

ADDENDUM NO. 4

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 **not** 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. Page 7 of 120 has been revised. Please see attached.
2. Page 8 of 120 has been revised. Please see attached



**City of Stockbridge Purchasing Division**

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

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](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

All other terms, conditions, and specifications of the solicitation remain unchanged.

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Name of Company / Firm / Organization

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Printed Name of Authorized Rep. / Title

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Signature of Authorized Representative / Date



Where Community Connects

**City of Stockbridge Procurement Division**

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

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

## 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 **April 3, 2020, (12 A.M EDT) April 3, 2020, (12 Noon) 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](mailto:LMiller@CityofStockbridge-ga.gov)**