

INVITATION TO BID # F00223

GROUND MAINTENANCE SERVICES AT STAUNTON CROSSING

BID SUBMISSION DEADLINE: July 17, 2023, 2:00 P.M.

ADDENDUM #1 - DATE: July 5, 2023

TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential bidders. In addition to this addendum being posted on the eVA website and City website at the following links, and will be emailed to those potential bidders that attended and signed in at the Pre-Bid Meeting on June 28, 2023.

- **eVA website:** <https://m.vendor.evro.cgipdc.com/Vendor/public/AllOpportunities>
- **City website:** <https://www.ci.staunton.va.us/departments/finance/procurement>

Summary of Additions and Revisions to Bid Document

In the event that any of these specifications conflict with the previous specifications, the specifications in this addendum shall control. Prepare your bids accordingly:

Page 5	Added Line Item: “Second Site Tour (Optional)” to the Bid Schedule . Added Notation: Second Site Tour (Optional) – July 12, 2023 at 2:00 PM
Page 5	Added Notation: Only those potential bidders that attended the Mandatory Pre-Bid meeting on June 28, 2023, are eligible to submit a bid.
Page 6	Added Notation: “and a Secondary Optional site visitation will be available on July 12, 2023. The gates will be opened for visiting from 9:00 a.m. until 2:00 p.m.”
Page 8	Revised Paragraph: “III. Scope of Work, Section B, second sentence” Added Notation: The City reserves the right to add or delete locations or portions of locations at any time during the contract period, in response to areas being sold for development, and the City/EDA reserves the right to adjust cutting intervals or cancel the contract at any time during the contract period.
Page 8	Revised Paragraph: “III. Scope of Work, Section C” Revision: Standard weekly grass cuttings shall include cutting and trimming of grass to maintain a grass height not to exceed 6" with reasonable uniformity. Areas under the trees shall be maintained. When tree limb growth impedes access to the trunk of the trees, then the maximum distance from the trunk shall be the dripline. The City reserves the right to amend the cutting height requirements or reduce/increase the frequency of cuttings. Contractor shall

	invoice the City of Staunton on a monthly basis for work done during the month previous, and all invoices shall be NET30 payment terms.
Page 8	Revised Paragraph: “III. Scope of Work, Section D” Revision: In addition to cutting and trimming grass, the Contractor shall be required to remove from the cutting area any heavy accumulation of turf clippings; remove clippings from sidewalks, and curbs; maintain grass next to foundations, signs, fences, light poles, fire hydrants, street sign posts, trees, and other permanent objects; and provide weed control in cracks and expansion joints.
Page 8	Revised Paragraph: “III. Scope of Work, Section E” Revision: If requested, work shall include mowing of ditches and drainage swells.
Page 8	Revised Paragraph: “III. Scope of Work, Section I” Revision: Contractor shall be responsible for removing obvious litter prior to mowing. Any debris or objects that remain as a result of the building demolition which may impede the cutting, shall be placed on designated parking lots for the City to remove.
Page 8	Revised Paragraph: “III. Scope of Work, Section J” Revision: Trees as identified on Attachment 3, and brush/overgrown areas as identified on Attachment 4, shall be cut and cleared within 6 months of the execution of this contract. Trees and brush/overgrown areas have been marked with spray paint and/or pink ribbons. Debris may be dumped/burned in City designated areas within Staunton Crossing.
Page 15	Update of Entire Bid Sheet Entire Bid Form has been revised and updated to reflect necessary items.
Pages 29-40	Added Pages 31-40 - Attachments 3 through 4c Attachments 3, 3a, 3b, 3c, 3d, 3e, 4, 4a, 4b, 4c were added to give a visual reference for specific areas of trees, brush, and other Ground Maintenance Service Areas specified within the bid.

Questions & Answers

Question: Would a designated area for staging machinery and maintenance equipment be allowed on site during the term of the contract?

Answer: Yes.

Inquiries Concerning the Bid

Any questions or comments concerning this Invitation to Bid should be directed in writing to:

William L. Vaughn
Director of Community and Economic Development
City of Staunton, Virginia P.O. Box 58
Staunton, Virginia 24402-0058
vaughnwl@ci.staunton.va.us

Note: A signed acknowledgement of this addendum must be received by this office prior to the due date and time, or must be attached to your bid. Signature on this addendum does not constitute signature on the original bid document. The original bid document must also be signed per bid instructions.

Company Name: _____

Signature: _____

Type/Print Name: _____

Title: _____

Date: