



**Description: Contract #15 Turf Landscape Maintenance - GK Butterfield Transportation Center
Addendum No. 1**

Project Name: Contract #15 Turf Landscape Maintenance - GK Butterfield Transportation Center	Project No. #23-24-07
Prepared By: Wanda House	Date: August 23, 2023

General Questions, Clarifications & Requirements:

- 1. Question: Who was the last bid holder for this contract?**
Answer: This is a newly created contract.
- 2. Question: What was the total monthly for this contract in the past?**
Answer: This is a newly created contract.
- 3. Question: Are there any mulch specifications?**
Answer: Refer to page 8 and page 25 for specifications. Mulch will be double shredded hardwood mulch.
- 4. Question: I was wondering if there is meeting notes or recording available for the Bid Meeting held today at 2 PM EST?**
Answer: Notes were recorded on paper and are a part of this addendum.
- 5. Question: Were there any attendees?**
Answer: Yes.
- 6. Question: Has the contract being assigned to already turf/landscape maintenance?**
Answer: No.
- 7. Question: Is a stand-on mower considered a push mower?**
Answer: No.

City Of Greenville, NC
Public Works Department/Building and Grounds Division
Tuesday, August 8, 2023 at 2:00 PM
Pre Bid meeting agenda/minutes
GKBTC Turf/Landscape Maintenance

1. Introductions

- 1.1. City Staff to introduce
- 1.2. Confirm all attendees complete sign-in sheet
- 1.3. Welcome all attendees to Pre Bid meeting
- 1.4. Please hold questions until the end unless the question is specific to item currently being discussed. All questions can be sent via email to mturner@greenvillenc.gov until Thursday, August 17 at 5PM.
- 1.5. All items will be on the City website regarding the bid requests
- 1.6. Questions about specifications-Michael Turner. Questions about the bid package-Wanda House. Questions about M/WBE info-Tish Williams
- 1.7. Will be a site visit of location immediately after Pre Bid meeting.

2. Overview of Project

- 2.1. Bid #23-24-07 GKBTC Turf/Landscape Maintenance
- 2.2. The scope of work shall include, but not limited to, litter removal, clipping removal, weed trimming, pruning, fertilization, weeding, herbicide application, edging, mowing, plant removal, mulch maintenance and leaf removal
- 2.3. Review bid package and general specification notes
- 2.4. Highlight certain points

3. Special Conditions

- 3.1. Work must comply with OSHA regulations
- 3.2. Contractor is responsible for all work associated with the scope of work
- 3.3. Contractor is responsible for all measurements

4. Work Location(s)

- 4.1. GKBTC Turf/Landscape Maintenance (600 South Pitt Street)

5. Bid Submittal

- 5.1. All bids are due Tuesday, August 29 at 2:00 p.m. on the form provided in a sealed envelope labeled with the Company Name, Attention: Michael Turner, Building Facilities Coordinator, and the words City of Greenville Public Works Department Contract #15 GKBTC Turf/Landscape Maintenance Bid written on the outside of the sealed envelope via mail or hand delivery to the Public Works Administrative offices located at 1500 Beatty Street Greenville NC 27834. Email submission will not be allowed. No faxed submissions will be accepted.
- 5.2. There will be no public bid opening. Bid evaluation will be by PW staff. Bid tab will be available by request after the award of the project.

- 5.3. All required responses are to be submitted on the forms provided. Bids will be listed as unresponsive otherwise.
- 5.4. Bidders are to provide 3 references for similar work performed on form provided. References must be included to be considered responsive.
- 5.5. The City of Greenville reserves the right to reject any and all bids, to waive any formalities and to accept the bid or any portion there of that is deemed most advantageous to the City. Any bid submitted will be binding for 90 days after the bid opening.
- 5.6. Certificate of insurance will be required and workers compensation, general liability and vehicle insurance must be maintained throughout the work duration.
- 5.7. Addenda will be posted by Thursday, August 24 at 5PM. Must record each addenda on bid submittal sheet.

6. Minor/Women Business Enterprise

4% MBE

4% WBE

All firms submitting bids agree to utilize minority and women – owned firms whenever possible

7. Equal Employment Opportunity Clause

- 7.1. By submitting a bid, you attest that you are an equal opportunity employer and have a policy of non-discrimination regarding handicapped individuals.

8. New vendor registration

- 8.1. Must register as a vendor on the VSS portal *signed W9* or update current profile
- 8.2. Must have a vendor number prior to award of contract

9. M/WBE Comments

10. Purchasing Division Comments

11. Questions

12. Closing

Reminders: Questions due Thursday, August 17 @ 5:00 pm
Answers due/posted as an addendum Thursday, August 24 @ 5:00 pm
Bids due: Tuesday, August 29 @ 2:00 pm sealed in envelope with correct language.