

## Addendum No. 1

Project Name: Downtown Flower Planter Maintenance Mowing/Landscape Maintenance Contract #8	Project No.: 24-25-32
Prepared By: Michael Turner	Date: February 17, 2025

### Clarifications & Requirements:

1. Work will begin within seven (7) days after issuance of notice to proceed.
2. Work hours are **Monday - Sunday** during daylight hours.
3. Contractor is to submit proof of a valid pesticide license and landscape contractor's license with the submitted proposal per instructions on page 4, item #15.
4. Contractor is to submit proposal and all necessary forms per instructions on pages 5 and 6.
5. M/WBE ID and Form 1 or 2 is to be filled out entirely and submitted with the bid. Filling out both Form 1 and 2 will deem the bid unresponsive.
6. The contractor must acknowledge reading each addendum in the spaces provided on the request for proposals sheet per instructions on page 13, item #7.1.
7. Proposals are due Thursday, February 27 by 2:00PM. Proposals will be received at the Public Works Administration offices at 1500 Beatty Street via postal mail service or hand delivered.

### Questions and RFI submitted for discussion from pre bid meeting, site visits and/or by email:

1. Page 3 #10- This instruction indicates work to be performed between Monday and Friday. I request consideration be given to change to Monday-Sunday since at times weekend work will be necessary to maintain the viability of plantings. This instruction is also stated on Page 7 Line 2.2.  
**Answer: The City has changed this timeframe to reflect work to be performed Monday – Sunday during daylight hours.**
2. Page 4 #17- This instruction indicates in the case of vandalism or other damages material cost will be the responsibility of the contractor. Line 15 indicates the cost of materials will be the responsibility of the City. The unknown and non- predictability of damages to the planters within this contract makes this difficult to estimate. Please consider changing this line to be consistent with Line # 15 and if you decide to let this requirement remain, please clarify the cost the contractor pays for are only plants/soil and not damages to the planter structure.

**Answer: In the case of vandalism, the City will purchase the necessary replacement plants. Contractor will not be responsible for damage to the planter structure itself.**

**Page 4, line 15 is correct as written. The City will incur the cost of all the plants at the initial time of planting during the three (3) plantings per year or the Contractor will be reimbursed if approved by the City.**

3. On page 4, line 21 it states water will be available at the Public Works Facility. How will the contractor be able to get into the gate?

**Answer: The contractor can access the Public Works Facility between 8am-5pm Monday – Friday. The contractor will need to push the call button at the North entrance to the facility and notify administration of their name, company name, and purpose for accessing the facility.**

4. Can you provide the link to access the M/WBE policy?

**Answer:** [MWBE Program Plan](#)

5. What type of fertilizer are we applying?

**Answer:** The City will not dictate the type of fertilizer. However, per page 8, under “notes”, the contractor will submit the fertilizer type and application time on the maintenance plan for review by City staff. Also, on page 8 “planters are to remain in peak condition year round”.

6. What time of year will the contractor be applying mulch to the permanent planters? Will mulch be put out at each planting or once a year?

**Answer:** Once per year at the planting scheduled during May 1 – May 10.

7. Will all the planters be brought back to Public Works for the contractor to plant or will the contractor have to plant all the planters at their current location?

**Answer:** During the three plantings per year, City staff will bring all the movable planters back to the Public Works Facility. The contractor will plant all planters and then City staff will return the planters in the field for the contractor perform maintenance. The permanent planters will be planted in their current location.

**Sealed proposals will be received by the City of Greenville until Thursday, February 27, 2025, at 2:00 pm at the Public Works Department Administrative office located at 1500 Beatty Street, Greenville, NC 27835-7207 with the Company Name, Attention: Michael Turner, and the words City of Greenville Public Works Department Contract #8 Downtown Flower Planter Maintenance Proposal written on the outside of the sealed envelope.**

**End of Addendum No. 1**