

City of San Antonio

ADDENDUM I

SUBJECT: Formal Invitation for Bid for Market Square Landscape Services, (IFB 6100004718),
Scheduled to Open: August 22, 2014; Date of Issue: August 7, 2014

FROM: Paul J. Calapa, Procurement Administrator

DATE: August 18, 2014

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED INVITATION FOR
BID**

THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

- 1. THE SUBMISSION DATE IS HEREBY EXTENDED TO MONDAY, AUGUST 25, 2014, 2:00 PM CENTRAL TIME.**
- 2. The following changes are made to Section 004 – Specifications and Scope of Services:**

A. Paragraph Entitled “Plant Color Changes” is hereby revised to read as follows:

Contractor is responsible for 4 annual color changes of plants on all planters and in landscape areas. Contractor is responsible for providing plant material according to plant palette suggested by the department. Plants used for planters must be a transplanted from a container with a minimum size of 4". Plants used for landscape areas must be a transplanted from a container with a minimum size of 1 gallon. Annual color changes typically occur during the months of March, April, September, and October. However, all changes shall be scheduled with City's Departmental Representative.

B. Item 1 Landscape Services is revised to read as follows:

Item 1 Landscape Services

Watering.

Cycle Quantity and Hours:

Each Cycle consists of the following:

Watering: Six round planters
Two Flower Beds
Thirty-Two Round Pots

Frequency:
March – October: 3 cycles a week
November – February: 2 cycles a week

The number of containers is subject to change. At times, there will be fewer containers, but more may be added. However, the number of additional containers will not exceed 40.

3. ADDED: Price Schedule rev. 1, 8-18-2014 (Attachment A). Attached as a separate document.

On August 12, 2014, the City of San Antonio hosted a Pre-Submittal Conference and site tour to provide information and clarification for the Annual Contract for Market Square Landscape Services. The City's official response to questions asked is as follows:

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

Question 1: Does the pest control include insects such as mosquitoes?

Response: Contractor is not responsible for mosquito control.

Question 2: Do the color changes include maintaining planting beds i.e. replacing dying flowers more than 4 times per year?

Response: There are four (4) required seasonal color changes. However, Contractor must replace plants that die between the seasonal changes.

Question 3: Does the pest control include rodents/vermin?

Response: No.

Question 4: Is sub-contracting required?

Response: No.

Question 5: Who will be the Facility Coordinator after award?

Response: Mark Jenkins. However, the City reserves the right to designate a different Facility Coordinator during the life of the contract.

Question 6: How many sprinkler controllers are on site? How many irrigation zones?

Response: There are two (2) sprinkler controllers and four (4) irrigation zones.

Question 7: Will the department consider other options for mulch than just cedar?

Response: Not at this time.

Question 8: What months of the year will the color changes for the flowers occur?

Response: The color changes will occur as needed and as per season. See this Addendum I, section 2A above.

Question 9: Will the department prefer flats or 1 gallon sized pots of colored flowers?

Response: See Addendum I, section 2A.

Question 10: Are there a total of 32 services required per year?

Response: There are different tasks, performed at varying frequencies during the year.

Question 11: Is the pricing on the Price Schedule to be an estimated amount per month?

Response: No. Please see revised Price Schedule.

Question 12: Is the cost of the irrigation analysis to be included with the cost of the bid but not the estimated cost of repairs?

Response: Yes, Contractor is to notify the City's Facility Coordinator if repairs beyond standard adjustment of settings are required. Repairs are not included in this contract.

Question 13: What is the most common landscape problem that the department experiences at the site?
Response: Insufficient supplemental watering contributing to plant loss, which results lack of aesthetic appeal.

Question 14: What is the type of irrigation currently installed onsite?
Response: Hunter controller and sprinklers.

Question 15: Are vendors allowed to connect hoses to the existing water faucets onsite?
Response: Yes, but not from leased restaurants/building.

Question 16: What are the most common days/timeframes for the most litter/trash onsite?
Response: Saturday, Sunday, and Monday.

Question 17: Will there be a common area available to the vendor for equipment being utilized during service?
Response: Yes; commercial loading zones are on site, as well.

Question 18: Will the site always have the same number of planted pots onsite?
Response: No. Potted Sago palms are moved temporarily to Milam Park during various events, such as Fiesta. Changes/additions may be brought in occasionally to improve appearance. See Addendum I, section 2B above.

Question 19: What is the department's preferred day(s) of service?
Response: Monday, Wednesday, and Friday; preferably early in the morning. The City will coordinate service schedule after award of contract.

Question 20: Will the department occasionally require additional tree-trimming services?
Response: Palm trees are included with this contract. Other trees are not included.

Question 21: Are the courtyards of the Museo Alameda included with this contract?
Response: No.

Question 22: Is the contract for the maintenance of essentially the entire City block on which Market Square is located?
Response: Yes.

Question 23: Does the department prefer using flats of flowers for the pots?
Response: Contractors may utilize flats and/or potted flowers for the pots located on site.

Question 24: How many water hose connections are located outside onsite?
Response: There are 10 hose connections on site; 5 opened, and 5 secured with key.

Question 25: Will all of the palms on site require service?
Response: Yes.

Question 26: Are the planters in which the palms are planted currently irrigated?
Response: Yes.

Question 27: What is the name of company who is currently providing irrigation services? Will the newly awarded contractor have the opportunity to speak with the current vendor after award of the contract?
Response: Craftsman Plumbing has been providing irrigation services. The City does not control communications between private companies. However, the new contractor will be expected to communicate with the City-designated Facility Coordinator regarding performance of the new contract.

Question 28: Is the frequency 3 times a week per month for peak season and 2 times a week per month for off peak season?

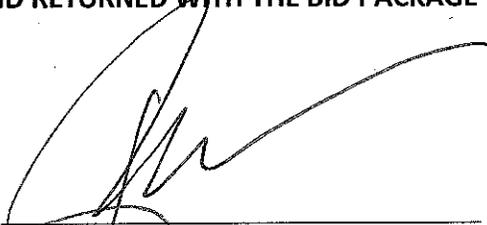
Response: Yes.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATIONS:

Question 29: Can we get a waiver on the pest control license?

Response: No

****THIS ADDENDUM MUST 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/GG