbs up to four (4) inches in diameter are included in routine service.

4.1.4.3 Larger limbs shall be moved to a designated staging area as directed by Agency staff.

4.1.4.4 The Adena Mound steps and public areas shall be kept clear of grass, limbs, and debris.

5. ACCESS AND SITE SECURITY

5.1. The facility is open to the public Tuesday through Saturday.

5.2. The Vendor shall coordinate site access with Agency staff and shall not retain permanent site keys unless authorized.

5.3. All gates accessed for mowing shall be secured and locked upon completion of services.

6. SERVICE FREQUENCY

6.1. Mowing Services for the Adena Mound shall be conducted monthly during the Contract Period for a minimum of six (6) months.

6.2. Mowing for General and Hillside Area is expected on the first (1st) and third (3rd) week of every month.

6.3. Additional visits for storm debris or cleanup shall be performed when directed by the Agency.

7. QUALITY STANDARDS

7.1. The site shall present a neat, uniform, park-quality appearance at all times.

7.2. No grass shall exceed specified height ranges.

7.3. No visible debris, limbs, or litter shall remain after service.

7.4. No rutting, scalping, or turf damage shall occur.

8. DAMAGE RESPONSIBILITY



- 8.1. Vendor shall be responsible for the repair of turf damage, rutting, or disturbance caused by mowing operations.
- 8.2. Repairs shall restore original grade and turf cover at no cost to the Agency.

9. CONTRACT AWARD:

9.1. Contract Award: The Contract is intended to provide the Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications, at the lowest overall total cost, as shown on the Pricing Pages.

This contract may be renewed by the written agreement of the Vendor and Agency up to three consecutive additional terms.

9.2 Pricing Page: Vendor should complete the Pricing Page by entering their bid where indicated on the Pricing Page and signing the Pricing Page. Vendor should complete the Pricing Page in full, as failure to complete the Pricing Page in its entirety may result in the Vendor's bid being disqualified.

10. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

11. PAYMENT: Agency shall pay a flat fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Payment shall be made only for services satisfactorily rendered and accepted, in accordance with the payment procedures of the State of West Virginia. Travel, lodging, and incidental expenses shall be included in the bid price and shall not be reimbursed separately.

12. TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the Flat Fee listed on the Vendor's bid, but such costs will not be paid by Agency separately.

13. VENDOR DEFAULT:

13.1. The following shall be considered Vendor default under this Contract.

13.1.1. Failure to perform Contract Services in accordance with the requirements contained herein.

13.1.2. Failure to comply with other specifications and requirements contained herein.



13.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

13.1.4. Failure to remedy deficient performance upon request.

13.2. The following remedies shall be available to Agency upon default.

13.1.5. Immediate cancellation of the Contract.

13.1.6. Immediate cancellation of one or more release orders issued under this Contract.

13.1.7. Any other remedies available in law or equity.

14. INDEMNIFICATION: Vendor shall indemnify, defend, and hold harmless the State of West Virginia, the Agency, and their officers, employees, and agents from and against any and all claims, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, arising out of or resulting from Vendor's performance of the Contract, including but not limited to bodily injury, property damage, or failure to comply with applicable laws or regulations.

15. FORCE MAJEURE: Neither party shall be liable for delays or failures in performance resulting from causes beyond reasonable control, including but not limited to acts of God, weather events, fire, flood, government action, or other unforeseeable events. Vendor shall promptly notify the Agency of any such occurrence.

16. COMPLIANCE WITH LAW: Vendor shall comply with all applicable federal, state, and local laws, rules, regulations, licensing requirements, and safety standards.

17. MISCELLANEOUS:

17.1. Questions: Any questions submitted concerning the RFQ must be received no later than April 17, 2026, at 12 pm ET. Questions must be submitted via email to Mary Kemper at Mary.R.Kemper@wv.gov.

17.2. Answers will be provided via the website (<https://wvtourism.com/purchasing/>) to all vendors no later than April 17, 2026, at 4 pm ET.

17.3. Bid Submissions: Bids must be submitted by April 22, 2026, at 12pm via email to Mary Kemper at Mary.R.Kemper@wv.gov.





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17.4. Contract Manager: Vendor shall designate a primary contract manager authorized to act on behalf of the Vendor. The contract manager must be available during normal business hours and during event operations. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: _____

Telephone Number: _____

Email Address: _____





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EXHIBIT "A" PRICING PAGE

Mowing Services during the Contract Period as specified:

Lump Sum Cost per General & Hillside Area Mow: \$ _____ x 12 = _____
Total

Lump Sum Cost per Adena Adena Mound Mow: \$ _____ x 6 = \$ _____
Total

Lump Sum Cost per Storm Call Clean up: \$ _____ x 6 = \$ _____
Total

Vendor's Total Bid: \$ _____
Add Totals Together

I hereby certify that I have read and understood the attached Specifications along with the Agency Terms and Conditions (TCA) associated with the Contract.

Signature: _____

Vendor Name: _____

Title: _____

Date: _____

