

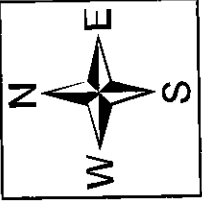
## **Addenda for Contract #1, 2, 7 and 14 ITB #22-23-13**

### **Addendum #1**

1. Maps are posted to City website for Contracts #1, 2, 7 and 14

### **Addendum#2**

1. Map for Fire Tower Rd area sh.3  
Portertown roundabout for contract #1 has been updated and attached to this addendum. Correct map is now shown on addendum #2
2. Q: Could you possibly send my company the current amounts that each of these contracts is going for now?  
A: Current annual price is \$115,600 for contract #1. Current annual price is \$49,120 for contract #2. Current price per mowing cycle is \$250 for contract #7. For contract #14, no data is available for current bid price since this is a newly created contract for the 2022 bid cycle.
3. Q: The bid package says no mowing on Sunday. Is this correct?  
A: Mowing on Sunday will not be permitted unless circumstances, such as weather, impact normal mowing operations during Monday-Saturday. Please follow protocol in the bid package to notify in writing of any circumstances that impact normal mowing during the week. Contractor will also need to receive prior authorization from the City before mowing on Sunday will be permitted.
4. Q: Do we have to provide certificate of insurance (COI) as part of the bid?  
A: COI will not be required in the bid package, however, a COI, per specifications outlined in the invitation to bid, will be required to be in place prior to award of contract.
5. Under 1.0 "SCOPE" section 1.3 on page 6 the word "Mandatory" needs to be removed from the last sentence.
6. Under 4.0 "PAYMENT AND BID" section 4.2 on page 8 the following language needs to be added..."Upon successful completion of year one (1) of this contract, per specifications and directives, and at the written request by the Contractor at least 30 days prior to the renewal date of this contract, the Contractor may be eligible for a 3% annual increase for year two (2) and year three (3). Each request MUST be in writing and submitted at least 30 days prior to the contract renewal date for each year of the request in order to receive the 3% increase. This request for increase will be reviewed and approved by the Director of Public Works (or their Designee) and the Contractor will be notified in writing of these changes."
7. Pre bid meeting minutes are attached as part of this addendum.
8. Pre bid sign in sheet is attached as part of this addendum.



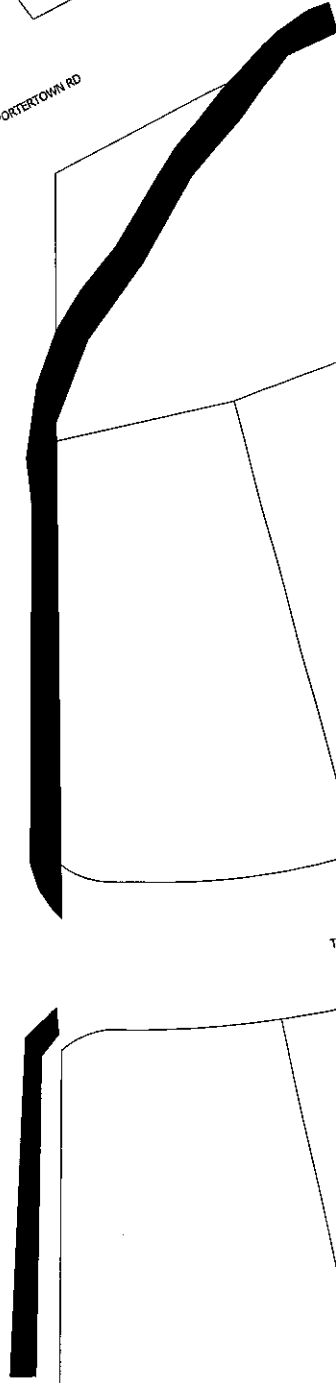
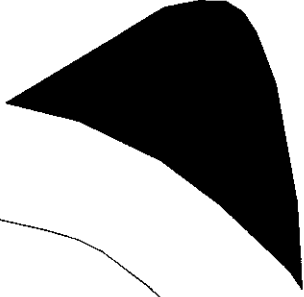
CHURCH

PORTERTOWN RD

E FIRE TOWER RD

TROTTERS RIDGE CT

**Contract 1**  
**Fire Tower Rd Area**  
**Every Two Weeks**  
**Sh. 3**



## Memorandum

**To:** Pre-Bid Conference Attendees

**From:** Terry Basden, Administrative Services Specialist (Public Works)

**Date:** November 28, 2022

**Subject:** Pre-Bid Conference for: Mowing Contracts

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On, Monday, December 28<sup>th</sup>, 2022 at 2:00 pm, a Pre-Bid Conference was held for the following referenced Mowing Contracts:

Mowing Contract#1 Bid#22-23-13 See listing in Invitation to Bid

Mowing Contract#2 Bid#22-23-13 See listing in Invitation to Bid

Mowing Contract#7 Bid#22-23-13 Intergenerational Center

Mowing Contract#14 Bid#22-23-13 See listing in Invitation to Bid

Mowing Contract#4 Bid#22-23-14 Vacant Lot Mowing

Mowing Contract#9 Bid#22-23-15 City Wide Right of Way

Mowing Contract#10 Bid#22-23-16 10<sup>th</sup> Street Corridor

Those in attendance were:

Devin Thompson (COG)

Michael Turner (COG)

Aaron Lewis (COG)

Kelly Wall (COG)

Johnny Grimsley (COG)

Wanda House (COG)

Joe Cox (Creative Cuts)

Stacey Rodgers (JDR Lawn Care)

Corey Handley (WAC Corporation)

Meeting Items:

1. Opening

- a. Everyone welcomed and thanked for attending
- b. Sign up sheet provided
- c. Introductions
- d. Asked questions be held to end
- e. Noted all items located on City Website regarding the bid requests
- f. Sealed bids
- g. Sealed bid envelope must have on the face of it:
  - i. Company name
  - ii. Attention: Michael Turner
  - iii. City of Greenville Public Works
  - iv. Mowing Contract Number or Numbers that are being bid on
- h. Bids Due by Friday, December 29<sup>th</sup> at 2:00pm
- i. Addendums will be published on the City's website under the respective bid

2. B&G Mowing Bid Request Overview

- a. Scope of work on each contract was discussed

- b. Discussed the required items needed to be contained in each bid package turned in to Public Works
- c. Asked to carefully review the documentation located within the Invitation to Bid (see City Website for details)
- d. Contacts for Questions regarding:
  - i. Questions regarding bid package – Wanda House, Purchasing
  - ii. Question regarding specs – Michael Turner, Public Works

### 3. Bid Request Process Deadlines

- a. Last day for Questions – Thursday, December 15, 2022 at 5:00pm
- b. Final Question Response – Thursday, December 22, 2022 at 5:00pm
- c. Last Addendum Posted by – Thursday, December 22, 2022 at 5:00 pm
- d. Bid Deadline and Opening – Thursday, December 29, 2022 at 2:00 pm
  - i. Drop off at Front desk at Public Works – 1500 Beatty Street, Greenville, NC
  - ii. Must be received, initialed by and dated with time by Public Works Staff
  - iii. Will remained sealed until Bid Opening day

### 4. Bid Specifications

- a. Each Mowing Contract was discussed and highlighted specifications for each
- b. Instructions to Contractors – bidders were asked to review this section carefully

### 5. Purchase Division Comments


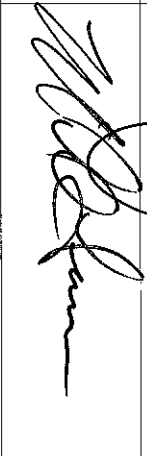
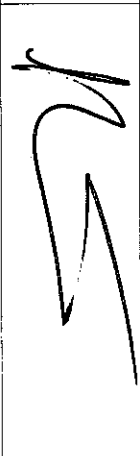
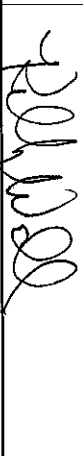
### 6. Questions

- a. Does Certificate of Insurance have to be supplied with the bid submission or prior to the execution of the Contract? ***After notified of award, but before execution of Contract with City.***

### 7. Closing


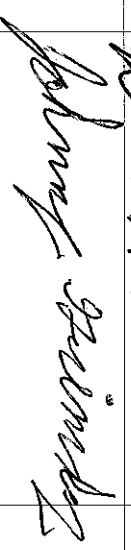
**City of Greenville Public Works Department  
 Pre-Bid Sign in Sheet**

Monday, November 28, 2022  
 Main Conference Room 1:00 pm

Company Name (Please Print)	Representative Name (Please Print)	Email Address (Please Print)	Signature	Phone Number
1 COG Purchasing	W. House	whouse@greenvillenc.gov		252-329-4862
2 COG MWBE	T. Williams	tfwilliams@greenvillenc.gov		252-329-4462
3 COG PWD	K. Mulligan	kmulligan@greenvillenc.gov		252-329-4522
4 COG PWD	K. Hefferon	khefferon@greenvillenc.gov		252-329-4522
5 COG PWD	T. Basden	tbasdn@greenvillenc.gov		252-329-4522
6 COG PWD	M. Turner	mturner@greenvillenc.gov		252-329-4921
7 COG PWD	A. Lewis	alewis@greenvillenc.gov		252-329-4522
8 COG PWD	K. Wall	kwall@greenvillenc.gov		252-329-4522

City of Greenville Public Works Department  
 Pre-Bid Sign in Sheet

Monday, November 28, 2022  
 Main Conference Room 1:00 pm

9	COG PWD	D. Thompson	dthompson@greenvillenc.gov		252-329-4522
10		Johnny Crimsley			
11	WAC Corporation	Cory Handley	chandleyc@aclandscape.com		252-757-0187
12	Quatro's City Care	Joe Cox	central@5700@gmail.com		327-2603
13	JDB Lawn Care	Stacy Rodgers	jdlandscapeservices@gmail.com		252-508-1113
14	Wanda House	Wanda House	whouse@greenvillenc.gov		844-4867
15					
16					
17					

Contracts # 1,2,7, 14  
Contract #4 -Vacant Lot Mowing  
Contract #9-City Wide Right of Way  
Contract #10

**City of Greenville Public Works Department  
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Monday, November 28, 2022  
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Contracts # 1,2,7, 14  
Contract #4 -Vacant Lot Mowing  
Contract #9-City Wide Right of Way  
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**City of Greenville Public Works Department  
Pre-Bid Sign in Sheet**

Monday, November 28, 2022  
Main Conference Room 1:00 pm

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