

## City of San Antonio

### ADDENDUM VII

**SUBJECT:** Annual Contract for Landscaping Services at Various City Locations - Request for Competitive Sealed Proposals, (RFCSP 610005244), Scheduled to Open: March 27, 2015; Date of Issue: December 19, 2014

**FROM:** Paul J. Calapa, Procurement Administrator

**DATE:** March 24, 2015

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. VII - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

1. THE RFCSP OPENING DATE IS HEREBY EXTENDED TO MARCH 30, 2015, AT 2:00 PM CENTRAL TIME.
2. Remove Attachment B Price Schedule Rev. I dated 3/17/2015 and replace with Attachment B Price Schedule Rev. II dated 3/24/2015, posted as a separate document.
3. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, 4.5 WORK LOCATIONS, ADD LOCATION:

15	FIRE	12703 Applewhite Road	34	
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4. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, Section 4.30 is hereby added to read as follows:

"Pre-existing Damage to Irrigation Systems

For those locations for which Contractor is obligated to maintain an irrigation system, Contractor shall have 30 days from the start of the contract to identify all pre-existing issues with the irrigation systems and to provide an estimate to repair the deficiencies. No distinction is made between major or minor repairs for purposes of this section. City shall have the discretion to hire Contractor or another party to complete the repairs. Once the repairs have been completed, City and Contractor shall schedule a walk through to verify that all repairs have been completed.

Once verification of repairs is made, Contractor is responsible for maintaining the irrigation systems in accordance with sections 4.24, performing annual irrigation system inspections (4.26), winterizations and startups (4.27), to ensure they are functioning at optimal performance. Pricing for repairs of Pre-existing Damage shall be in accordance with the Major Repairs Labor Hours pricing shown in the price schedule. Time shall be based on actual time spent on the job site. Travel charges to the job site will NOT be allowed. Materials shall be provided at Contractor's actual invoiced cost, which shall be no greater than Manufacturer's Suggested Retail Price. Cost plus charges are not allowed. All materials supplied shall be new and in first class condition.

Contractor's estimate to repair pre-existing damage shall include a cost breakdown submitted by Contractor clearly indicating the labor rate, quantity of hours required to perform the repairs, materials list, and costs of the materials with evidence supporting the same. Contractor shall generate separate invoices for each repair of pre-existing damage detailing the labor charge and the parts/materials as outlined above.

City decision whether to repair to pre-existing damage will depend on a variety of factors, such as overall cost and budgetary constraints. Therefore, it is possible that such repairs will not be made at all locations."

5. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, LANDSCAPE SERVICES, 4.9  
MOWING, section "j – mulch" is hereby added.

"j. Mulch. All planting beds shall be mulched with coarse native mulch within 30 days of the start of the contract to a depth of 2-4 inches. Mulch must be maintained at this level throughout the term of the contract."

6. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, LANDSCAPE SERVICES, 4.9  
MOWING, section "k – Shrubs" is hereby added.

"k. Shrubs shall be trimmed to maintain a crisp, professional well-groomed appearance. Shearing back of shrubs and branches is not encouraged unless the plant poses a safety threat, to keep off objects such as buildings, fire hydrants, signs, fences, walls, sitting areas, walkways, sidewalks or as directed by the Department Representative."

7. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, 4.12 TREE WELLS, subsection a is hereby revised to read as follows:

"Contractor shall properly install and maintain all mulched areas adjacent to trees free of weeds. Apply 2 to 4 inches of coarse native mulch at a minimum radius of 3 to 4 feet around trees within 30 days of contract award. Mulch must be maintained at this level throughout the term of the contract."

8. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, TREE AND SHRUB PRUNING, 4.15 is hereby deleted:

“4.15 TREE AND SHRUB PRUNING:

- a. Trees shall be pruned back for safety, structural, or site lighting clearance. Tree limbs that are rubbing or laying on the facility will be pruned to prevent damage to the facility. Otherwise pruning shall be performed as crown raising (maintain a minimum of 50% canopy and 50% trunk ratio) or crown cleaning and must be in accordance with current ANSI A300 Pruning Standards. **Note:** Crown Raising/Clearance may include the removal of lower branches to provide 8 feet of vertical clearance for pedestrian and bicycle traffic and 13 feet of vertical clearance for automobile traffic. This will only be performed near sidewalks, trails, parking lots, and/or roads. No more that ¼ of leaf area shall be removed at any time. All wounds to oak trees shall be painted within thirty (30) minutes (Municode Sec.21-170). Tree pruning efforts shall be approved and coordinated with the City Arborist prior to performing the pruning.
- b. Contractor shall maintain a current City of San Antonio tree maintenance license throughout the term of the contract. Contractor shall submit a copy of their tree maintenance license with their bid. The City reserves the right to request a copy of the contractor’s tree maintenance license at any time during the contract period.
- c. Shrubs shall be trimmed to maintain a crisp, professional well-groomed appearance. Shearing back of shrubs and branches is not encouraged unless the plant poses a safety threat, to keep off objects such as buildings, fire hydrants, signs, fences, walls, sitting areas, walkways, sidewalks or as directed by the Department Representative.
- d. Removal of trees is not included within the scope of this contract, regardless of whether the tree is alive or dead. Contractor shall, however, remove trees that have fallen over.
- e. When pruning trees near power lines, such as 2322 Buena Vista, contact the facility representative so that they can contact CPS Energy to ensure proper clearance from overhead utility lines.”

9. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, 4.3 MINIMUM REQUIREMENTS, subsection c is hereby deleted:

- c. “Contractor must have a valid City of San Antonio issued Tree Maintenance License required for pruning, treating, or removing trees. Contractor shall provide a copy of the valid city issued Tree Maintenance License with the Contractor’s proposal and must maintain the license throughout the duration of the contract. Contractor shall provide a copy of the license at any time City requests same during the contract period.”

10. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, 4.1 SCOPE, is hereby revised to read as follows:

“The City of San Antonio seeks proposals from qualified respondents interested in furnishing all labor, equipment, materials, expertise and tools required to perform landscaping, mowing, and irrigation inspection and maintenance & repair services for Various City Departments in accordance with the specifications listed herein. These services are required to establish a landscape and irrigation maintenance and repair program that will ensure the appearance of the grounds are attractive and orderly while maintaining the functionality of the irrigation system. Services include routine mowing of all landscaped turf areas and maintenance and repair of the irrigation system.

Services include, but not are limited to, mowing, edging, string trimming, leaf/debris blowing, sweeping, weeding, shrub pruning, and general landscape and irrigation maintenance and repair services.

The total acreage is an approximate.

11. Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, 4.13 LITTER PICK UP, subsection b. is hereby revised to read as follows:
- a. "Litter, trash, and debris include, but are not limited to, all fallen tree branches, trees that have fallen over, blown papers, dumped trash, or any other debris encountered."

**On January 9, 2015, the City of San Antonio hosted a Pre-Submittal conference and site tour to provide information and clarification for Annual Contract for Landscaping Services at Various City Locations. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) presentation. The City's official response to questions asked is as follows:**

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION:**

- Question 1: What is the City's plan for pre-existing damage to the irrigation systems?  
Response: See Section 004- SPECIFICATIONS / SCOPE OF SERVICES, Section 4.30, added above.
- Question 2: What is the City's plan for the mulching at the beginning of the contract?  
Response: Please see revisions to sections 4.9 and 4.12 above.
- Question 3: Can the vendor use the City's Mulch?  
Response: Please refer to 004- specifications/scope of services 4.12 d & e. The City arborist will approve of the use of the City's mulch.
- Question 4: Can the City provide the number of trees that the vendor is responsible for each location?  
Response: Tree trimming was removed from this RFCSP and Shrub maintenance has been added to landscape services.
- Question 5: What is the frequency required for mulch?  
Response: Please refer to 004- specifications/scope of services, 4.9(j) and 4.12(a) above.
- Question 6: There are several areas without mulch, is the vendor expected to apply mulch?  
Response: Please refer to 004- specifications/scope of services, 4.9(j) and 4.12(a) above.

- Question 7: On major proposals (irrigation) there is no cost plus allowed, but what if we have the necessary items in inventory?  
Response: Please refer to 004 – specifications/scope of services, 4.25 a-b.
- Question 8: If a site gets cancelled for any reason, who will be responsible for bringing it back up to specification if we are called to care for that site again?  
Response: While cycles may be delayed or canceled due to weather or similar conditions, actual sites will not be removed and re-added during the term of the contract.
- Question 9: Is the vendor responsible for replacing any trees and/or shrubs?  
Response: Replacement is only required if a tree or shrub is damaged or destroyed through Vendor's intentional or negligent acts or omissions.
- Question 10: Is the vendor responsible for the trees on the open lot behind the Fire Academy?  
Response: Pruning is not required.
- Question 11: Is the vendor responsible for any injuries to stray animal on the open lot behind the Fire Academy? (Question was in regard to pesticide use, should a stray ingest it)  
Response: No, the vendor is not responsible for injury to stray animals in the open lot behind the Fire Academy caused by applying pesticides.
- Question 12: On past occasions, the Fire department has their Firefighters mow their locations. Does the City anticipate this to keep happening?  
Response: No.
- Question 13: What if an existing irrigation system is not working, for example, 300 Training Academy has not been used in years? Who will bring it up to working order?  
Response: See new section 4.30 above.
- Question 14: Do the trees bordering the fire department have the same "crowning" requirements?  
Response: Tree trimming was removed from this RFCSP and Shrub maintenance has been added to landscape services.
- Question 15: Callaghan has tree stakes with no trees as well as several dead trees, is the vendor responsible for removal?  
Response: No. Please refer to 004 – Tree trimming was removed from this RFCSP.
- Question 16: Who is responsible for putting the irrigation pipes in the ground at the Pre-K East?  
Response: The current Pre-K 4 SA contractor is responsible for burying them. Once this contract is awarded, the awarded Contractor will be responsible for the irrigation system. See section 4.30 above.
- Question 17: Does the Pre-K East uses pre-claim water from the retention pond?  
Response: No, Pre-K East does not use pre-claim water from the retention pond.

Question 18: Could you please provide us with the Pre-K East hours to mow?

Response: Please refer to 004- specifications/scope of services 4.6 a & d

Question 19: Is the retention pond on Pre-K East included?

Response: Yes, the retention pond is included in the Pre-K East acreage.

Question 20: For Pre-K East, is the irrigation system still under warranty? For how long the irrigation system is under warranty?

Response: Yes, the irrigation system still under warranty for 1 year.

Question 21: Who is responsible for Pre-K East mulch approvals? Will approval be different for Playground mulch vs. tree mulch?

Response: City Arborist will approve tree mulch. Playground mulch is not included in the scope of this contract.

Question 22: Does South Channel require the use of pesticides, if yes, does the contractor for the South Channel required to have a Pest Control license?

Response: No, South Channel does not require the use of pesticides. Vendor is required to have a pest control license.

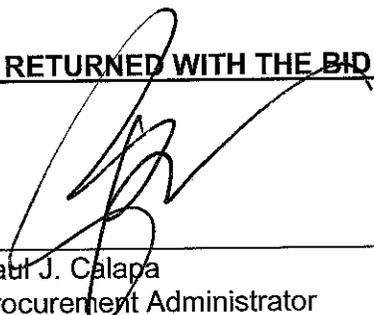
Question 23: Is trimming of the shrubs and weeding required at Hays?

Response: Yes, and selected herbicide application, if needed.

Question 24: Is Organic Pesticides acceptable to use at all locations?

Response: This decision will be left up to the individual department. You will need to obtain authorization in writing from the respective department point of contact.

**\*\*THIS ADDENDUM SHALL BE SIGNED AND RETURNED WITH THE BID PACKAGE\*\***



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Paul J. Calapa  
Procurement Administrator  
Finance Department – Procurement Division

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

PC/jf