



City of Stockbridge Purchasing Division

City of Stockbridge City Hall
4640 North Henry Boulevard
Stockbridge, Ga 30281

ADDENDUM NO. 3

Solicitation No.: Request For Proposal (RFP) No. 2020-00013

Solicitation Title: Landscape Maintenance Services

ATTENTION ALL POTENTIAL BIDDERS:

- MUST ADDENDUM. READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**
This addendum forms a part of the contract documents, modifies the original bidding documents and shall be as binding as if contained therein.
- Return Addendum with Bid Submittal. Failure to do so may subject the Bidder to disqualification.
- Return Completed Revised Bid Pricing Sheets with Bid Submittal.

TO ALL PROSPECTIVE BIDDERS, PLEASE NOTE THE FOLLOWING CHANGES AND CLARIFICATIONS:

Words in ~~striketrough~~ type are deletions from existing text. Words in **bold, underlined** type are additions to existing text.

1. The RFP Due Date **has** changed. The RFP Due Date is 12:00 noon EDT on ~~Friday, April 24, 2020~~ **Friday, May 1, 2020 (12 NOON, EDT)**.
2. The deadline for questions has not changed. The deadline for questions is Friday, April 3, 2020 (12 Noon) EDT.

ADDITIONS / CLARIFICATIONS / CORRECTIONS

1. ~~A Non-Mandatory Pre-Bid Conference will be held on Tuesday, March 17, 2020 at 10:00 AM EDT at the Stockbridge City Hall, 4640 N. Henry Boulevard, Stockbridge, Georgia 30281. The Non-Mandatory Pre-Bid Conference has been cancelled. Unless indicated otherwise, attendance is not mandatory, although suppliers are strongly encouraged to attend. The Non-Mandatory Pre-Bid Tele-Conference Meeting will be held on Friday, March 20, 2020 at 12:00 Noon EDT. The Non-Mandatory Pre-Bid will be available by calling telephone number (678-833-3340) to take part in the Tele-Conference Meeting.~~ **The Non-Mandatory Pre-Bid Conference has been cancelled.**



City of Stockbridge Purchasing Division

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Stockbridge, Ga 30281

- 2. Page 6 of 120 has been revised. Please see attached.
- 3. Page 7 of 120 has been revised. Please see attached.
- 4. Page 8 of 120 has been revised. Please see attached.
- 5. Page 29 of 120 has been revised. Please see attached.
- 6. Page 58 of 120 has been revised. Please see attached.
- 7. Page 120 of 120 has been revised. Please see attached.

The City of Stockbridge website is the official location for the posting of all solicitation addenda and contract award results. It is the obligation of each Prospective Provider to frequently monitor the City’s website in order to obtain complete and timely information. The City’s website is located at <https://www.cityofstockbridge.com/default.aspx> and Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp
All other terms, conditions, and specifications of the solicitation remain unchanged.

Name of Company / Firm / Organization

Printed Name of Authorized Rep. / Title

Signature of Authorized Representative / Date

SECTION 2.0

2.1 OBTAINING THE RFP

This document and supporting documents can be downloaded at the City of Stockbridge Website, <http://www.cityofstockbridge.com/default.aspx> under "Bid Solicitations" and the Georgia Procurement Registry https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

2.2 PRE-PROPOSAL CONFERENCE

The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to as "Schedule of Events" of this RFQ. Unless indicated otherwise, attendance is not mandatory, although suppliers are strongly encouraged to attend. However, in the event the conference has been identified as mandatory; then a representative of the supplier must attend the conference in its entirety to be eligible for contract award.

2.3 PROPOSAL DUE DATE

All proposals are due in the Division of Purchasing of City of Stockbridge located in the **City of Stockbridge City Hall, 4640 North Henry Boulevard Stockbridge, GA 30281** on or before ~~April 24, 2020 (12 Noon) EDT~~ **May 1, 2020 (12 Noon) EDT.**, legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the City of Stockbridge Purchasing Division. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

Each envelope or package on the outside shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-00013
LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF STOCKBRIDGE**

City of Stockbridge City Hall
4640 North Henry Boulevard Stockbridge, GA 30281

~~RFP Due Date: April 24, 2020 (12 noon) EDT~~

RFP Due Date: May 1, 2020 (12 noon) EDT

2.4 SUBMITTAL REQUIREMENTS

It shall be the sole responsibility of the Proposer to have his/her proposal/bid submittal delivered to the City of Stockbridge Procurement Division for receipt on or before the above stipulated due date and time. If a proposal is sent by U.S. Mail, FedEx, the proposer shall be responsible for its timely delivery to the Purchasing Division. **All bids must be Mailed Only to the City at the address listed in the bid. Proposer should obtain tracking receipt and provide proof of the receipt via email within 3 days after bid opening date.**

2.5 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFP shall be submitted in writing to the Procurement Division contact person, Lindell Y. Miller, Purchasing Manager at LMiller@CityofStockbridge-ga.gov, 4640 North Henry Boulevard Stockbridge, GA 30281. Any response made by the City shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

2.6 REQUEST FOR PROPOSAL “SCHEDULE OF EVENTS”

Below is the current Schedule of Events, in local time (EDT), that will take place in the procurement process. The City reserves the right to make changes to the schedule as the City determines is in its best interest. Unless otherwise notified in writing by the City, the dates indicated below for submission of items or for other actions on the part of a Provider shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Provider to be disqualified.

EVENT	DATE
Request For Proposals Issued to Public	March 18, 2020
Pre-Proposal Meeting (Non-mandatory) City of Stockbridge City Hall 4640 North Henry Boulevard Stockbridge, GA 30281	March 17, 2020 (10:00 A.M, EDT) <u>N/A</u>
Last Day for Questions to be Submitted	April 3, 2020 (12:00 A.M, EDT)
RFP Submittal Due Date	April 24, 2020 (12:00 A.M, EDT) <u>May 1, 2020 (12:00 A.M, EDT)</u>
Project Manager Public Works Director – Decius Aaron, Public Works Director	

2.7 NO CONTACT DURING THE PROCUREMENT PROCESS

It is a request of the City that the evaluation and award process for City contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and City officials, elected officials and staff regarding pending awards of City contracts shall be prohibited.

- A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any City officer, elected official, employee, or designated City representative, between the date of the issuance of this solicitation and the date of the City Manager's recommendation to the Council for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.
- B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.
- C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with City officers, elected officials, employees, or designated City representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is "non-responsive", and same shall not be considered for award.

2.8 CLARIFICATION & ADDENDA

Proposers may submit requests for clarifications or interpretations regarding this RFQ and the Contract. Proposers must prepare such requests in writing for the City's consideration as set forth in this section of this RFQ. While the City has not placed an initial limitation on the number of requests which can be submitted, Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the City will set restrictions on the frequency and number of requests permitted. The City will not respond to requests, oral or written, received after **February 19, 2020, (12 Noon) EDT. April 3, 2020 (12:00 A.M, EDT)**, local prevailing time. City reserves the right to post an addendum at any time prior to the bid opening date and it is the responsibility of the proposer to view the City's website for any all addendum post for specified solicitation. Proposers are advised that this section places no obligation on the part of the City to respond to any or all requests for clarification nor interpretation, and that the City's failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFQ.

Requests for clarification or interpretation regarding this RFQ shall only be Submitted in writing via letter or email to the designated Purchasing Representative:

Purchasing Manager: Lindell Y. Miller
Email: LMiller@CityofStockbridge-ga.gov

SECTION 3.0

3.1 SUBMISSION REQUIREMENTS

All Proposals, including all attachments, must be received by the City in a sealed package no later than ~~Friday, April 24, 2020 (12:00 Noon) EDT~~ **Friday, May 1, 2020 (12:00 Noon) EDT** and must be addressed to:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-00013
LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF STOCKBRIDGE
City of Stockbridge, City Hall
Procurement Division
4640 N. Henry Blvd., Stockbridge GA 30281**

The Proposal shall consist of all documents listed on the Required Submittal Checklist (Exhibit III), Evaluation Criteria and the Scope of Services listed in Exhibit I. The Proposal shall include proposer information, technical information, business related information, and any Technical Proposal forms requested, sealed, marked and packaged.

The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP) NO. 2020-00013
LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF STOCKBRIDGE
CITY OF STOCKBRIDGE, CITY HALL
Proposer's Name and Address**

The Request For Qualifications (RFQ) requirements, responses shall **consist of one (1) signed, original that is marked "ORIGINAL" and five (5) bound photocopies that are identical to the original and marked "COPY" and one (1) flash drive containing a pdf format of the RFQ submittal.** Minimum font size of eleven (11) shall be used. All pages shall be single sided.

Failure to submit the RFQ response in the manner specified herein or failure to closed identical permanently bound copies of the original materials in each response copy submitted may result in the disqualification of the entire submittal.

ATTACHMENT A
COST PROPOSAL FORM
(Consisting of pages 26 - 31)
“LANDSCAPE MAINTENANCE SERVICES”

Responder: Please complete the attached ~~pages 26—31~~ of the Cost Proposal Forms and return them with this cover page. The cost proposal must be submitted in a separate, sealed envelope with the Responder’s name and “Request for Proposals No. 2020-00013 and Landscape Maintenance Service” clearly identified on the outside of the envelope.

By signing this page, Responder acknowledges that he has carefully examined and fully understands the Contract, Scope of Work, and other attached documents, and hereby agrees that if his proposal is accepted, he will contract with the City of Stockbridge according to the Request for Proposal documents.

Please provide the following information:

Name of Firm: _____

Address: _____

Contact Person Submitting Proposal:

Title of Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Signature of Contact Person

Title of Contact Person

SEALED RFP ENCLOSED

DELIVER TO:

City of Stockbridge Purchasing Division
Attn: Purchasing Manager
4640 North Henry Boulevard
Stockbridge, Georgia 30281

REQUEST FOR PROPOSALS. 2020-0008

DATE: ~~April 24, 2020~~

May 1, 2020

RFP MUST BE RECEIVED BEFORE 12:00 NOON

DESCRIPTION:

LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF STOCKBRIDGE

All bids must be Mailed Only to the City at the address listed in the bid.
Proposer should obtain tracking receipt and provide proof of the receipt via
email within 3 days after bid opening date.