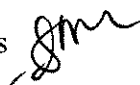


## ADDENDUM NO. 1

DATE: December 5, 2018

TO: All Potential Bidders 

FROM: Julie Smith Maxwell, Procurement Specialist

SUBJECT: Addendum No. 1 – Mowing Services Zone C

BIDS TO BE OPENED: December 20, 2018, at 11:00:00 a.m. Eastern Time

This addendum is being published to respond to a questions asked by potential bidders regarding the above-referenced Evaluated Invitation to Bid. This addendum becomes a part of the Contract Document and modifies the original specifications as noted.

**Question 1:** Is it expected that bagging will be involved in this contract?

Response: No. Blowing is perfectly fine, however, the area is expected to be clean and neat at the end of each service.

**Question 2:** Who is responsible for the tree rings?

Response: The City is responsible for spraying all tree rings. However, as noted in the ITB, the awarded contractor is responsible for keeping tree mulch rings free of grass, weeds and debris without causing damage to the trunk or limbs. All tree related herbicide spraying and pruning must be approved by the Horticulture Manager **prior** to application to avoid damage to trees by over-treatment. Awarded contractors are encouraged to discuss with City staff if there is interest in assisting with herbicide spray maintenance of tree rings.

**Question 3:** Who is responsible for the area/space between the median and the road?

Response: The Contractor. This contract covers the medians, all gutters, end caps, and curb lines. The Contractor is responsible for keeping these areas free of weeds, debris, glass clippings, etc. as outlined in the Invitation to Bid.

**Question 4:** Which staff members are responsible for which zones?

Response: Zones A and TDOT- Greg Ladd; Zone B- Dale Strevel; Zones C and D- Greg Lundy

**Question 5:** Will the City contact the vendors during the evaluation process so we can decide which awards we would like if not being offered all five contracts?

Response: No. The City will not agree to contact vendors during the evaluation process. Vendors are encouraged to provide the City with the MOST information possible to assist with making the best decision for both the City and the Contractor. Should a vendor decide to submit a bid for all five contracts but does not have the ability to accept all five (if offered), it is the responsibility of the vendor to provide the City with this information. Additionally, if a vendor has preferences of specific contracts, it is the responsibility of the vendor to provide this information with each bid submission.

**Question 6:** Can we use the City as one of our references?

Response: Yes. However, vendors are encouraged to provide additional references beyond the minimum of three references required to better assist the City in evaluating the firm's experience and quality of work.

**Question 7:** For the curb lines, would the City prefer us to spray or trim?

Response: Spraying is permitted; however, it is important that the Contractor uses spray in a responsible manner. Spray should be used in such a manner that it is not obvious spray was used to maintain the area. Over spraying is strictly prohibited.

**Question 8:** If we are submitting for multiple contracts, do we need to place each in a separate envelope or all in one envelope?

Response: Each bid submission MUST be submitted separately. As noted in the Invitation to bid, each bid must be submitted in a sealed envelope and be plainly marked on the outside with the title for that specific contract (for example "Mowing Services for Zone A.")

**Question 9:** Can we bid for portions of a Zone?

Response: No. The mowing services contracts are separated into Zones in an effort to provide "portions" of the City's mowing service's needs in multiple contracts. Firms must submit a bid for the entire scope outlined within the Invitation to Bid for the entire Zone.

**Clarification:**

Contractors are expected to complete the entire job for the entire Zone within one week. In making its award, the City will take into account a contractor's demonstration ability to complete the entire Zone within one week. Though each Zone is on a set (two-week) cycle, the work should not extend throughout the cycle.

**END OF ADDENDUM NO. 1**

# 2019 Mowing and Landscaping Cycles

<u>Cycle</u>	<u>2-week cycle</u>	<u>3-week cycle (TDOT)</u>
1	Mar 18 – Mar 30	Mar 18 - Apr 6
2	Apr 1 - Apr 13	Apr 8 - Apr 27
3	Apr 15 - Apr 27	Apr 29 - May 18
4	Apr 29 - May 11	May 20 - Jun 8
5	May 13 - May 25	Jun 10 – Jun 29
6	May 27 - Jun 8	Jul 1 - Jul 20
7	June 10 - Jun 22	Jul 22 - Aug 10
8	June 24 - Jul 6	Aug 12 – Aug 31
9	July 8 - Jul 20	Sep 2 - Sep 21
10	July 22 - Aug 3	Sep 23 - Oct 12
11	Aug 5 - Aug 17	Oct 14 - Oct 31
12	Aug 19 – Aug 31	
13	Sep 2 - Sep 14	
14	Sep 16 - Sep 28	
15	Sep 30 - Oct 12	
16	Oct 14 - Oct 26	