



**ADDENDUM I**

**SUBJECT:** Request for Competitive Sealed Proposal (“RFCSP”), Annual Contract for Landscaping Services - DHS (RFCSP 21-030, RFx: 6100013649), Scheduled to Open: March 15, 2021; Date of Issue: February 12, 2021

**FROM:** Jennifer Johnson, Procurement Administrator

**DATE:** February 12, 2021

**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. Change: Through-out the RFCSP, wherever reference is made to the Pre-Submittal Conference will be held via WebEx meeting, February 19, 2021 at 1:30 p.m. Central Time change to read as follows:

Pre-Submittal Conference will be held via WebEx meeting February 19, 2021 at **2:30 p.m.** Central Time.

Vendor Acknowledgment:

Date 10-March-2021  
Company Name Goodwill Business Services  
Address 406 West Commerce  
San Antonio, TX 78207

Signature

**Jennifer Johnson**  
Procurement Administrator  
Finance Department – Purchasing Division



**ADDENDUM II**

**SUBJECT: Request for Competitive Sealed Proposal (“RFCSP”), Annual Contract for Landscaping Services - DHS (RFCSP 21-030, RFx: 6100013649), Scheduled to Open: March 15, 2021; Date of Issue: February 12, 2021**

**FROM: Jennifer Johnson  
Procurement Administrator**

**DATE: February 18, 2021**

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS**

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

1. Change: Through-out the RFCSP, wherever reference is made to the Pre-Submittal Conference will be held via WebEx meeting, February 19, 2021 at 2:30 p.m. Central Time, change to read as follows:

Pre-Submittal Conference will be held via WebEx meeting on **Monday, February 22, 2021 at 4:00 p.m.** Central Time.

*Jennifer Johnson*

Jennifer Johnson

Procurement Administrator

Finance Department – Purchasing Division

Vendor Acknowledgment:

Date 10-March-2021  
Company Name Goodwill Business Services  
Address 406 West Commerce  
San Antonio, TX 78207

Signature

*Mark McQueen*



**ADDENDUM III**

**SUBJECT:** Request for Competitive Sealed Proposal (“RFCSP”), Annual Contract for Landscaping Services - DHS (RFCSP 21-030, RFx: 6100013649), Scheduled to Open: March 15, 2021; Date of Issue: February 12, 2021

**FROM:** Jennifer Johnson  
Procurement Administrator

**DATE:** March 4, 2021

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. III TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSALS**

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

**1. CHANGE: Section 005 – Specifications/Scope of Services 4.1 scope, 2<sup>nd</sup> paragraph:**

Services include, but are not limited to, mowing, edging, string trimming; removal of leaves/debris; removal of dead plants, shrubs, vines; hand weeding inside plant beds, decomposed granite, and other designated areas; pruning of plants/shrubs/vines; raking all grounds areas; removal of fallen branches; removal of clumped grass, removal of litter/trash, installing and maintaining mulched areas, installing and maintaining tree rings, treatment of ant mounds, and thorough landscaping and irrigation maintenance and repair services at the designated properties listed herein.

**2. CHANGE: Section 005 – Specifications/Scope of Services, Landscaping Services 4.9 (I):**

Mulch. All plant beds shall be mulched with organic mulch (double-ground fine hardwood) at a depth of 3 – 4 inches within 60 days of awarding the contract. Mulch must be maintained at this level throughout the term of the contract and replenished semi-annually (2X per year) thereafter. Contractor shall only remove existing coarse mulch if the build up of mulch is too excessive (e.g., adding the new mulch will be above the building’s foundation and to the point that landscape edging is not able to contain newly added mulch).

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

On February 22, 2021, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for DHS Landscaping Services. Listed below are questions that were submitted during the site visits on February 23<sup>rd</sup> & February 24<sup>th</sup> and received via email. The City’s official response to the questions asked are as follows:

**Question 1: What are the total number of irrigation zones and the total number of irrigation system controllers/clocks at the Northeast Senior Center?**

**Response:** Northeast Senior Center has one (1) clock that runs thirty (30) zones.

**Question 2: Is District 10 is a vacant lot?**

**Response:** District 10 is a vacant lot and there is no irrigation system.

**Question 3: What are the total number of irrigation zones, and the total number of irrigation system controllers/clocks at the Frank Garrett Multi Center?**

**Response:** Frank Garret Multi Center has three to four (3-4) battery pack controller/clocks in the ground and two (2) controller/clocks around the building. One (1) controller has three (3) zones and the other controller has five (5) zones. The West End has one controller with three (3) zones around the building.

**Question 4: What are the total number of irrigation zones and the total number of irrigation system controllers/clocks at the Claude Black Multi Center?**

**Response:** Claude Black Multi Center has no irrigation system.

**Question 5: What are the total number of irrigation zones and the total number of irrigation system controllers/clocks at Kenwood?**

**Response:** Kenwood has no irrigation system.

**Question 6: What are the total number of irrigation zones and the total number of irrigation system controllers/clocks at the Bob Ross Senior Center?**

**Response:** There are approximately twenty-five (25) zones and one (1) controller.

**Question 7: What are the total number of irrigation zones and the total number of irrigation system controllers/clocks at Willie Cortez?**

**Response:** There are approximately two (2) controllers, one (1) with seven (7) zones and the other with two (2) zones.

**Question 8: What are the total number of irrigation zones and the total number of irrigation system controllers/clocks at the Head Start Facility?**

**Response:** Head Start Facility has no irrigation system.

**Question 9: What are the total number the total number of irrigation zones and the total number of irrigation system controllers/clocks at the South Side Lions Senior Center?**

**Response:** There are approximately one (1) controller with eighteen (18) zones.

**Question 10: What are the total number of irrigation zones and the total number of irrigation system controllers/clocks at Willie Velasquez?**

**Response:** There are approximately two (2) controllers, one (1) with three (3) zones and other with nine (9) zones.

**Question 11: Will contractor be responsible for maintaining and trimming the 12 Italian Cypress Trees at Bob Ross?**

**Response:** The twelve (12) Italian Cypress Trees against the building will be maintained. These trees should be viewed and trimmed as a shrub.

**Question 12: Will contractor be responsible for shrubs located on the northwest corner between the Northeast Senior Center and apartment complex?**

**Response:** The contractor may be asked to trim shrubs located on northwest corner between the Northeast Center and apartment complex, no more than twice a year. Branches will need to be trimmed back so they do not extend over the parking lot curb.

**Question 13: Is the separate open field at the Northeast Senior Center cost to be included under Item #3 on the pricing schedule?**

**Response:** Northeast Senior Center open field is listed as Item No. 7 on the Price Schedule.

**Question 14:** District 4 and District 9 Senior Centers do not require services until 2022, no specifics were provided on the irrigation or grounds layout. How do we include pricing for these two properties?

**Response:** A drawing of each site was provided and are included in Price Schedule. See Attachment B – Price Schedule

**Question 15:** Of the (10) properties that are part of the RFCSP, there are (6) with irrigation requirements. Do you have irrigation design plans for those (6) properties?

**Response:** There are no irrigation design plans for any of the properties.

**Question 16:** Which properties require an Annual Irrigation System Inspection? If it's a requirement, can you provide a letter from SAWS? (SAWS only require properties with 5+ acres or usage of 1,000,000 gallons per year to be audited for an annual inspection)?

**Response:** SAWS requires an Annual Irrigation Backflow Preventor test on all the properties with irrigation systems annually. This applies to the backflow device and this must be completed.

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



\_\_\_\_\_  
Jennifer Johnson  
Procurement Administrator  
Finance Department – Purchasing Division

Vendor Acknowledgment:

Date 10-March-2021  
Company Name Goodwill Business Services  
Address 406 West Commerce  
San Antonio, TX 78207

Signature 



**ADDENDUM IV**

**SUBJECT: Request for Competitive Sealed Proposal (“RFCSP”), Annual Contract for Landscaping Services - DHS (RFCSP 21-030, RFx: 6100013649), Scheduled to Open: March 15, 2021; Date of Issue: February 12, 2021**

**FROM: Jennifer Johnson  
Procurement Administrator**

**DATE: March 15, 2021**

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. IV TO THE ABOVE REFERENCED  
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

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

1. The referenced RFCSP due date has been extended to Friday, March 19, 2021, 2:00 P.M., Central Time

*Jennifer Johnson*

\_\_\_\_\_  
Jennifer Johnson

Procurement Administrator

Finance Department – Purchasing Division

Vendor Acknowledgment:

Date 16-March-2021  
Company Name Goodwill Business Services  
Address 406 West Commerce  
San Antonio, TX 78207

Signature

*Mark McKee*