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Lawn Care/Maintenance and Tree Trimming Services

Request for Proposals (RFP 14-R011)

ADDENDUM #1

Issued: December 11, 2014

NOTICE TO BIDDERS:

- A. This Addendum shall be considered part of the Contract Documents for the above mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each Bidder's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.

ADDENDUM NO. 1

1. **PRE-PROPOSAL MEETING.** A pre-proposal meeting was held on Wednesday, December 10, 2014 at 11:00 am EST, the meeting minutes and sign-in sheets are attached to this addendum.
2. **CLARIFICATIONS AND QUESTIONS/ANSWERS.** Below are clarifications issued by LMHA and questions and answers that have been asked regarding this solicitation as a result of the pre-proposal conference and review of scope by contractors:
 - **CLARIFICATION:** Tree trimming shall primarily be for low hanging trees that need pruning or trimming from the ground. If larger trees are in need of service, LMHA Maintenance staff shall obtain quotes from awardees of this RFP for those services, or LMHA shall obtain quotes from a professional tree company to service larger trees if lifts or work with greater risk is involved and LMHA deems it in its best interest to use another company.
 - **CLARIFICATION:** Hedge clipping shall be included in the upcoming season for lawn care/maintenance. Contractors are notified that LMHA expects to have a large amount of hedge clipping work performed during the upcoming season and that many of the hedges needing attention could be considered as "small trees."
 - **CLARIFICATION:** Only an hourly rate was asked for tree trimming and hedge clipping services since only clipping and pruning will be the primary work of the ensuing contractor(s).

- **CLARIFICATION:** Contractors are reminded that LMHA shall verify that all ensuing contractors have the necessary equipment to perform lawn care/maintenance and tree trimming services for our Agency. An LMHA representative will visit each awardee and verify their equipment prior to signing of contracts. Contractors are reminded to include a list of their equipment in their proposal submission packets.
- **QUESTION ASKED:** The sites listed on the pricing proposal form are confusing in regards to listing the main property and then listing specific addresses at those properties. Can property sites be reviewed and updated for pricing, or are special services required at the specific addresses listed?
 - **ANSWER:** LMHA will review the pricing proposal form with our Maintenance team and will provide a Revised Price Proposal Form if necessary via Addendum #2.
- **QUESTION ASKED:** Will contractors be provided an updated list of the Maintenance Coordinators in order to ask questions during the solicitation period?
 - **ANSWER:** None of the Maintenance Coordinators have changed but if there are any site specific questions, please submit questions in writing either via email to etraynumcameron@lucasmha.org or via the eProcurement website Q/A section so that they can be answered through a more centralized process. Upon contract award, Contractors will be provided with the list of Maintenance Coordinators and contact information for them, including cell phone numbers.
- **QUESTION ASKED:** Is the price being asked for by LMHA a price for the entire season or a price per occurrence?
 - **ANSWER:** LMHA is asking for a price “per cut” in regards to lawn mowing services.
- **QUESTION ASKED:** Do contractors have to bid on every property?
 - **ANSWER:** No, you can bid only on those you are interested in servicing.

(End of Addendum #1)

#####

Solicitation Inquiries: Jim Miller

E-Mail: jmiller@lucasmha.org

Phone: 419-259-9435

Section 3 Inquires to: Vonzelle Hill

E-mail: vhill@lucasmha.org

Phone: 419-259-9441

Pre-Proposal Conference Meeting Minutes
RFP#14-R011 Lawn Care/Maintenance and Tree Trimming Services
Held: Wednesday, December 9, 2014, 11:00 AM

- **11:00 – 11:05**
 - Sign in and introductions
 - Review of submission deadlines
- **11:05 – 11:35**
 - Review of scope of work
 - Emphasized requirement that contractors visit each site location in order to view and familiarize themselves with site conditions
 - Emphasized addition of hedge and tree trimming services to this RFP which differed from previous RFP
 - Emphasized that there will be a new requirement in regards to the submission of references for this RFP and any future LMHA RFPs.
 - Informed attendees that they would be required to fill out three “Reference Release Forms” and place them under Tab H.
 - Informed attendees that email addresses of contact person for their reference **MUST** be placed onto the Reference Release Form.
 - Informed attendees that only one (1) reference can be an LMHA staff member if they have worked for the agency in the past.
 - Clarifications and Questions asked
 - **CLARIFICATION:** Tree trimming will primarily be for low hanging trees that need pruning or trimming from the ground. If larger trees are in need of service, LMHA Maintenance staff will obtain quotes from awardees for those services or LMHA may seek a professional tree company to service large trees if lifts or work with greater risk is involved.
 - **CLARIFICATION:** Hedge clipping will also be included in the upcoming season for lawn care/maintenance. Contractors are notified that LMHA expects to have a large amount of hedge clipping work performed during the upcoming season and that many of the hedges needing attention could be considered as “small trees.”
 - **CLARIFICATION:** Only an hourly rate was asked for tree trimming and hedge clipping services since only clipping and pruning will be the primary work of the ensuing contractor(s).
 - **CLARIFICATION:** Contractors are reminded that LMHA shall verify that all ensuing contractors have the necessary equipment to perform lawn care/maintenance and tree trimming services for our Agency. An LMHA representative will visit each awardee and verify their equipment prior

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 - **QUESTION ASKED:** Will contractors be provided an updated list of the Maintenance Coordinators in order to ask questions during the solicitation period?
 - **QUESTION ASKED:** Is the price being asked for by LMHA a price for the entire season or a price per occurrence?
 - **QUESTION ASKED:** Do contractors have to bid on every property?
- 11:35 AM
 - End of meeting

Prepared by: *Erin Traynum Cameron*



Lucas Metropolitan Housing Authority (LMHA)

PRE-PROPOSAL CONFERENCE

SIGN-IN SHEET

RFP# 14-R011: Lawn Care/Maintenance and Tree Trimming Services

Wednesday, December 10, 2014, 11:00 AM

425 Nebraska Avenue, Toledo, OH 43604

NAME	COMPANY	ARRIVAL TIME	EMAIL
1. Gerald Whitehead	ASAP Mow & Snow LLC	10:55	pepasap419.com
2. Dawn BERTINIS	FLOP & LANDSCAPE	10:55	dbertin@flopandscapes.com
3. James Miller	CMHA	10:55	
4. Glenn Carpenter	AT	10:55	glenn@toledohandyman.com
5. Clyde Kynard	Kynard Ent, LLC	11:05	clydekynard@gmail.com
6. Brandon Burkoff	INTEGRITY	11:07	
7. Michael Burford	Integrity	11:07	
8. LARRY JORDAN	CIVIL	11:10	CivilConstructionServices.com
9. Jonathan B. Begley	Begley Associates	11:15	bagosou50@yahoo.com



Lucas Metropolitan Housing Authority (LMHA)
PRE-PROPOSAL CONFERENCE

SIGN-IN SHEET

RFP# 14-R011: Lawn Care/Maintenance and Tree Trimming Services
 Wednesday, December 10, 2014, 11:00 AM
 425 Nebraska Avenue, Toledo, OH 43604

NAME / COMPANY / ARRIVAL TIME / EMAIL

11. *A + Building Maintenance* / *Glenn Carpenter* / *10:55* / *glenn@toledohandyman.com*

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

Civil Construction Service, Inc.



Harvey Jordan Jr.

4500 Lee Road #230
Cleveland, Ohio 44128

216-518-8474

216-518-8479

civilconstructionservices@yahoo.com

ASAP MOW & SNOW, LLC



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Civil Construction Services, Inc.

- ~Site Maintenance
- ~Lawn Care
- ~Design/Build Hardscapes
- ~Irrigation System Service
- ~Shrubbery Maintenance
- ~Vegetable Gardens
- ~Snow Plowing / Ice Control
- ~Landscape Materials
- ~Excavating
- ~Equipment Maintenance
- ~Site Work