



**PROJECT NAME:** *RFP Grounds Maintenance*  
**FILE No:** *N/A*                      **BID No:** *2013-09*  
**DATE:** *April 15, 2013*  
**ISSUED BY:** *Duane K. Barrick – Project Proposal Administrator*  
**CLARIFICATION NO.:** **One (1)** [REDACTED]

## **QUESTIONS:**

1. **In Part 1**, Overview (page 4) and Part 3 Scope of Work 1.2 (page 8) it states that “custodial services for public restroom cleaning are included within the scope of services” and “general custodial services for public restroom cleaning are included within the scope of services to be proposed.” Please define the scope of services for this request?
2. **In Part 3**, Scope of Work (pages 5-8) it shows square feet for 3 types of Turf: sports “Field”, “Turf Maint, Main Grnds” and “Turf Maint Open”. Please define the scope for all 3 turf types?
3. **In Part 3**, 2.0 Scope of Work For Grounds Maintenance Service Contract (page 8) below are the following questions for each different level of service:

### **Level 1:**

**Surfaces:** Please define “Surfaces”. Do “Surfaces” include bathroom structures, entire parking lot areas and all sidewalks? And if so, does the scope of work include a sweeper truck or is the use of a power blower sufficient? Also, is there a service schedule for this service which the city may provide?

**Repairs:** Please define “Illumination”. Does illumination include light poles and street lighting? Also, within the scope of services for Repairs, “irrigation systems” is included. Please define repairs for irrigation systems in further detail. Does this include larger repairs such as clock or valve failure? If so, does the city have an inventory of irrigation clocks, make and model of the irrigation clocks and the age of the irrigation valves? This information would be valuable in providing a predetermined or anticipated cost for such a request. For your convenience, I have attached an example of 3 different levels of irrigation repairs that TruGreen LandCare uses for irrigation scope of work for our current clients. Please let me know if there is a level of irrigation repair scope within the attached document that the City of Woodburn is expecting for this RFP. Also, within the scope of services for Repairs in the case of vandalism, is this the responsibility of the contractor?

**Floral Planting:** Please provide the quantity and size of hanging baskets for the City of Woodburn. Does the scope of services include watering the hanging baskets? If so, is there a current drip irrigation system for the hanging baskets or are they watered by hand? Please let me know if the square feet for the “Flower Beds” at each location includes “planters” as described in all levels. In this scope it states, “Often multiple plantings are scheduled, usually for at least two blooming cycles per year. Some designs may call for more frequent rotation of bloom”...please provide me with the locations where the “more frequent rotation” is applicable. Also please define “more frequent”.

### **Level 2:**

**Surfaces:** Please define the scope of service for the word “repainted”...is this pertaining to parking lots, bathroom structures, etc.? Also, please define the scope for the phrase “replaced when their

appearances have noticeably deteriorated". Again, is this pertaining to parking lots, bathroom structures, etc.? What would be considered "deteriorated" by the City of Woodburn?

**Repairs:** Please define the entire phrase for this section. It only states, "Should be done whenever safety, function, or appearance is in question". This phrase does not clearly define what items are included in this scope.

### **Level 3:**

**Snow Removal:** What are the "local law requirements" for snow removal? Are there specifications for snow removal available for the City of Woodburn?

**Surfaces:** Does "cleared on a compliant basis" include 24 hours a day 7 days a week? And if the scope for Repairs is a stated, "repaired or replaced as budget allows", is the budget available? Is this a request for separate work orders outside of the contract or is the contractor required to provide an anticipated amount which is to be amortized within the annual cost?

**Floral Planting:** It states, "Only perennials or flowering trees or shrubs"....please provide the quantity and location at the sites which this phrase is referring to

### **Level 4:**

**Surfaces:** Again, please define "Surfaces". Do "Surfaces" include bathroom structures, entire parking lot areas and all sidewalks? Also, because it states, "repaired when budget is available", is there a current budget available? Is this a request for separate work orders outside of the contract or is the contractor required to provide an anticipated amount which is to be amortized within the annual cost?

**Repairs:** Please define the entire phrase for this section. It only states, "Should be done whenever safety, function, or appearance is in question". This phrase does not clearly define what items are included in this scope.

### **Level 5:**

**Litter Control:** How should the contractor determine a price for the scope stated, "On demand or compliant basis"? Does this include 24 hours a day 7 days a week?

**Surfaces:** Again, please define "surfaces"...also; what is the scope definition for "Serviced only when safety is a consideration"?

**In Part 3, 4.0 Contractor Responsibilities (page 13)** it states that the "Contractor shall provide all...equipment...needed to perform this statement of work". TruGreen LandCare would like to inquire about the City's current fleet of equipment:

Is there available equipment that the City of Woodburn would be interested in selling to the Contractor for use for this statement of work?

**In Part 3, 9.2 Pricing (page 14)** it states that the "Proposers will be required to provide two separate pricing proposals. One will be for levels of service defined to be consistent with the City's current level of service provided. The other proposal will be for a defined reduced level of service." Are these two separate proposals in addition to the itemized fee schedule? What is the "current level of service" which the City of Woodburn is currently using?

**In Part 8, Bid Proposal (page 22)** what is the dollar amounts of the "Performance Bond" as well as the "bid security" amount which the City of Woodburn is requesting of the awarded Proposer?

**In Grounds Maintenance Fee Schedule** (page 1) it states that "Upon submission of proposal, a printed copy and electronic copy of the Grounds Maintenance Fee Schedule spreadsheet will be included with the proposal".....in regards to the electronic copy, is this to be a flash drive or sent by email?

### **CLARIFICATION(S):**

1. scope of work being proposed upon for Grounds Maintenance does not include custodial cleaning of public restrooms. The scope of the Grounds Maintenance contract should include litter control and garbage collection.
2. These refer to zones and describe the zones. Proposers should understand that the City may elect to provide a different level of service for each zone identified. The title of the zone is not important, the level of service should be based upon the definition of the various level of service. Depending on funds available, the City may elect to change the level of service.
3. **Part 3**, 2.0 Scope of Work For Grounds Maintenance Service Contract (page 8) below are the following answers:

#### **Level 1:**

**Surfaces:** Surfaces are areas that are improved and non-landscaped areas. These could concrete flatwork, concrete or AC paved areas, or trails constructed of stone, pavers, or bark.

**Repairs:** Illumination does not include street or parking lighting. Illumination would include landscape oriented lighting and recreational building exterior lighting. Athletic field lighting will be repaired under separate contract. Irrigation maintenance and repair should be based upon a general SF basis. The contractor shall assume that the irrigation system is fully operational and in good repair. Corrective maintenance for defective system components that are not associated with contractor use or preventive maintenance practices will be corrected by Change Order or separate contract.

**Floral Planting:** No hanging baskets will be maintained under this contract. The intent for proposers is to cost level of service based upon the zone identified and floral planting may not be applicable to all zones.

#### **Level 2:**

**Surfaces:** Same as level 1.

**Repairs:** Repairs are applicable to only elements within the scope of work the contractor is maintaining.

#### **Level 3:**

**Snow Removal:** Snow removal will be limited to providing public access to public buildings. Local requirements (laws or ordinances can change) and no specific requirement should be assumed for cost proposal other than providing public access to public buildings by either shoveling or application of environmentally safe and locally approved deicing compounds.

**Surfaces:** Applies to improved surfaces. Description is intended to general differentiate between levels of service (contractor effort).

**Floral Planting:** Provides general guidance to the level of effort to meet level of service and may not be applicable to all zones.

**Level 4:**

**Surfaces:** Same as level 1.

**Repairs:** Identifies that only priority repair work will be completed.

**Level 5:**

**Litter Control:** This means only on a specific occasion would litter cleanup be performed. Proposers should assume a once annually occurrence and more frequent occurrences will be compensated by Change Order.

**Surfaces:** Action by the contractor shall only be needed to mitigate a safety concern. If corrective action exceeds a routine maintenance response, it will be addressed by Change Order.

**In Part 3, 4.0 Contractor Responsibilities (page 13):** The City does have grounds maintenance equipment, but has elected to not make this equipment available to contractors for proposal consideration.

**In Part 3, 9.2 Pricing (page 14):** This direction is confusing. The City intends to use the cost information provided by proposers to perform cost comparisons between respondents. In essence, the proposer does not know what level of service will be assigned to each zone to perform cost comparison analysis and proposal scoring. This is being done by design. The City does not know what level of service will be negotiated until proposals have been received and evaluated.

**In Part 8, Bid Proposal (page 22):** For this RFP, the bid surety will be waved.

**In Grounds Maintenance Fee Schedule (page 1):** A copy of the spreadsheet for pricing will be provided in electronic format requested by the proposer at the pre-proposal meeting.