



# Leon County

## Board of County Commissioners

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Purchasing Division  
1800-3 Blair Stone Road  
(corner of Blair Stone and Miccosukee Roads)  
Tallahassee, Florida 32308  
850-606-1600

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September 19, 2011

Title: Invitation to Bid for Grounds Services, Leon County Facilities Management  
Number: BC-09-22-11-60  
**Opening Date: Tuesday, September 27, 2011 at 2:00PM**

### ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

The opening date is hereby changed to **Tuesday, September 27, 2011 at 2:00PM.**

A questions and answers document, which revises portions of the scope of work, is attached for your reference.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid.

Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Wendi Sellers  
Contract Manager

WS

**Questions and Answers  
BC-09-22-11-60**

1. Do we need workman's compensation or is workman's comp exemption good enough?

**Answer: Workers' Compensation is required for this bid.**

2. Is my building contractor's licensing enough to spray chemicals required?

**Answer: No, the Contractor must have a CPCO (Certified Pest Control Operator) license or sub-contract out the work to a CPCO licensed Contractor.**

3. Can supplies be purchased through Leon County Purchasing Division to supply us with essential components to carry out this contract?

**Answer: No, the Contractor will be responsible for independently purchasing all equipment and supplies related to this contract.**

4. On the agriculture property on Paul Russell Rd., are we to maintain the flower beds around the building?

**Answer: No, the Agriculture property flower beds are maintained by the Extension office.**

5. Can we use GREEN solutions equivalent to the chemicals required in the contract?

**Answer: Yes, equivalent green solutions are always welcomed, but not required under this contract.**

6. Item G ( under specifications) states that chemical lawn maintenance will be determined from a site specific evaluation i.e. soil analysis, nature of infestation and required corrective action however, else where in the instructions, the application of insecticides looks like it is automatic in April, June, and September. Which is it?

**Answer: Spot treat pest whenever appropriate, choose the product most appropriate for the problem or pest. Best Management Practices for guidance and reference only:  
<http://edis.ifas.ufl.edu/IG144>**

7. Do all of the properties have an irrigation system? Some products such as fertilizer and some pre-emergent herbicides, require watering in after application.

**Answer: No, not all locations in the bid specification have an irrigation system. Contractors must exercise good judgment to achieve the best results.**

8. With reference to following P.15 #7 Equipment: Contractors equipment must be owned by the company and readily available to be assigned to use under the terms of the contract. What about rental equipment and leased equipment that would be used on the job?

**Answer: Equipment used by the Contractor can be owned, rented or leased, but the equipment must be readily available to be assigned to use under the terms of the contract.**

9. With reference to following: P.15 B. Mowing a. 15-0-15 fertilizer containing 7.5% slow-release nitrogen. The rate of application is 6 pounds per 1,000 square feet. The city of Tallahassee has adopted BMP Standards (Best Management Practice) for green environmental concerns. This is against BMP standards and not applicable to all types of grasses. Is this what you mean?

Answer: \*Correction: Mowing a. 15-0-15 fertilizer containing 40%-75% slow-release nitrogen. The rate of application is 6 pounds per 1,000 square feet. In April use 2-0-1 and September use 1-0-2 to make grass/turf healthier in the winter season. This bid is for Leon County and the City BMP's only apply to the extent of operating permit conditions.

10. Frequency – States that service will be a “minimum” of 26 times a year. If additional service is requested, is this an add to the contract?

Answer: No, this bid includes a performance specification and services shall be a “minimum of 26 times” a year or more as required to facilitate the specifications stated without additional payments due to the Contractor. However, periodically more frequent services may be requested for pricing for potential performance by vendor at additional expense to the County.

11. With reference to following, P.15 B. Mowing b. Mowing height will depend upon the type of turf: Bahia 2.5-3 inches; Bermuda 2-2.5 inches; Centipede 1-1.5 inches; and St. Augustine 1-1.5 inches. Is this correct? .

Answer: \*Correction: the maximum mowing height will depend upon the type of turf: Bahia 2.5-3 inches; Bermuda 2-2.5 inches; Centipede 2.5-3 inches; and St. Augustine 3- 4 inches.

12. With reference to following: P.16 F.a) All sidewalks and parking lots shall be blown or vacuumed in order to remove debris generated during the performance of this contract. (Parking lots will be blown and vacuumed after working hours) If debris on parking lots has to be removed at the time of service then does that mean that all services can only be done after working hours, because debris is generated at the time of service by the service?

Answer: Contractors will be required to use their best judgment in regard to blowing and vacuuming sidewalks and parking lots, blowing and vacuuming is preferred when traffic volume (pedestrian or vehicle) is minimal. Contractors will be held accountable for any injury or damages to persons or private property.

13. With reference to following; P.18 St. Augustine and Bahia Grass: Why aren't Centipede and Bermuda grasses mentioned? Are they excluded?

Answer: \*Correction: St. Augustine, Bahia, Centipede, and Bermuda Grass: Contractor will be required to use the best treatment that will promote the best result for the dominant grass in that location.

14. With reference to following: P.16 Shrubs and Ornamentals: C.Lichens and Spanish Moss and Ball Moss treated as needed basis. Treated how? Is there a level of tolerance?

Answer: \*Correction: Spanish moss and Ball moss will be removed on an as needed basis manually, i.e. Remove hanging Spanish moss from tree limbs that may be interfering with pedestrian walkways.

15. With reference to following: P.33 Question: Under maintenance for all other Facilities - Service title Weed Control Turf Areas. Does the City what weed control/fertilization/Insect Control for all areas, ie Pauper Cemetery, Moody Cemetery, Fort Braden Field and Tharpe St: If parking lots are to be blown off during non working hours what access will be given to areas that are locked or otherwise inaccessible during non working hours.

**Answer:** Contractors are required to supply Facilities Management a proposed schedule in advance of property maintenance; we will work with the Contractor in regards to access to secured locations.

16. On Page 33 - The service schedule shows mulch only to be supplied at the Courthouse and Main Library. On our site visits we noted that every location has annuals/mulch/pine straw. Does the County do that part of the Work or is this an add to contract?

**Answer:** This work will be conducted by the Contractor. Mulch/annuals/pine straw will be required at all current locations such as the Main Library, Courthouse, etc. According to the BMPs, when feasible, use mulch made from environmentally friendly sources or recycled materials and maintain a 2" – 3" depth after settling: [www.http://edis.ifas.ufl.edu/MG251](http://edis.ifas.ufl.edu/MG251) (Subject to Contractor's proposal and the review and approval of site specific materials by County)

17. At Ft. Braden does the mowing go all the way to the public garden plot or stop along the line at the shed alongside the building? At BL Perry Library – does service include the area to the left of the building that appears somewhat 'natural'.

**Answer:** At Ft. Braden contractual grounds services extend back to the public garden plots. At BL Perry services also include the area to the left of the building.