

EVERMORE COMMUNITY IMPROVEMENT DISTRICT

Landscape Services Request for Proposal Addendum

Bid Opening: December 17, 2020

Location: Evermore CID

**2795 Main Street West
Bldg 28, Ste A&B
Snellville, GA 30078**

This Addendum #1 is issued to modify, explain, or correct the original bid package documents released for the referenced project, and is hereby made a part of the **BID DOCUMENTS**. This Addendum #1 includes all questions that have been received during the question period and the bidders conference; the corresponding answers to each question are in red.

Addendum #1: This information was discussed and provided to all attendees of the bidders conference on January 05, 2021.

1. When submitting the proposal, please make sure the completed Rate Quotation Sheet (located in the RFP) is located at the top of the completed proposal, preferably behind the first page.
2. We require monthly reports to be submitted at the beginning of the following month.
3. We require prior notification, which can be emailed to Alex at abastian@evermorecid.org, before and after each workday in the district.
4. Regular working hours can take place during the hours of 7:00am-5:00pm. We prefer adherence to this schedule but understand those hours may be extended during growing season.
5. The contract will go into effect March 01, 2021.
6. The CID is responsible for the Roundabout on Highpoint Road, but the sidewalks have been maintained by the Homeowners Associations within the area.
7. Pruning is an essential part of the responsibilities and shall be conducted four times per year.

Questions/ Clarifications Received:

1. Concerning ‘Weekly Trash Pick-up’; How many trash pick-up’s in a week are expected?
Once weekly with weekly service. During the dormant season, twice per month
2. Is the vendor responsible for providing trash liners?
Yes
3. How many trash cans are there TOTAL along the CID?
Please take the time to count them.
4. Please clarify examples of mulch that is out of contract?
Where mulch is no longer present, mulch should be replaced. However, re-mulching the corridor is covered by a separate RFP.
5. During the pre-bid, it was stated that mulch isn’t to be included in the monthly pricing, but ‘freshening up’ should be. So as to be fair and for us to provide (apples to apples) pricing for you; Historically, how many yards of mulch are you expecting to be provided in ‘freshening up’ throughout the year?
The CID does not have any data available to respond with an exact amount of replacement mulch. In the 2021-2022 season we think there should be a small amount considering the corridor mulching took place during 2020.

6. Do you anticipate extending the bid due date?

No.

7. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Please refer to the Selection Criteria and Overview section of the RFP.

8. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com/free?

No

9. Other than your own website, where was this bid posted?

It was posted on Georgia Procurement Registry

10. Please identify if the minimum insurance requirements have to be met by the contractor during the bid process or after the award of the contract?

Read the RFP for details

11. What type of documentation are you requesting that we provide outlining our ability to secure insurance levels required by the CID?

Read the RFP for details. We will not require insurance documents for the response to the RFP. However, if you are the successful bidder, the insurance requirements are identified in the RFP. You must provide an addendum showing Evermore and other entities are held harmless.

12. Will Evermore CID provide mileage for the ROW sites to help ensure we provide an accurate bid on the sites that require maintenance?

Information is provided in the RFP.

13. Is the curb/gutter edging currently maintained or will it require detailed initial clearing?

Currently, all areas requiring edging is in good condition.

14. How often is the contractor required to manually remove weeds over 4'' and in what specific areas is this required?

As needed.

15. Is the contractor supposed to include in our bid all disposal costs associated with the semi-annual tree pruning?

Yes.

16. Does the Evermore CID have an estimate on the acreage for the area that requires a Kudzu Control Plan, and are there specific sites that require Kudzu maintenance?

We do not have the acreage for Kudzu control. The Lake Lucerne area near Yellow River is the predominate area. There may be some smaller areas requiring control.

17. Should the contractor include the Kudzu maintenance into the description of services hourly rate?

You may. This is your company's response.

18. What adjustments to the schedule are allowed when factoring inclement weather on sites serviced on a weekly and bi-weekly schedule?

We recognize weather impacts work schedule. As long as all work is completed within the week or month, whenever possible, will be acceptable.

19. Does the Evermore CID have a quantity or an approx. amount associated with the Evermore signage and protective clothing that is required?

We do not. The RFP answers these issues.

20. What information is the CID requesting to prove financial stability, would financial statements be considered adequate?
Financial statements, bank information and the like will be acceptable.
21. Does the sample agreement need to have an outline of the scope of work and bid amount for services or are you requesting the terms under which the contractor will perform the contract?
You may choose to prepare you own proposed contract.
22. The rate quotation sheet lists hourly and monthly rates.
Yes it does. The reason for the hourly rate is in anticipation of additional work which will require addition commitment of resource to accomplish.
23. Is the bidding contractor required to provide a total hourly/monthly amount based on the required number of crew members on site to complete the scope of work?
No, you will determine the number of crew members to accomplish the tasks as required in the RFP.
24. How will the description of services hourly rate be determined if specific services (shrub maintenance, side street maintenance) are completed on a different schedule?
Extra authorized work will be calculated on your hourly basis. Prior to work beginning on special projects an estimate of hours, related cost and a “not to exceed” amount written into a separate agreement.
25. Does the CID require a specific type/brand of trash liners?
We do not require a specific type or brand. However, the successful bidder will be required to clean and maintain the area surrounding the cans.
26. How should we maintain the sites that do not require mowers like the hills in front of Jessica Daron Ct?
They do require maintenance. The successful bidder will and always has be able to determine the best approach to maintaining the banks. If this is a requirement you cannot achieve, please indicate in your response to the RFP.
27. Who is currently performing the maintenance of the ROW for Evermore CID?
Russell Landscape.
28. Is it possible to obtain the most recent award amount and scope of work for this opportunity?
The scope of work is the same in this RFP with only minor changes. Currently, the CID pays slightly less than \$9,000 per month.
29. If given the option to extend the contract for up to three years, why is the current contract not being extended for its final year?
Experience. Both the CID and the Contracted firm is given the opportunity to end the contract instead of extending it.
30. Referring to trash pickup, is that just the main and side streets?
It includes all areas within the ROW and all trash cans located within the CID boundaries.
31. Does the landscaping firm provide the trashcan liners?
Yes.
32. In reference to mulching, what is the frequency for refreshing the mulch?
As frequently as need to keep it neat within the beds and free of weeds.

33. Does the monthly rate include mulch application?
No, a mulch application has just taken place throughout the entire district. The monthly rate includes routine mulch maintenance, but mulch replacement, runoffs, or damage to mulch beds which require additional labor and materials can be billed separately.
34. Do we (the landscape firm) provide the contract?
Yes. The selected firm will provide the CID with a contract that the CID will then review/modify.
35. Do you prefer work to be done within 1 day or spread out throughout the week?
We prefer one day a week, but if the work is done within the 5-day window provided in the RFP, that is okay.
36. Referring to the monthly report, do you wish to conduct a ride through with team members of the selected firm?
No, we just want honesty in timely reporting that includes details of trash pickup.
37. What was the price range during the last proposal submission period?
\$105,000-241,000, with an average around \$150,000.
38. What are the expectations for the kudzu around the Yellow River Pedestrian Bridge?
Make sure kudzu does not grow over the railing but does not have to be cut every week. We are not opposed to using spray to control kudzu, but we do not want it removed.