



City of San Antonio

ADDENDUM I

**SUBJECT:** Request for Competitive Sealed Proposal for Annual Contract for Landscaping Services - SAPL - (RFCSP 17-079, 6100008870), Scheduled to Open: June 9, 2017; Date of Issue: May 8, 2017

**FROM:** Paul J. Calapa, Procurement Administrator

**DATE:** June 7, 2017

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL**

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

1. **THE SUBMISSION DATE IS HEREBY EXTENDED TO JUNE 23, 2017; 2:00 PM CENTRAL TIME.**
2. **THE LAST DAY FOR SUBMITTAL OF WRITTEN QUESTIONS IS HEREBY EXTENDED TO WEDNESDAY JUNE 14, 2017; 10:00 AM CENTRAL TIME.**
3. **004 – Specifications / Scope of Services; 4.1, is amended to read, “Within forty-five (45) days of the start of the contract, the awarded Vendor will assess the state of mulch application at all Library locations. The Vendor will be allowed a one-time replacement cost per bag to bring the landscape beds to the required 2-4” depth”. Please refer to section 4.13 (a) for specific mulch application at locations other than Central Branch Library. Please refer to section 4.13 (b) for specific mulch application at Central Branch Library only.”**
4. **004 – Specifications / Scope of Services; 4.13a, is amended to read, “All planting beds shall be mulched with only double-ground fine mulch within 45 days of the start of the contract to a depth of 2 to 4 inches. Mulch must be maintained at this level throughout the term of the contract. In the event of a continuous rain pattern in which mulch has washed away, the awarded Contractor and the City representative must communicate directly to ensure that mulch is only replaced when the forecast for continuous rain has ended.”**
5. **004 – Specifications / Scope of Services; 4.14, Tree Wells, Item c., is hereby removed and amended to “Reserved”.**
6. **004 – Specifications / Scope of Services; 4.20, is hereby removed and amended to “Reserved”.**

7. 004 – Specifications / Scope of Services; 4.29 Additional Services, Add: “Item f. Fertilizer Application – The need for fertilizer application can be identified by either the vendor or the Library Facility Manager. Only after both parties agree, shall fertilizer be applied as necessary to produce a healthy and attractive landscape. Refer to Additional Services, Item e, Fertilizer Application on Attachment B, Price Schedule, Rev. 1, Dated: 6/06/17.”
8. ADDED: Attachment P - 05/18/17, Pre-Submittal Conference Sign-in Sheets. Attached as a separate document.
9. ADDED: Attachment Q - Small Business Economic Development Advocacy (SBEDA) Presentation. Attached as a separate document.
10. ADDED: Attachment R - Site Visit Schedule. Attached as a separate document.
11. Attachment B – Price Schedule is removed and replaced with Attachment B, Price Schedule, Rev. 1, Dated: 6/06/17. Attached a separate document.

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

On May 18, 2017, the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for the Annual Contract for Landscaping Services - SAPL. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) presentation. The City's official response to questions asked is as follows:

Question 1: If pending certification as a small business is not completed by due date, will the pending certification be taken into consideration?

Response 1: All certifications from SCTRCA should be current at the time of bid due date. For processing priority certifications please submit the certification application available at <https://sctrca.org/> and call the Small Business Office at (210) 207-0071.

Question 2: Can we split the UP requirement by acreage of location rather than % of work?

Response 2: No, please list the dollar amount or percentage value to be performed by both prime and subcontractor(s) being utilized on this contract, on the Subcontractor/ Supplier Utilization Plan (UP) form.

Question 3: Are the standards in 4.13 – Mulching, expected in the RFCSP the same as inherited? Does this include shrubs?

Response 3: The standards expected in 4.13 have become the norm in contracts related to library locations. The expectation is that mulch will be applied and maintained during the term of the contract at a depth of 2-4 inches in all planting beds, tree wells, and shrubberies.

Question 4: Are the standards set forth in 4.14 (c) limited to tree wells?

Response 4: 4.14 (c) is removed and amended to “Reserved”. Refer to Item 5 above.

Question 5: Is it mandatory for a Prime Contractor to have the pest control license or is it acceptable for subcontractor only to hold certification?

Response 5: It is acceptable for the subcontractor to hold the Commercial Applicator License issued by the Texas Department of Agriculture. The intended subcontractor must be identified within the proposal response. Proposal response must include a copy of the Commercial Applicator License, and the licensee must perform the services. License must be maintained in an active status for the term of the contract.

Question 6: What is the most difficult aspect to address related to this contract?

Response 6: Irrigation.

Question 7: Who has the current contract? Could you provide contract number & bid tabulation?

Response 7: Pro Landscape Solutions, Inc. Contract number is 6100002328. Please refer to link below for tabulation information;  
<http://www.sanantonio.gov/purchasing/biddingcontract/bidtabulation>

Question 8: Is an aging irrigation system going to be considered in minor repairs?

Response 8: No. The awarded contractor is expected to perform all minor repairs as required throughout the contract term and renewal periods.

Question 9: If a contractor has a recommendation for enhancements to existing system, will an enhancement proposal be considered?

Response 9: Respondents may propose enhancements, but all proposals will be scored using the criteria and price schedule set forth in the RFCSP.

Question 10: Will other site tours be available?

Response 10: Yes. Refer to Attachment R - Site Visit Schedule for more information. **Bidders shall submit all questions in writing to Michael Simonoff at Michael.Simonoff@sanantonio.gov. City's official response to questions will be address via an addendum.**

Question 11: Is backflow testing included in the RFCSP? Is backflow item on the proposed budget?

Response 11: No. Annual Backflow inspections are not included in the scope of services will be performed outside of this contract.

Question 12: What is the proposed budget for this contract?

Response 12: Proposed budget will not be disclosed. Refer to Question 7 and Response for current contract.

Question 13: Does the City work with vendors to create these solicitation documents? Would the City be interested to do this?

Response 13: The City does work with consultants to develop solicitation documents. This is done on a case by case basis at the ordering department's discretion.

Question 14: How long has current contractor been in contract?


Response 14: Contract was awarded 05/20/13.

**\*\*THIS ADDENDUM SHALL BE SIGNED AND RETURNED WITH THE BID PACKAGE\*\***



Paul J. Calapa  
Procurement Administrator  
Finance Department – Procurement Division

Acknowledged and Agreed:

Date	6/23/2017
Company Name	Goodwill Industries of San Antonio
Address	406 W Commerce
City/State/Zip Code	San Antonio, TX 78216
Signature	
Print Name	JAMES R MEELAN

PC/ms