



City of Stockbridge Purchasing Division

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

ADDENDUM NO. 1

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 Cost Proposals/Bid Pricing Sheets with Bid Submittal.

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

Words in ~~strike through~~ 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.
2. The deadline for questions has not changed. The deadline for questions is Friday, April 3, 2020 (12 Noon) EDT.

ADDITIONS / CLARIFICATIONS / CORRECTIONS

1. The reference solicitation was listed on the City of Stockbridge website as **RFQ** No. 2020-00013. The Landscape Maintenance Services bid is **RFP** No. 2020-00013.
2. Pages 82 and 83 were left blank intentionally.
3. The table of contents page was revised. Please see the attached revised Table of Contents.
4. Section 2.8- CLARIFICATION & ADDENDA has been revised.
Proposers may submit requests for clarifications or interpretations regarding this **RFQ RFP** and the Contract. Proposers must prepare such requests in writing for the City's consideration as set forth in this section of this **RFQ RFP**. 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 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 RFP**.

Requests for clarification or interpretation regarding this **RFQ RFP** 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

5. **Section 2.50- COST OF PROPOSAL PREPARATION AND SELECTION PROCESS** has been revised.
Each Proposal, including preparation of all information required to be included in a Proposal pursuant to this **RFQ RFP**, shall be prepared at the sole cost and expense (including, but not limited to, engineering and legal costs) of the Proposer.

There shall be no claims whatsoever against the City, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the Proposal or other information required by this **RFQ RFP** or procurement process or in connection with the selection process or any negotiations.

6. **Section 2.57- CERTIFICATE OF ACCEPTANCE** has been revised.
By responding to this ~~RFQ~~ **RFP**, Offeror acknowledges that he/she has read this solicitation document, including any addenda, exhibits, attachments, and/or appendices in its entirety, and agrees that no pages or parts of the document have been omitted, that he/she understands, accepts and agrees to fully comply with the requirements therein.

7. **Section 2.59- GENERAL REQUIREMENTS**, g, has been revised.
The successful Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any contract resulting from the ~~RFQ~~ **RFP** or of any of its rights, title or interest therein without prior written consent of the Council.

8. **Section 3.2- OVERVIEW OF PROPOSAL REQUIREMENTS**, has been revised.
Proposers shall submit Proposals in accordance with the content and format requirements set forth in this ~~RFQ~~ **RFP**. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this ~~RFQ~~ **RFP**. In all cases, the City reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section.

9. **Schedule B - COST PROPOSAL CITY HALL LAWN CARE PROPOSAL** has been revised. Please see the revised Cost Proposal.

10. **Schedule D - COST PROPOSAL CITY HALL LAWN FOUNTAIN AREA LANDSCAPING PROPOSAL** has been revised. Please see the revised Cost Proposal.

11. **Schedule G - COST PROPOSAL MUNICIPAL COURT LANDSCAPING PROPOSAL** has been revised. Please see the revised Cost Proposal.



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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



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COST PROPOSAL- Revised

SCHEDULE B - CITY HALL LAWN CARE PROPOSAL

Please complete the following chart indicating the price per unit for each of the services listed below. Proposals that do not follow this format will not be accepted. Please note, bids for other services (landscaping and irrigation) should be submitted on the corresponding proposal form. Please see detailed scope of services and specifications.

Service Description	Unit	Dollars Per Unit	Estimated Total (unit x dollars Per Unit = Est. Total)
Mow lawn at approximately 2 1/2 inches. Remove clippings. (Weekly)	Per Visit	\$	\$
Edge sidewalks, curbs and parking lot adjacent to lawn. (Bi-Monthly)	Per Visit	\$	\$
Apply fertilizer (Two applications total for the year.)	Per Application	\$	\$
Pre and post emergent herbicide.	Per Application	\$	\$
Insecticide.	Per Application	\$	\$
Core aeration and de-thatching of grass.	Per Visit	\$	\$
Blow leaves and remove.	Per Task	\$	\$
Hourly rate for any services not listed above.	Per Hour	\$	\$
TOTAL CITY HALL LAWN CARE PROPOSAL			\$



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COST PROPOSAL- Revised

SCHEDULE D - CITY HALL FOUNTAIN AREA LANDSCAPING PROPOSAL

Instructions: Please complete the following chart indicating the price per unit for each of the services listed below. Proposals that do not follow this format will not be accepted. Please note, bids for other services (irrigation and lawn care) should be submitted on the corresponding proposal form. Please see detailed scope of services and specifications.

Service Description	Unit	Dollars Per Unit	Estimated Total Unit x dollars Per Unit = Est. Total
Prune brushes, shrubs, evergreens and trees, according to individual's pruning schedule, to maintain desired shape and size. Haul debris off site. (As Needed)	Per Hour	\$	\$
Remove debris from beds in the spring. (Spring)	Per Task	\$	\$
Top dressing of mulch on beds and/or remove mulch build up to maintain two to three inches of depth. Please specify what you recommend in the comments section and include the cost of mulch in this bid. (Spring)	Per Task	\$	\$
Top dressing of pine straw on beds and/or remove mulch build up to maintain two to three inches of depth. Please specify what you recommend in the comments section and include the cost of pine straw in this bid.	Per Task	\$	\$
Spray pre-emergent herbicide on all beds, cracks and crevices in parking lot, sidewalks and curbs as needed. Apply post-emergent herbicide. Repeat as needed. (As Needed)	Per Application	\$	\$
Weed all beds, cracks and crevices. (As Needed)	Per Visit	\$	\$
Apply fertilizer to all beds including a slow release formula. (As Needed)	Per Application	\$	\$
Spray landscaping for insects or disease. (As Needed)	Per Application	\$	\$
Plant flowers.	Per Application	\$	\$
Prepare the beds for winter. Describe the process in the section for comments. (Fall)	Per Task	\$	\$
Evaluate the condition of landscaping through the season and suggest needs/changes to the Public Works Director. (As Needed)	Per Task	\$	\$
TOTAL CITY HALL FOUNTAIN AREA LANDSCAPING PROPOSAL			\$



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COST PROPOSAL- Revised
SCHEDULE G – MUNICIPAL COURT LANDSCAPING PROPOSAL

Instructions: Please complete the following chart indicating the price per unit for each of the services listed below. Proposals that do not follow this format will not be accepted. Please note, bids for other services (irrigation and lawn care) should be submitted on the corresponding proposal form. Please see the Scope of Work and specifications.

Service Description	Unit	Dollars Per Unit	Estimated Total Unit x dollars Per Unit = Est. Total
Prune brushes, shrubs, evergreens and trees according to individual's pruning schedule, to maintain desired shape and size. Haul debris off site. (As Needed)	Per Hour	\$	\$
Remove debris from beds in the spring. (Spring)	Per Task	\$	\$
Top dressing of mulch on beds and/or remove mulch build up to maintain two to three inches of depth. Please specify what you recommend in the comments section and include the cost of mulch in this bid.	Per Task	\$	\$
Top dressing of pine straw on beds and/or remove mulch build up to maintain two to three inches of depth. Please specify what you recommend in the comments section and include the cost of pine straw in this bid.	Per Task	\$	\$
Spray pre-emergent herbicide on all beds, cracks and crevices in parking lot, sidewalks, and curbs as needed. Apply post-emergent herbicide. Repeat as needed. (As Needed)	Per Application	\$	\$
Weed all beds, cracks, and crevices. (As Needed)	Per Visit	\$	\$
Apply fertilizer to all beds including a slow release formula. (As Needed)	Per Application	\$	\$
Spray landscaping for insects or disease. (As Needed)	Per Application		\$
Plant Flowers	Per Application		\$
Prepare the beds for winter. Describe the process in the section for comments. (Fall)	Per Task		\$
Evaluate the condition of landscaping through the season and suggest needs/changes to the Public Works Director. (As Needed)	Per Task		\$
TOTAL MUNICIPAL COURT LANDSCAPING PROPOSAL			\$