

ADDENDUM NO. 2

DATE: March 16, 2017

TO: All Bidders 

FROM: Julie Smith Maxwell, Procurement Specialist

SUBJECT: Addendum No. 2 – Landscape Maintenance at the Phil Keith Training Center

BIDS TO BE OPENED: March 29, 2017, at 11:00:00 a.m. Eastern Time

This addendum is being published to announce a second non-mandatory site visit, extend the deadline for questions, and to address questions asked by potential bidders regarding the above-referenced Invitation to Bid. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

Pre-Bid Site Visit:

Due to confusion regarding the pre-bid site visit for the Phil Keith Training Center held on March 16, 2017, a second site visit has been planned for **Thursday, March 23, 2017 at 10:00 a.m.** This site visit is intended to provide vendors an opportunity to walk and assess the property for accurate bid pricing. Vendors must check in at the office and will be escorted by City staff members at all times once on property. Parking will be limited. Vendors are encouraged to carpool within your staff and plan ample time for above mentioned delays. Late attendees will not be allowed to attend the meeting as escorting staff members will not be available once the meeting has started.

Address: 6388 Cement Plant Road
Knoxville, TN 37924

Deadline for questions has changed from March 22, 2017 to March 23, 2017 (end of business day). Bid opening date has not changed.

Question 1: Will the removal of kudzu along the fence (next to the office) be part of the optional bid pricing?

Response: No. The City does not intend to include the kudzu removal as part of this contract.

Question 2: Are the optional service line items listed on the bid form separate or are they also included in the landscaping pricing?

Response: Mulch, fertilization, and bush-hogging are services that are to be included in the landscaping bid price. However, should the City request these services in addition to the required amounts listed in the contract, the price listed on the “optional services” line items will be the price the City expects to pay for such additional services. A revised bid form has been attached to this addendum.

Question 3: What are the hours of service for the site? Can we schedule work to be done over several days?

Response: The training center is open 7:30 a.m. to 4:00 p.m. Service must be done during one day unless otherwise approved by the City. (It begins to rain and vendor must finish work on the following day.) Due to the nature of training that occurs at this site, all services must be scheduled in advance and approved by training center staff. Additionally, training center staff will approve the work once it has been completed. The City will provide a “sign off” sheet to winning contractor which must be used and signed by a training staff member at the end of each service application.

END OF ADDENDUM NO. 2

**CITY OF KNOXVILLE
BID FORM**

TO: Purchasing Agent
City of Knoxville
City/County Building
400 Main Street, Suite 667
Knoxville, TN 37902

Having carefully examined the specifications entitled "**Landscape Maintenance at the Phil Keith Training Center**" to open on **March 29, 2017, at 11:00:00 a.m.** and the other Contract Documents and addenda, and having familiarized ourselves with the existing conditions of the job, we hereby propose to provide professional lawn maintenance at the Knoxville Police Department's firing range known as the Phil Keith Training Center as specified for the following amounts:

Bid:

Mowing: \$ _____ (per service)

Landscaping: \$ _____ (per service)
(Includes mulch, fertilization/aeration, and bush-hogging)

**Optional services:
(Beyond contract-required applications)**

Mulch: \$ _____ (per cubic yard)

Fertilization: \$ _____ (per service)

Bush-hogging: \$ _____ (per service)

Leaf removal: \$ _____ (per service)

Tree trimming/pruning: \$ _____ (per service)

Firm Name: _____ Date: _____

Official Address: _____

(By)

(Name Typed)

(Title)

Email _____

Phone _____