



April 20, 2016

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: Request for Proposal (RFP) 1516-07-003
Lawn Maintenance and Services a.k.a "Mow and Go"

ADDENDUM NO. 2

Prospective Proposers,

This Addendum forms a part of the RFP Package Document dated April 29th, 2016, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

Mr. Steven Gonzalez from OrchidMan Landscape Artisans, Corp. submitted the following questions via email:

- Question:** I wanted to know if you can send a copy of the addendum that was posted two days ago according to the Village website.

Response: Please note that the website only shows the .pdf of the actual bid and what was later posted is a map of Palmetto Bay. This is the first and only addendum.
- Question:** I would like to know if there is a list of current properties on this program and what is the average size of the lots.

Response: Yes, there is a list:

7275 SW 137 Street
7340 SW 157 Terrace
15745 SW 77 Court
7955 SW 162 Street
16309 SW 77 Court
16752 SW 78 Court
17521 SW 93 Avenue
7720 SW 177 Street
8785 SW 177 Terrace
9305 SW 178 Terrace

Folio# 3350280570040

Folio# 3350280570030

And, the size of the properties can vary from 7500 square feet to well over 5 acres. The typical property and vast majority are anywhere from 12,000-18,000 square feet.

Mr. Esteban Rodriguez, E. Rodriguez Landscaping, Inc.

3. **Question:** In regards to the above RFP, under the schedule of events there appears to be no pre-bid meeting. Please advise if there is going to be one, if it is mandatory or not, and if there is no pre-bid meeting why not? Having a mandatory pre-bid meeting would limit the competition field to those local companies.

Response: You are correct, there is no pre-bid meeting, and we schedule pre-bid meetings when we have a complex scope. This bid is not considered complex, there is a table of services on the RFP that require you to fill in the prices. As the procurement specialist, we do not put limits on the competition; it defeats the purpose of good bidding. We will however, after shortlisting the bids will be calling the short list vendors and talk about the bid and respond to any questions they may have or concerns.

4. **Question:** Under section 5.3 Preparation of Proposals the following documents are not listed as to which section they would belong to:
1. Sub-Contractor List
 2. Public Entity Crimes Sworn Statement
 3. Acknowledgement Warranty and Acceptance
 4. ADA Statement
 5. Business Ownership Affidavit
 6. Acknowledgement of Conformance w/ OSHA Standards
 7. Anti-KickBack Affidavit
 8. Statement of Past Contract Disqualifications
 9. W9

Response: Under Section 3.10 there is the same list stating that you will find these forms in Section 6. To add to that, there is also Drug-Free Workplace Certification, Non-Collusive Affidavit and Reference Form which is also included in Section 6 that was not on the list. I have made the correction added these as well.

5. **Question:** Please advise if you would like a section 11 to be added to the proposal, or will these documents be needed for the signature of the contract if the bid is awarded. Also, under section 9, there is no document listed as Independent Affidavit in the attachments. Please advise if there is a mislabeled document within the attachments or if one will be sent out.

Response: All the forms that have been provided are the ones that need to be turned in. Please note that section 9 is for exhibits. The Independent affidavit is the business affidavit that can be used for both. I will make a correction to the document to avoid confusion moving forward.

Jesenia Otero, Superior Landscaping

6. **Question:** What is the estimated budget for this RFP?

Response: The budget allocated for this program is \$ 20,000 for 2015-2016 fiscal year

7. **Question:** Please provide the previous bid tabulation if any?

Response: I do not believe we have one current; the last time this RFP was done was back in 2012.

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. The form of acknowledgement is included and failure to sign and submit this form may result in your proposal from being rejected.

Thank you for your participation in our solicitation process.

Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay



Acknowledgement of

Addendum of Solicitation

Amendment/Modification No.: 2

Amendment of RFP 1516-07-003

Title of RFP: Lawn Maintenance Services – a.k.a. Mow and Go

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 4

Signature

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