



Addendum # 2

Date: June 8, 2016
Project: DSU Landscaping
Contract: FM-FY16-002R

The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

Clarifications:

1. Revisions were made in the bid documents 900.00 bid reply section, please see attached.

Changes to Specifications:

1. None

Changes to Drawings:

1. None

General Information:

1. None

Questions and Answers:

1. On page 24 each location has in parenthesis # of times per week each location is to be mowed during the mowing season. Are you saying that you want us present performing work 2x per week, 1x week etc, (inclusive of mowing weeding etc.), or do you actually want the grass mowed twice in a 7 day period?
 - a. Clarity for Section 900.00 Bid Reply
 - i. Parenthesis represent the presence of the Contractor on site to perform Landscaping Maintenance contingent upon growth due to Nature
2. Additionally on page 24 are you looking for a lump sum weekly price or a lump sum annual price? Pg. 14, D states weekly.

- a. Section D. Pricing Clarity
 - Landscaping pricing shall be priced annually to include all supplies, fuel, material, equipment, and labor to accomplish Landscape Plan.
- 3. Mowing Season – April 1 to October 31 ok? Would equal 32 weeks.
 - a. March 1 to October 31 which includes the start of the baseball and softball seasons for the University
- 4. Additionally if we are breaking the pricing up per week should we expect that based on 52 weeks?
 - a. Not applicable
- 5. Baseball, Softball, football fields services say “in season”, what are the months, dates?
 - a. Baseball: All Year given temperatures are above 40 degrees
 - b. Softball: All Year given temperatures are above 40 degrees
 - c. Football: August – November

Please refer to the DSU Website at <http://www.dsuhornets.com/>
- 6. Pg. 16 Section 6, Aeration is included in the contract for baseball and fields. If the university deems it necessary for another area across the university will you draw up a separate work order document, or must we anticipate this to be included?
 - a. Separate Work Order will be drawn for that area
- 7. Mulching – performed twice a year? Will spring and fall applications be included in the contract?
 - a. Mulching Clarification:
 - i. Mulching can be performed once a year with a top dress performed once a year.
 - ii. Fall and Spring applications will not be included only 1 Spring application and 1 Fall top dress
- 8. Again, going back to pricing, if we are providing a weekly price, are you looking to spread the cost for mulching out weekly or would you like a separate lump sum price for mulching per section? Additionally a price for spring mulch and a price for fall mulch?
 - a. See clarification of pricing in question #2
 - b. Spring Mulching should be included in the pricing as instructed in the Pricing Clarification and the Fall mulch price does not apply.
- 9. Pg. 17, Section 11, planting – Can we provide an allowance per year to replace plantings? Then anything above and beyond can be billed separately? Would it be advantageous to the university to define a per plant replacement cost within the contract?
 - a. Pricing Allowance for the Planting will be an addendum to this contract and will be in the amount of \$20,000
 - b. Anything above the allowance will be billed separately
 - c. No
- 10. Pg. 17, Section 13 – To what height are you looking to have trees pruned? It states 8 ft. sidewalks, 14ft over streets? Can we submit a tree pruning allowance for any work needed to be performed above this height?
 - a. Refer to the RFP pages 17 and 18
 - b. No
- 11. Pg. 19, Section J – Are the unscheduled tasks to be over and above the contract?

- a. No
- 12. Pg. 19, Section J2, Seeding – is there a square footage total (Not To Exceed)
 - a. No
- 13. Define Valid Work Document.
 - a. Work Order
- 14. How is excessive trash on the university grounds being handled (ex: after an event)?
 - a. Does not apply to this contract, we have a vendor for waste removal.
- 15. Are Annual Flower rotations to be included in the contract? Summer and Fall ok?
 - a. Yes
 - b. No
- 16. Are turf applications included in the scheduled tasks (or does this fall under unscheduled tasks)? How many applications?
 - a. Turf application is regular maintenance
 - b. Out of scope
- 17. How many copies of the proposal would you like submitted?
 - a. 3 hard copies and one soft copy on a CD, etc.
- 18. Can you please provide your budget for the University's Landscaping services and or contract price from previous vendor?
 - a. Not relevant to this bid
- 19. Per the addendum the area off of North DuPont Highway will be added in October. Should we include this in our price now, or should this price be given in October in anticipation of a change order.
 - a. Should be included in this bid now
- 20. When touring campus, new plant material was installed in the area off of North DuPont Highway. Will the installation contractor be held to the warranty should plants not survive when awarded contractor takes area over?
 - a. No.
- 21. Can University Landscape plan be provided to bidders? (Page 13)
 - a. Landscaping Plan is being revised into a 5 year plan. This contract will address the maintenance and upkeep of the current state of the property as the Plan is still in its revision stage.
- 22. Historically how often has Landscape Contractor been "called to action" outside of normal scope of work?(Page 13)
 - a. DSU reserves the right to this information and will not provide to the contractor
- 23. Will storage space be provided at Wilmington Location?(Page 13)
 - a. No
- 24. What constitutes "as needed" aeration across campus? (Page 16 – 6. Aeration)
 - a. Varies according to nature and will be addressed on an "as needed" basis
- 25. RFP States Softball and Baseball fields are to be aerated annually; however other areas of campus are will be aerated,"as deemed necessary". Will DSU pay for "as deemed necessary" aerations? Also, will contractor receive a "Notice to proceed" or Change Order prior to contractor starting project?
 - a. Yes
 - b. Yes

26. It is understood that contractor will provide mulch semi-annually. It is also noted that additional mulch will be added "or as" directed by University. Will DSU pay for mulching outside of additional semi-annual mulching?
 - a. Yes
27. What color Mulch is DSU specifying for this bid?
 - a. Black
28. It is understood that contractor will haul off leaf debris; will DSU allow space for a temporary roll off dumpster for leaf removal until the cleanup season is over?
 - a. Yes
29. It is understood that contractor will plant trees, shrubs, hedges, plants and grasses as designated by DSU. Because this is not a routine operation and is considered as needed, will DSU pay for labor, supplies and material associated with the planting of , trees , shrubs, hedges, plants and grasses? (Page 17 – 11 Planting)
 - a. This is addressed in the Pricing Allowance for Planting and will be an addendum to this contract and will be in the amount of \$20,000
30. Will DSU pay for the additional plant material that is used to replace plant material lost to disease, winterkill, drought or damage (**NOT** caused by contractor)?(Page 17 – 11 Planting)
 - a. No
31. If no, will DSU pay for plant material caused by vandalism?(Page 17 – 11 Planting)
 - a. No
32. In light of the variables regarding section J will DSU be responsible for paying for labor associated with ALL items under section J of the RFP? (Page 19 – J Unscheduled Tasks)
 - a. No, Included in the contract price. See Section 600.00 Item D
33. In light of the variables regarding section J will DSU be responsible for paying for supplies associated with items under section J of the RFP? (Page 19 – J Unscheduled Tasks)
 - a. No, Included in the contract price. See Section 600.00 Item D
34. Before contractor starts any project under section J will a "Notice to proceed" or Change Order be issued prior to contractor starting project? (Page 19 – J Unscheduled Tasks)
 - a. No
35. Will Services provided under Section J be provided as a pass through cost or can margin be added to project cost? (Page 19 – J Unscheduled Tasks)
 - a. No, Included in the contract price. See Section 600.00 Item D
36. Will DSU pay for the following items should it be discovered that severe erosion has occurred?
Repair of severe erosion; replacement of deteriorating pipes or structural components; if mosquitoes are suspected to be problematic; reconstruction of embankment and outlet structure; removal of accumulated sediment; aquatic vegetation control (chemical application); if dredging (sediment removal) is required (every 2-10 years) – Page 26
 - a. No
37. Is snow removal included with this RFP?
 - a. No
38. Nothing is listed about irrigation. Is irrigation repair, maintenance or operation included with this RFP?
 - a. No
39. Nothing is listed in RFP about Flowers, is an annual flower rotation to be priced into cost?

- a. See Section 600.00 Item D
- 40. Is infield dirt maintenance of the baseball or softball field included with this RFP
 - a. No
- 41. Is dragging the football field or daily maintenance of the running track included with this RFP?
 - a. NO
- 42. Upon award can any aspect of this RFP be subcontracted by contractor provided contractor executes the majority of contract? For example, Contractor just subcontracts mulching. Is this acceptable?
 - a. Yes and all applicable state laws must be adhered to if this is an option of service that the awarded contractor uses.
- 43. Page 16 – Item I-6 Aeration – This item now includes other areas across the university. Can there be a limit to the acreage? The cost would vary greatly depending on amount of area.
 - a. Yes
- 44. Page 16 – Item I-6 Aeration – This item now includes other areas across the university. As per instructions at the Pre-Bid meeting, the new planting bed along DuPont Highway will not be part of this contract until October, 2016. Will there be service done to that area up through October by the installer? Can we be assured that the area will be maintained up until it is assumed into the contract?
 - a. Yes
 - b. Yes
- 45. #1. IRRIGATION: A. Is irrigation part of this contract?
 - a. Yes
- 46. #1. IRRIGATION: B. Does it include spring start up and winterizing?
 - a. Yes
- 47. #1. IRRIGATION: C. Does it include ongoing maintenance of the irrigation system?
 - a. Yes
- 48. #1. IRRIGATION: D. Does DSU have the irrigation system installation drawings?
 - a. NO
- 49. #1. IRRIGATION: E. Does DSU have the locations of all the irrigation systems and zones?
 - a. No
- 50. #1. IRRIGATION: F. Can the contractor charge T&M for trouble shooting, labor and cost of unknown replacement irrigation parts during the maintenance of the irrigation system?
 - a. No
- 51. #2. SCHEDULED TASKS - paragraph #11 – Planting - A. Per the specifications, if the University (designates) which plants are to be removed and replaced, How does the contractor calculate removal and replacement cost for the bid with unknown plant numbers?
 - a. This is addressed in the Pricing Allowance for Planting and will be an addendum to this contract and will be in the amount of \$20,000
- 52. #2. SCHEDULED TASKS - paragraph #11 – Planting - B. Can the contractor charge T&M for designated plant removal and replacement?
 - a. No
- 53. #3. SCHEDULED TASKS - paragraph #13 - Pruning and Trimming - The specifications provides a list of pruning standards per ANSI A300 for tree pruning. This creates a choice for the contractor between types of pruning standards, therefore is ambiguous. - A. Can

the University select a pruning standard that meets their budget and levels the playing field for the contractors to bid?

a. Refer to Section 600.00 General Specifications Section I:13

54. #3. SCHEDULED TASKS - paragraph #13 - Pruning and Trimming- B. What pruning standard does DSU specify for this contract?

a. Refer to Section 600.00 General Specifications Section I:13

55. #4. UNSCHEDULED TASKS - Article J - A. Is there a \$20,000. add on to unscheduled tasks?

a. No

56. #4. UNSCHEDULED TASKS - Article J - B. Can the contractor charge T&M for the ten unscheduled tasks?

a. No

57. #5. UNSCHEDULED TASKS - Article J - Please clarify the language in the specifications that states (WHEN INITIATED). - A. Does DSU or the contractor initiate the task?

a. DSU

END

SECTION 900.00 BID REPLY SECTION

**Landscaping
CONTRACT NO. FM-FY16-002R
Bid Reply Section**

Description

Landscape Management per Scheduled Scope of Work: Section 600.00, Article I
(Parenthesis Represents # of cuts for each location)

1. Itemized Lump Sum:

Main Campus (2x per week)	\$ _____
University Village 1, 2, 3 (2x per week)	\$ _____
University Courtyard (2x per week) -billed separately	\$ _____
Hunn Property (2x per month)	\$ _____
Capital Park (1x per week)	\$ _____
Sports Annex (1x per week)	\$ _____
DSU @ Wilmington (2x per week)	\$ _____
Living and Learning Commons (2x per week)	\$ _____

2. Alternate #1:

Agriculture Field on Route 13 (2x per month)	\$ _____
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3. Alternate #2:

Practice Football Field (2x per week)	\$ _____
Softball Field (2x per week)	\$ _____
Baseball Field (2x per week)	\$ _____

Allowance per Section J add \$20,000

***Service and Maintenance needs to be completed in accordance with the DNREC Delaware Erosion & Sediment Control Handbook current edition

***ALL DNREC Reports need to be submitted to the University on a monthly basis for compliance with reporting standards

Note: Delaware State University reserves the right to award each property separately or in groups.