



## ADDENDUM NO. 1

Date: June 13, 2023

To: All Interested Parties

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

Re: Invitation to Bid No. 2023-11-008  
Tree Inventory – District 1

This Addendum forms part of the Invitation to Bid (ITB) Package advertised on June 6<sup>th</sup>, 2023, and with a bid opening date of June 22<sup>nd</sup>, 2023, with any amendments and/or additions noted below.

**Question:** Is the tree height collected in ranges or feet?

**Response:** *It is collected in feet.*

**Question:** Is canopy spread collected in ranges or in feet?

**Response:** *It is collected in feet.*

**Question:** Was the previous inventory collected by a contractor, volunteers, city staff, or a combination? Has it been updated before? Please explain the data.

**Response:** *The inventory was done by a contractor; the Village has not conducted another inventory count since Hurricane Irma. The Village lost many trees and through the years, we have made attempts to replenish them using grants funds.*

**Question:** Will 9000 sites be collected in this phase? Are planting sites included in that estimate? How many planting sites do you expect to be in the project area if not?

**Response:** From the last inventory count, the GIS is registering a count of a little under 9,000 trees. After the hurricane event, we lost some of those trees and have replaced a few. As to planting sites, I cannot give you an accurate answer. But we would like suggestions as to where to plant more shaded trees. This will help us work on our canopy incentive.

**Question:** With a November 2023 deadline, when do you expect the contract to be signed?

**Response:** We expect to give recommendation to Council at our regular Council meeting that will be held on July 10<sup>th</sup>, 2023. If approved, we will immediately have the awarded contractor sign the contract, we will issue a Purchase Order to begin.

**Question:** What is the accuracy of the GPS points in the current database?

**Response:** We believe it's about 90% +/-, but based on the scope, we will need a review of the trees and if it needs to be edited on the GIS system, the bid sheet has a line item for updating/deleting existing tree records from the GIS. The total amount of trees inventoried is 9,000 +/- on the GIS as is.

Thank you,



Litsy C. Pittser  
Procurement Specialist

9705 East Hibiscus Street, Palmetto Bay, Florida 33157  
Tel: 305.259.1234 • Fax: 305.259.1290

# ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of ITB No: 2023-11-008

Title: Tree Inventory – District 1

Name of Contractor \_\_\_\_\_

Date Addendum Received \_\_\_\_\_

Total Pages of Addendum including Acknowledgement 3

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**All other terms and conditions stipulated in the original Village of Palmetto Bay Invitation to Bid shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all bids. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your bid.**