

City of San Antonio

ADDENDUM II

SUBJECT: Annual Contract for Landscaping Services -BES - Request for Competitive Sealed Proposals, (RFCSP 6100006195), Scheduled to Open: October 2, 2015; Date of Issue: August 28, 2015

FROM: Paul J. Calapa, Procurement Administrator

DATE: September 30, 2015

THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - 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 extended to October 7, 2015, at 2:00 p.m, C.T..
2. Remove Attachment B Price Schedule and replace with Attachment B Price Schedule Rev I dated 9/28/15, posted as a separate document.
3. Remove Attachment N List of Locations with Estimated Acreage and replace with Attachment N List of Locations with Estimated Acreage Rev. I dated 9/17/2015, posted as a separate document.
4. **Section 004- Specification/Scope of Services, 4.5 Work Locations is revised to read as:**
"Below are the general locations requiring service under this contract. A completed listing of City locations and acreage are shown on Attachment B – Price Schedule Revision I dated 9/28/15. All acreages listed are estimates. City’s estimates shall be used for all purposes and shall be considered conclusive of actual size. The City reserves the right to award by zone."
 - Zone 1: Landscaping areas without irrigation (locations 1 – 11)
 - Zone 2: Landscaping areas with irrigation (locations 12-25)"
5. **Section 004- Specification/Scope of Services, 4.6 Service Cycle Quantities and Hours a & d have been revised to read:**
"a. Contractor shall provide services as per on Attachment B - Price Schedule. Contractor shall provide each department representative with a mowing schedule 14 days after contract award. That schedule shall become part of this contract and be incorporated as if fully set forth herein."
"d. Services shall take place only between the hours of 7:30 a.m. and 7:00 p.m., Monday through Friday, excluding City Holidays. Exceptions to the hours are:
 - a. Animal Care Facility: complete before 11 am
 - b. Traffic Building: 7:45am – 4:30pm"
6. **Section 004- Specification/Scope of Services, 4.9 Mowing j. has been revised to read:**

"Mulch. All planting beds shall be mulched with coarse native mulch within 90 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. "

7. **Section 004- Specification/Scope of Services, 4.12 Tree Wells a. has been revised to read:**
"a. Contractor shall properly install and maintain all mulched areas adjacent to trees free of weeds. Hand weeding is required within all tree wells. Apply 2 to 4 inches of coarse native mulch at a minimum radius of 3 to 4 feet around trees within 90 days of contract award. **Mulch must be maintained at this level throughout the term of the contract.**"
8. **Section 004- Specification/Scope of Services, 4.13 Litter Pick Up b. has been revised to read:**
"b. Litter, trash, and debris include, but are not limited to, all fallen tree branches, fallen tree limbs, blown papers, dumped trash, or any other debris materials."
9. **Section 004- Specification/Scope of Services, 4.27 Work Schedule - Cycles has been revised to read:**
City shall have the right, at City's election, to delay, cancel or add mowing cycles. If the City cancels a mowing cycle, Contractor will not be paid for the cancelled cycle. If the City delays a mowing cycle, City and Contractor will work together to modify the mowing cycle schedule and Contractor will be paid for all completed mowing cycles. If City elects to add new mowing cycles, Contractor will be paid for the additional cycles at the per cycle rate shown in Attachment B – Price Schedule. If City adds new locations, those will be paid at the rate per acre per cycle shown in Item 11 for zone 1 and item 25 for zone 2 on Attachment B – Price Schedule revision 1 dated 9.28.15. Any locations identified on the Price Schedule that was not originally awarded to Contractor will be paid at the rate Contractor originally bid for that location, if later added. All acreage amounts stated are estimates and may be changed if found to be incorrect. However, the City's determination of acreage shall be final."
10. **The SBEDA Presentation is included as Attachment P.**
11. **The following documents are posted for review:**
 - a. **Redacted 1st Pre-Submittal Conference Sign-in Sheet**
 - b. **Redacted 2nd Pre-Submittal Conference Sign-in Sheet**
 - c. **Bid Tab 6100005244**

On September 4, 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 -BES. On September 18, 2015, the City of San Antonio hosted a 2nd Pre-Submittal conference. 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 WRITING BY EMAIL IN ACCORDANCE WITH SECTION 003,
RESTRICTIONS ON COMMUNICATION:**

- Question 1: What are the work hours of the Traffic Building?
Response: See revised Section 004 Specification/Scope of Service, 4.6 d.
- Question 2: At ACS do we service the pens if there are animals present?
Response: No, do not service the pen if animals are present.
- Question 3: What hours are best for servicing ACS?
Response: See revised Section 004 Specification/Scope of Service, 4.6 d.
- Question 4: These locations are in rough shape, can we have 120 days to bring up the appearance?
Response: See revised Section 004 Specification/Scope of Service, 4.9 j, 4.12 a,
- Question 5: We have 7 days to provide a schedule, can this be made longer?

- Response: Refer to Revised Section 004 - Specifications/Scope of Service, 4.6 Service Cycle Quantity and Hours, a.
- Question 6: Can we store our tractor at the Police Academy since it will be used for bi-weekly cuts?
- Response: Yes, the City of San Antonio will not be responsible for damage, loss, theft or vandalism to the tractor/related equipment.
- Question 7: Do we have to bid on all locations?
- Response: Refer to revised Section 004- Specification/Scope of Service, 4.5 Work Locations. The locations have been divided into two (2) zones. The city reserves the right to award to one contractor per zone or both zones to one contractor. If a contractor does not submit a proposal for all locations in a zone, the City will not be able to fully evaluate the contractors proposal response, thus the contractor may not be recommended for award.
- Question 8: According to the Texas Department of Agriculture a Pest Applicator license is not necessary. Do we still need one?
- Response: Yes, see Section 004 Specifications/Scope of Service, 4.3 Minimum Requirements b
 "b. Contractor must have a current Pesticide Commercial Applicator License to engage in the application of pest control products issued by the Texas Department of Agriculture. Contractor must provide a copy of the state license with Contractor's proposal and must maintain the license throughout the duration of the contract."
- Question 9: Most locations have trees that have grass surrounding them, making it obvious that they have never had a mulch ring. Are we required to place mulch around them?
- Response: For trees that have all grass surrounding them, mulch will only be required if the tree is located within 100 feet of the front entrance.
- Question 10: Is there public access to the facilities for people that were unable to attend site tour?
- Response: You can contact Karyn.ireton@Sanantonio.gov to schedule and appointmer
Section 003 - Instructions for Bidders, Estimated Quantities for Annual Cont
 "Designation as an "annual" contract is found in the contract's title on the C estimates only and are in no way binding upon City. Estimated quantities are or decrease quantities as needed. Where a contract is awarded on a unit price supplied.
- Respondents shall thoroughly examine the drawings, specifications, schedule
- Respondents shall make all investigations necessary to thoroughly inform themselves of the material and equipment, or conditions and sites/locations for providing goods and services. Ignorance by Respondent will be accepted as a basis for varying the requirements.
- Question 11: Please clarify the frequency of cycles at the Police Training Academy, locations 4 & 19.

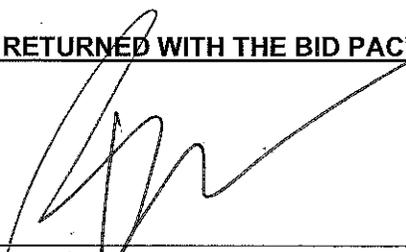
- Response: Location 4 is the Police Training Academy Open Field and Driving Track. There are 12 cycles per year at this location.
Location 19 is the Police Training Academy Administration Building. There are 20 cycles at this location.
- Question 12: If I am working to get my pesticide license but will not have it until after the solicitation is due, will that disqualify me?
- Response: Yes
- Question 13: I wanted to clarify the bid bond percentage. Exactly what percentage should the bid bond state? I know the amount should be \$1,000 but I would like to know what the percentage should state?
- Response: There is no stated percentage. Refer to Section 003 - Instructions for Bidders, Proposal Bond.
Submit proposal bond in the amount of \$1,000.00. For electronic submissions, Respondent must provide the original proposal bond to the City Clerk prior to proposal due date in accordance with the instructions for submission of hard copy proposals.
- Question 14: Do we need to remove the vines on fences?
- Response: No.
- Question 15: Section 004 Specifications/Scope of Service, 4.14 b - are we able to mulch the leaves rather than blow/sweep them?
- Response: No, the area needs to be left looking clean and manicured.
- Question 16: Section 004 Specifications/Scope of Service, 4.13 b - are we required to remove trees as well?
- Response: See revised Section 004 Specifications/Scope of Services, 4.13b.
- Question 17: Can you provide the bid tabs for 6100005244 & 6100002312?
- Response: The bid tab for 6100005244 is posted for reference. The previous bid tabulation for 6100002312 be obtained by going to www.sanantonio.gov, Bidding and Contracting section, Tabulations & Awards and searching for contract 6100002312.
- Question 18: Police Training Academy: Can we use herbicide to the driving track grass encroachment to the pavement and fence lines?
- Response: Yes, please see Section 004 Specifications/Scope of Service, Landscape Services, 4.9 Mowing f.
"Landscaped and groundcover areas such as, but not limited to, planter beds, rock beds, mulched beds, decomposed granite and tree wells shall be kept free of weeds, debris or other objectionable materials. Hand weeding is required in these areas to ensure that the appearance is presentable. Simply applying herbicide treatment without physically removing weeds is not permissible."
- Question 19: Are retention ponds at the Northeast Tool Yard included in the regular service?
- Response: Yes
- Question 20: At the Northeast Tool Yard are we required to maintain the area where the new City vehicles are stored on the grass?

Response: No, if there are ANY vehicles on the grass.

Question 21: Are we required to maintain the tree rings at the Northeast Tool Yard as they are all fresh?

Response: Yes

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



Paul J. Calapa
Procurement Administrator
Finance Department – Procurement Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature _____

PC/ki

