



# CITY OF PINOLE

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## ADDENDUM 1

### LANDSCAPE MAINTENANCE SERVICES RFP No: PW-2024-02

**FEBRUARY 14, 2024**

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**BID OPENING DATE: Wednesday, February 28, 2024, 2:00 p.m.**

All prospective bidders are hereby notified that modification and/or changes are to be made to the contract documents for this project, as entitled above.

#### General

1. This Addendum forms a part of the Bidding and Contract Documents and modifies the Notice of Invitation for Bids, Instructions to Bidders, Bid Schedule, General Conditions, and Technical Specifications for the Landscape Maintenance Services, RFP PW-2024-02, released on February 7, 2024, with amendments and additions noted herein below.
2. This Addendum provides responses to questions received.
3. This Addendum has a total eleven (11) pages (including this page).

Bidders are responsible for submitting costs based upon all of the revisions shown herein. Acknowledgement of this Addendum is required in the bid proposal and failure to do so may cause rejection of your proposal as being non-responsive.

Sanjay Mishra, P.E., T.E.,  
Public Works Director

#### Attachments:

Revisions to the Bidding and Contract Documents – Page 2  
Questions and Responses – Page 3  
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## REVISIONS TO THE BIDDING AND CONTRACT DOCUMENTS

The following items indicate revisions to the above referenced documents and are hereby made a part thereof and are subject to all applicable requirements thereunder as originally shown and/or specified.

This addendum is issued to reflect changes in the subject plans and specifications in the following manner:

<b><u>Item No.</u></b>	<b><u>Description</u></b>
<b>1.01</b>	<p><b>NOTICE OF INVITATION FOR BIDS</b></p> <p>Revise paragraph 17. PRE-BID CONFERENCE/SITE VISITS to replace “on xxxx, month xx, 2022” with “on [date], [month], [year]”</p>
<b>1.02</b>	<p><b>INSTRUCTIONS TO BIDDERS</b></p> <p>Revise paragraphs 11. SUBMISSION OF BIDS, 12. BID SECURITY, BONDS, AND INSURANCE, 15. WITHDRAWAL OF BID, and 17. AWARD OF CONTRACT to replace “Notice Inviting Bids” with “Notice of Invitation for Bids”</p>
<b>1.03</b>	<p><b>GENERAL CONDITIONS</b></p> <p>Revise Section 1-1 and 1-3.04 to replace “Notice Inviting Bids” with “Notice of Invitation for Bids”</p>
<b>1.04</b>	<p><b>BID SCHEDULE</b></p> <p>Remove and replace the bid schedule in its entirety with the attached Bid Schedule.</p>
<b>1.05</b>	<p><b>TECHNICAL SPECIFICATIONS</b></p> <p>Revise Section 1-13 to delete “, and removal of downed or severely damaged trees and stumps”</p> <p>Revise Section 1-14 to delete “Contractor shall be responsible for the replacement of playground Fibar. Contractor shall also be responsible for the completion of monthly safety inspection sheets. Inspection sheets shall be provided by the City and adhere to the standards established by the National Playground Safety Institute, latest revised edition.”</p> <p>Revise Section 1-31 to replace “Contractor shall be responsible for emptying trash cans at trails, medians, facilities and parking lots and supplying replacement liners for the trash receptacles.” with “Contractor shall be responsible for emptying trash cans at facility parking lots (Bid Items 22 through 28) and parking lots (Bid Items 30 through 34) as part of the landscape maintenance, and on the weekends in restrooms and within 15 feet of the restrooms, and supplying replacement liners for the trash receptacles.”</p> <p>Revise Section 1-32 to delete “, sidewalks” from the * note in the final paragraph of the section.</p>

## Questions & Responses

Question 1: Can you please tell me who the incumbent servicer provider is for this contract?

*Response: The current service provider is Pacific Site Management.*

Question 2: Can you provide the current monthly amount?

*Response: Please note, the scope of services and payment structure for this work may not be exactly comparable to previous services. For reference, over the calendar years 2021-2023, the annual payments for a similar type of service by Pacific Site Management ranged from approximately \$96,900 to \$110,900.*

Question 3: Would you please let me know the prior award them out for this contract?

*Response: We assumed this question is requesting prior award amount. Please see Question 2 response.*

Question 4: Who provides the cleaning supplies for the restrooms?

*Response: The City will provide the supplies for stocking the restrooms such as paper products and soap, and access to water. The Contractor shall provide other cleaning supplies, equipment, etc. required to complete the work in accordance with the Contract Documents.*

Question 5: Are all sites open to be viewed? If so are they open during a certain time/day?

*Response: All sites are open to the public. Assuming no facility building access is required, the standard working hours are 8:00am to 4:30pm. Parks are closed one half hour after sunset to one half hour before sunrise.*

Question 6: For the Base bid schedule page for columns "Unit Cost" and "Cost" what should be entered? Price per month(Unit Cost) and total(Cost)?

*Response: Unit Cost (\$/unit) is the price per unit (months or hours) and the Cost (\$) is the product of the Quantity and Unit Cost (\$/unit). Please also note that in accordance with INSTRUCTIONS TO BIDDERS paragraph 13. DISCREPANCIES IN BIDS, "the unit price shall govern".*

Question 7: Can the restrooms be cleaned during the day or do they need to be done at night? Is this one once a week?

*Response: Restroom cleaning is once per weekend day (once on Saturday and once on Sunday), and shall be in the morning during park hours (see Question 5 response), with a start time no later than 8 a.m.*

Question 8: Is there any bond requirement due at time of bid submission?

*Response: A Bidder's Bond for 10% of the total amount of the bid shall be submitted with the bid. See NOTICE OF INVITATION FOR BIDS paragraph 8. BID SECURITY, INSTRUCTIONS TO BIDDERS paragraph 12. BID SECURITY, BONDS, AND INSURANCE and BIDDER'S BOND bid form.*

Question 9: Are these jobs currently under contract?

*Response: Please see Question 1 response.*

Question 10: How much is the city of Pinole paying for these jobs?

*Response: Please see Question 2 response.*

Question 11: Would you please let me know the prior annual award amount for this service contract per year?

*Response: Please see Question 2 response.*

Question 12: When is the projected start date? Date of award?

*Response: The award would be made by City Council which meets the first and third Tuesday of each month. Start date is to be determined but would likely be July 1, 2024.*

Question 13: What is the current budget for this RFP?

*Response: Please see Question 2 response.*

Question 14: What is the reasoning for going out to bid? Did the scope of work for this RFP change at all?

*Response: Formal bidding procedures are being used given the cost of the services, in accordance with the City's Procurement Policy.*

Question 15: Please clarify that the awarded contractor will not be able to raise pricing during the first 3 years of contract?

*Response: The Bidder's unit prices (per month or hour) on the bid schedule will remain the same during the 36-month term of the agreement. Price adjustments for the two (2) optional one-year extension terms will be made in accordance with the Contract Documents.*

Question 16: p. 88 1.621B- Which areas need to be street swept? How often?

*Response: 1-6.21B of the General Conditions applies to construction operations, not to the standard landscape maintenance activities included in these services. If future extra work is anticipated to require street sweeping, the requirements would be reviewed while scoping and negotiating the extra work with the Contractor.*

Question 17: p.139 SP26- Normally we decide if the weather is too dangerous for work that day. How would the communication process be if the city were to control whether or not we send out our crews? Is this a discussion we can have or will the city solely make that decision? Weather can change quick, would they decide the night before or in the morning?

*Response: This service does not have the standard working days requirements of a construction contract. The Contractor and City can work together on how to communicate non-working days and when the work would be completed safely on a later day.*

Question 18: Waste cleanup is mentioned in parks and dog parks. Are we responsible for picking up dog waste?

*Response: No. Leaves and other plant debris in the fenced dog areas will need to be cleaned up.*

Question 19: There are a number of dead or dying plants, are there any plans this year to replace them?

*Response: There are no current plans to replace plants. City will review recommendations from the Contractor and decide later.*

Question 20: Is there a way we can have damaged or fallen trees as an extra priced item? If included, what are the size limits to be included?

*Response: Please see the revisions to Section 1-13 of the Technical Specifications in this Addendum.*

Question 21: There are several trees that need heavy pruning under 7 feet. Is there a limit to how much we need to prune each year?

*Response: In accordance with Section 1-13 of the Technical Specifications, "Lower branches of trees overhanging walks or paths shall be pruned to clear seven (7) feet above the grade." The City's intent is to have 7 feet of clearance on all walks and paths.*

Question 22: How many trash cans are we responsible for?

*Response: Please see the revisions to Section 1-31 of the Technical Specifications in this Addendum. Trash can emptying by the Contractor will only be included: 1) for trash cans in the parking lots, and 2) for trash cans in the restrooms and within 15 feet of the restrooms, as part of the weekend restroom servicing.*

Question 23: For the bathroom cleaning, the RFP mentions hosing out the bathrooms. Is there water access to fit a hose nozzle by each bathroom? Once we hose it out, how do we get the water out? Which time of day should we be servicing the bathrooms on the weekend? Are they locked over night by city staff or should we lock them after service? Do we need signs to alert the public of wet floors?

*Response: The Contractor will have access to hose bibs at each restroom. Contractor will be required to remove excess water using appropriate hand tools such as floor squeegees. Please see responses to Questions 5 and 7, above for hours of operation and expected time for servicing. Restrooms doors are automatically locked and unlocked on a timer. Contractor shall determine the appropriate use of signs during and after restroom servicing in coordination with the City.*

Question 24: What is the type of fibar needed to replenish the tot lot and playgrounds? How much fibar is normally needed throughout the year? Are we just adding fibar every year or is removing it all and replacing the material needed as part of this contract?

*Response: Please see revisions to Section 1-14 of the Technical Specifications in this Addendum.*

Question 25: Where exactly are we responsible for steam cleaning and power washing the sidewalks?

*Response: Hardscape cleaning would be performed as Hourly Extra Work under Bid Items 11, 21, 29 or 35 on the Bid Schedule.*

Question 26: Is there a commercial sweeper for the parking lots? Or are we the only vendors cleaning parking lots?

*Response: Contractor is not expected to use a sweeper vehicle on the parking lots. Removal of leaves and other plant debris could be performed with handheld tools and equipment.*

Question 27: Which areas need to be hand watered and how often?

*Response: Hand Watering would be performed as required and as Hourly Extra Work under Bid Items 11, 21, 29 or 35 on the Bid Schedule.*

Question 28: p.142 SP-33-Are we responsible for storm drain control and management? Is placement of drain rock bags near drains included? If so how many drains are we responsible for and where are they located?

*Response: SP-33 of the Special Provisions applies to construction activities, not to the standard landscape maintenance activities included in these services. If future extra work is anticipated to require storm water management, and sediment and erosion control, the requirements would be reviewed while scoping and negotiating the extra work with the Contractor.*

Question 29: There are many areas that could use some mulch, what is the city's plan to install mulch?

*Response: City will review mulch recommendations made by the Contractor, if approved, be performed as Hourly Extra Work under Bid Items 11, 21, 29 or 35 on the Bid Schedule or at a negotiated lump sum cost.*

Question 30: How much graffiti on average occurs to these areas each year? Is it possible to have this as an extra item not included in the regular maintenance? Graffiti removal can be expensive so we wouldn't want to charge you if it isn't necessary.

*Response: Refer to Technical Specification 1-32 as revised in this Addendum. The Contractor will be responsible for the removal of graffiti on irrigation controllers, park tables, BBQS, trash receptacles and playground equipment. For all other locations the contractor shall report any graffiti to the City. The City may have graffiti removal performed as Hourly Extra Work under Bid Items 11, 21, 29 or 35 on the Bid Schedule.*

Question 31: For the areas referred to under Medians, Are there any streetscapes or side of streets that we are responsible for or is it strictly the medians? If so, please provide these locations.

*Response: Bid Item 13 Del Monte Drive includes the north side walk as per the Bid Schedule. Other bid items are only medians.*

Question 32: At Amber Swartz Park, Are we responsible for cutting the grass on the side of the entire hill including the steep areas? Or just the flat areas and along the trail? Does this park's boundaries stop at the bridge or does it include the outside of the baseball fields below?

*Response: Contractor is not responsible for cutting the vegetation on the hillside. The park boundary stops at the bridge.*

Question 33: At Fernandez Park, Are the large trees near the train tracks included for tree pruning up to 7ft? What about the dead trees in this same area? Also, are we responsible for blowing under the bleachers near the baseball field?

*Response: Large trees near the train tracks within the railroad right-of-way are the responsibility of the railroad. Contractor is not responsible for the dead trees within the railroad right-of-way. Contractor is not responsible for blowing under the bleachers near the baseball field.*

**BID SCHEDULE**

<b>BASE BID SCHEDULE</b>					
NO.	DESCRIPTION	Quantity	Unit	Unit Cost (\$/unit)	Cost (\$)
<b>CATEGORY 1 – PARKS (Bid Items 1 to 11)</b>					
1	Amber Swartz Park Landscape Maintenance	36	Months	\$	\$
2	Canyon Park Landscape Maintenance	36	Months	\$	\$
3	Fernandez Park* and Adjacent Creek Trail Landscape Maintenance	36	Months	\$	\$
4	Louis Francis Park Landscape Maintenance	36	Months	\$	\$
5	Meadow Park Landscape Maintenance	36	Months	\$	\$
6	Dog Parks and Restrooms Landscape Maintenance at Pinole Valley Park	36	Months	\$	\$
7	Pinole Valley Park* Landscape Maintenance	36	Months	\$	\$
8	Pinon Park Landscape Maintenance	36	Months	\$	\$
9	Parks and Tennis Courts Weekend Trash Disposal and Restroom Cleaning from June through September	315	Hours	\$	\$
10	Parks and Tennis Courts Weekend Day Trash Disposal and Restroom Cleaning from October through May	418	Hours	\$	\$
11	Hourly Extra Work Parks Landscape Maintenance	300	Hours	\$	\$
<b>CATEGORY 1 – PARKS SUBTOTAL (BID ITEMS 1 TO 11)</b>					<b>\$</b>

\* Landscape maintenance at Fernandez Park and Pinole Valley Parks does not include turf maintenance within the fenced sports fields (total of 2 baseball and 2 soccer fields)

<b>BASE BID SCHEDULE</b>					
NO.	DESCRIPTION	Quantity	Unit	Unit Cost (\$/unit)	Cost (\$)
<b>CATEGORY 2 – MEDIANS (Bid Items 12 to 21)</b>					
12	Appian Way Medians Landscape Maintenance	36	Months	\$	\$
13	Del Monte Drive – Circle and North Sidewalk (Wildrose Cir west to City Limits) Landscape Maintenance	36	Months	\$	\$
14	Fitzgerald Drive Medians Landscape Maintenance	36	Months	\$	\$
15	Pinole Shores Drive Medians Landscape Maintenance	36	Months	\$	\$
16	Pinole Valley Road North of I-80 (LLAD Zone A) Medians Landscape Maintenance	36	Months	\$	\$
17	Pinole Valley Road South of I-80 (LLAD Zone B) Medians Landscape Maintenance	36	Months	\$	\$
18	San Pablo Avenue Medians Landscape Maintenance	36	Months	\$	\$
19	Sarah Drive Medians Landscape Maintenance	36	Months	\$	\$
20	Simas Avenue Medians Landscape Maintenance	36	Months	\$	\$
21	Hourly Extra Work Medians Landscape Maintenance	150	Hours	\$	\$
<b>CATEGORY 2 – MEDIANS SUBTOTAL (BID ITEMS 12 TO 21)</b>					\$

<b>BASE BID SCHEDULE</b>					
<b>NO.</b>	<b>DESCRIPTION</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost (\$/unit)</b>	<b>Cost (\$)</b>
<b>CATEGORY 3 – FACILITIES (Bid Items 22 to 29)</b>					
22	City Hall and Parking Lot Facility Landscape Maintenance	36	Months	\$	\$
23	Fire Station 74 and Parking Lot Facility Landscape Maintenance	36	Months	\$	\$
24	Heritage Park House Facility Landscape Maintenance	36	Months	\$	\$
25	Pinole Senior Center and Two Parking Lots Facility Landscape Maintenance	36	Months	\$	\$
26	Pinole Swim Center, Tiny Tots, and Parking Lot Facility Landscape Maintenance	36	Months	\$	\$
27	Post Office and Parking Lot Facility Landscape Maintenance	36	Months	\$	\$
28	Public Safety Building and Parking Lot Facility Landscape Maintenance	36	Months	\$	\$
29	Hourly Extra Work Facility Landscape Maintenance	150	Hours	\$	\$
<b>CATEGORY 3 – FACILITIES SUBTOTAL (BID ITEMS 22 TO 29)</b>					<b>\$</b>

<b>BASE BID SCHEDULE</b>					
<b>NO.</b>	<b>DESCRIPTION</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost (\$/unit)</b>	<b>Cost (\$)</b>
<b>CATEGORY 4 – PARKING LOTS (Bid Items 30 to 35)</b>					
30	Civic Center on Prune Drive Parking Lot Landscape Maintenance	36	Months	\$	\$
31	Pinole Youth Center Parking Lot Landscape Maintenance	36	Months	\$	\$
32	Public Parking at 861 Fernandez Parking Lot Landscape Maintenance	36	Months	\$	\$
33	Public Parking at Pear and Fernandez Parking Lot Landscape Maintenance	36	Months	\$	\$
34	Public Parking at 660 Tennent Parking Lot Landscape Maintenance	36	Months	\$	\$
35	Hourly Extra Work Parking Lot Landscape Maintenance	150	Hours	\$	\$
<b>CATEGORY 4 – PARKING LOTS SUBTOTAL (BID ITEMS 30 TO 35)</b>					\$
<b>TOTAL AMOUNT OF BASE BID (BID ITEMS 1 TO 35)</b>					\$

**The basis of award for this project is the total cost of the Base Bid Schedule only.**

Total Amount of Base Bid (written in words) is: \_\_\_\_\_

\_\_\_\_\_ Dollars and

\_\_\_\_\_ Cents.

In the event of discrepancy between words and figures, the words shall prevail.

\$ \_\_\_\_\_

Figures

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
City

\_\_\_\_\_  
Name of Bidder (Print)

\_\_\_\_\_  
Telephone Number of Bidder

\_\_\_\_\_  
Fax Number of Bidder

\_\_\_\_\_  
Contractor's License Number

\_\_\_\_\_  
License's Expiration Date

**Addendum Acknowledgement**

Addendum No. 1 Signature Acknowledging Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No. 2 Signature Acknowledging Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No. 3 Signature Acknowledging Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No. 4 Signature Acknowledging Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

END OF BID SCHEDULE