



## Oconee County Board of Commissioners

### Addendum 2

**DATE:** September 9, 2020  
**TO:** All Prospective Bidders/Offerors  
**FROM:** Finance Director  
**RE:** Addendum 2, RFP# 21-08-002 Lawncare Maintenance

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The following items shall take precedence over the specifications for the above named project and shall become a part of the contract documents.

Where any item called for in the specifications is supplemented hereby, the original requirements shall remain in effect.

Where any original item is amended, voided, or superseded hereby the provisions of such item not specifically amended, voided, or superseded shall remain in effect.

The following changes are to be incorporated into the solicitation documents dated **August 18, 2020**. All those receiving this addendum should modify their documents to show the below described changes.

1. Mandatory Pre-Proposal Meeting Minutes
2. Mandatory Pre-Proposal Meeting Questions and Answers

All questions shall be directed to the Owner Contact, Jessica Ellis, Procurement Officer via email to [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us) .

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#### **1. Mandatory Pre-Proposal Meeting Minutes**

- Jessica Ellis opened the meeting. Listed below are notes from the meeting and additional procurement procedures.
- The meeting was held in the Board of Commissioner's Chambers at the Oconee County Courthouse. The meeting began at approximately 10:00 AM and ended at approximately 10:35 AM. The bid number, description, and timeline were announced.

- County representatives included Jessica Ellis Procurement Officer, Wes Geddings Finance Director, Alex Newell Internal Services Director, Bruce Thaxton Fire Chief, Michael Weathers Road Superintendent, Jody Woodall Public Works Director, and C.J. Worden EMA Director.
- This meeting was mandatory and attendance was required to qualify as a respondent. Minutes from the meeting will be posted on the county's website via an addendum.
- Any additional questions should be emailed to [ocbids@oconee.ga.us](mailto:ocbids@oconee.ga.us). The deadline for these questions is September 8, 2020 at 2:00 PM.
- Any questions received will be answered via addendum posted to the county's website by September 11, 2020 at 2:00 PM.
- The deadline for sealed proposals is September 17, 2020 at 10:00 AM. Proposals received after this time will not be accepted. The bid opening will follow and the submissions will be opened and names read out loud.
- Each sealed proposal should be marked on the outside with 'Response for Lawncare Maintenance' and should contain the respondent's name and address.
- Alex Newell reviewed the technical specifications for Area 1 : Facilities.
  1. No questions were asked at this time.
- Bruce Thaxton reviewed the technical specifications for Area 2 : Fire Stations.
  1. While fire stations 1 – 8 are listed, we only have 7 stations. There is not a fire station #3.
  2. No questions were asked at this time.
- Michael Weathers reviewed the technical specifications for Area 4 : Retail right-of-way.
  1. The Epps Bridge area & Mars Hill needs to be extremely detailed.
  2. The county will be making improvements to parts of this area such as tree trimming.
  3. A map can be made available to show where these areas begin and end.
  4. During UGA football season, we ask for the vendor to be flexible on mowing cycles to coordinate with home games. Additional mowing cycles are not required; However, when the mowing occurs might fluctuate in order for the area to look its best.
- C.J. Worden discussed special considerations at the Animal Services building and Fire Stations.
  1. The Animal Services building is currently undergoing a major renovation with a large portion of land disturbance. Please reach out to the Animal Services Director, Crystal Berisko, or myself for information on what the facility grounds will look like once the renovation is complete.

2. Fire Stations 1,4,5,6, and 7 will soon have fixed generators added to the grounds. This should have minimal impact on services required but please consider when making your bid submission.
  3. No questions were asked at this time.
- Jody Woodall reviewed the technical specifications for Area 3 : Fenced In Areas.
    1. No questions were asked at this time.

## **2. Mandatory Pre-Proposal Meeting Questions and Answers**

Q1 : Will maps be added to the website?

A1 : Yes, they will be added to the website in an addendum.

Q2 : Will the contract be awarded to one vendor or to multiple vendors?

A2 : Awarding of the contract will be based on the evaluation of bid submissions. Each area requires a different level of service and the evaluation committee will recommend based on the most qualified vendor for each one.

Q3 : Will the bid submissions be graded or is it strictly based on lowest bid?

A3 : This bid is an RFP (Request for Proposal) not an ITB (Invitation to Bid). Evaluations will be based on several factors scored by a grading system.

Q4 : What is the county's current budget for lawncare maintenance?

A4 : The areas included in the bid have historically been parceled out but if awarded as a whole, the contract is estimated to be over \$100K.

Q5 : If you only want to bid on one of the areas, do you just complete that line of the cost proposal?

A5 : Yes. Any evaluation of cost proposals will consider pricing submitted for each area not just total bid submission price.

Q6 : When is the start date for this contract?

A6 : This contract will start next calendar year between January 1<sup>st</sup> and April 1<sup>st</sup> and will coincide with grass cutting season. The committee will determine a definite start date when evaluating the bid submissions.

Q7 : Do you have the total acreage for these sites?

A7 : We will put out a map that should include this information. This will be added to the website as an addendum as well as emailed to everyone here today.

Q8 : Are there certain times the courthouse needs to be mowed?

A8 : Service times are listed in the specifications as between 8 am and 5 pm.

Q9 : Can mowers be closed deck?

A9 : Yes, but they must be rear discharged. When the curb sweeper comes through, it minimizes the amount of grass they have to dispose of.

Q10 : Will traffic control be required for Epps Bridge?

A10 : It is recommended to put out temporary signs while mowing. The county will provide traffic control during the mulching of this area.

Q11 : Does the bidder's experience statement qualify as our proposal along with the cost proposal?

A11 : Yes. The bidder's experience statement is a form required to be submitted with the bidder's checklist. However, you are not limited to just this form as your proposal.

Q12 : Does the Epps Bridge area require any tree maintenance?

A12 : The county is responsible for outside of the right of way. Everything in the median is included in this contract. This includes trees, hedges, and flower beds.

Q13 : What is the deadline for questions?

A13 : September 8<sup>th</sup> at 2 pm.

Q14 : Will you be posting the sign in sheet to the website?

A14 : Yes.

(END OF ADDENDUM 2)

Please note addendum 2 on the addenda acknowledgement form located in the RFP package.