



Solicitation Amendment No. 4

To: Prospective Proposer/Offeror:	Date:
Prospective Proposers	April 7, 2020
Project Title:	Project No.:
Landscaping, Grounds and Irrigation Maintenance Services Wide	RFP 20-23

Description of Solicitation Amendment: The Request for Proposals (Project RFP No. 20-23) is hereby amended as set forth below:

- Page 15 of 106, Section 2, Scope of Work, 2.1.1, Lawn Care, Sub-Section C., Fertilizing, Item iv, **(originally written as three (2) times per year)** and is hereby changed, as indicated in "Red below";

Apply pre-emergent weed killer **two (2) times** per year in Mid-February and August, always implement safety precautions during applications.
- Page 15 of 106, Section 2, Scope of Work, Item C, I, Fertilize Lawns, **(originally written as March)** and is hereby changed, as indicated in "Red below";

Page 15 of 106, Section 2, Scope of Work, Item C, I, Fertilize Lawns, **February**, April, July, September and November.
- Page 22 of 106, Item 5, Additional Services and Page 54 of 106, Price Proposal, Additional Services (as needed) has been amended to include the following information on the attached below;
- Below, see the attached revised instructions for the drop-off and receipt of proposals.
- Questions and answers have been released (below).

Please visit our website at <https://www.hccs.edu/about-hcc/procurement/>

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

COVID 19- PROPOSAL SUBMISSION/OPENING INSTRUCTIONS

We hope this message finds you safe and healthy. First and foremost, we want to let you know that our heart goes out to you and your organization during these trying times. The COVID-19 pandemic has changed the way we work-at least for the time being.

Due to continued closures and restricted access to HCC facilities resulting from COVID-19, the College appreciates you following the bid/proposal submission instructions below.

Proposal Submission

It is solely the responsibility of each bidder to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

Bids/Proposals must be received on or before the date and time specified in the RFP.

Proposers should use mail, courier delivery, Fed-Ex, UPS or other carriers, for delivery of their proposals. To help keep your employees, as well as, our staff safe, we ask that anyone visiting an HCC facility practice social distancing by making sure you are at least six feet apart.

The proposal package must be delivered at the proposer's expense to:

Attn: Arturo Lopez- Sr. Buyer

Houston Community College

Administration Building

3100 Main (**deliver to loading dock located in the rear of building on Rosalie Street**)

Houston, Texas 77002

For courier delivery questions or concerns when attempting to delivery to the loading dock located in the rear of the building on Rosalie Street, the telephone number is 713-718-5107. It is solely the responsibility of each proposer to assure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals which for any reason are not received timely will not be considered.

Balance of page intentionally left blank.

5. Additional Services (Page 22 of 106) (Amended)

- 5.1 Vendor shall provide, additional requested services necessary to return the work area to its properly functioning or original condition. Additional requested services are services not covered under the routine and maintenance services identified in the scope of work/specification and may include, but not be limited to minor installations, and repair. Such work requests shall be quoted as "work orders" with a specific date, work order number and HCC requestor identified.
- 5.2 Additional services shall cover only work not covered under the service requirements.
- 5.3 Additional services shall not exceed \$5,000 per work order. Additional services with a total estimated cost over \$5,000 shall not be performed under the purchase order.
- 5.4 The vendor shall provide an itemized cost estimate, including an itemized line item for all materials, an itemized line item for hourly labor, and an itemized line item for equipment required to perform the work, for additional services to the designated College representative. HCC will review and approve or deny the additional service work order. HCC reserves the right to obtain service under a separate purchase order should it serve the best interest of the College.
- 5.5 Reporting – The successful Proposer(s) will be required to provide weekly Excel status reports via e-mail including, but not limited to the following specific information by HCC campus location:
- 1) Digital pictures of the completed work.
 - 2) Date work completed.
- 5.6 Additional and Related Services
- The following additional and related services may be requested at a mutually agreed upon additional cost:
- 1) Aeration: Improved Grounds can be aerated as soil conditions require to maintain the Improved Grounds in a healthy state. Vendor shall schedule for soil aeration so as to not interfere with other college or campus scheduled activities.
 - 2) Additional plants or flowers can be planted in all additional landscaping services.
 - 3) Landscape renovations/repair.
 - 4) Digital imaging for before and after landscape renovation potential.
 - 5) Damaged Area Repair: Improved Grounds damaged by vehicles, vandalism, erosion, drought or insect/diseases can be seeded, sprigged or sodded as needed to meet the standards of surrounding areas.
 - 6) Erosion Control: Areas damaged by erosion can be stabilized and refilled with soil to return the area to normal ground elevation and covering
- 5.7 Proof of Completion of Work - Upon completion of the services to be rendered under this Agreement, Contractor shall provide, within three (3) business days, a written statement of the work performed along with photographs of the area in which work was performed. Such written statement, which may be submitted electronically to an email address provided by College, shall include;
- 1.) The location where such services were performed;
 - 2.) The approximate area cleaned; and
 - 3.) A written assurance by Contractor that such work was performed.

Section 2, Price Proposal (Page 54 of 106) (Amended)

The College requests a **standard price sheet** be provided in addition to the total bid for landscaping, grounds and irrigation maintenance services at the facilities which could be requested on an as needed basis; the fees quoted should include the use of the vendor's own equipment for this task. The college may request proposal for related serves, the Contractor is asked to include their **standard price sheet** to cover all items and services not specifically covered in the RFP. (The additional price sheets will not be considered in the evaluation)

Balance of page intentionally left blank.

REQUEST FOR PROPOSAL

PROJECT NO. RFP 20-23 LANDSCAPING, GROUNDS AND IRRIGATION MAINTENANCE SERVICES QUESTIONS AND ANSWERS No. 1

Date: April 7, 2020

To: Prospective Proposers

From: Procurement Operations Department, Houston Community College

Subject: Questions and Answers Responses

Q1 Frequency of service in non-irrigated areas. Is this still the same as irrigated frequencies?

Response: Yes, same frequency.

Q2 Can you explain the purpose of fluffing mulch? If we apply pre-emergent and then fluff the mulch, this will ruin the effectiveness of the pre-emergent.

Response: The purpose of fluffing the mulch is to prevent fungal disease and to prevent it from forming a hard surface that will deflect water rather than retaining it. Helps mulch look fresh as well, contractor shall apply post-emergent after fluffing mulch as needed.

Q3 What is the purpose of the mulch removal? Why do you want 3 mulch occurrences? The mulch does not break down that quickly. Is the purpose to have the dark brown color more often?

Response: The purpose is to eliminate any fungal disease and make room for new mulch. We require three (3) occurrences to keep the mulch looking fresh throughout the year.

Q4 Aerate Lawns April, would need to apply Pre-emergent after aeration. If applied prior, then aeration would ruin the effectiveness of the pre-emergent. This function would require a 3rd pre-emergent application.

Response: No 3rd application required bid accordingly; only two applications necessary and will work with vendor to work on correct scheduling.

Q5 Fertilizing lawn 5X- Slow Release- Why would the schedule to ask for fertilizer in September and then scalp in October to over-seed? The September fertilization would create more growth to the existing turf when we would need to slow it down in order to establish Rye Seed. Page 15 C1 says Fertilizer applied at 1# per 100SF- This should read 1# per 1000SF?

Response: Fertilizer will be applied 5x's and Director of Maintenance or Designee will work on correct scheduling. Fertilizer to be applied at 1# per 1000 SF.

Q6 Winter Rye not happening currently - There is a problem with the service schedule of pre-emergent in August and then over-seed in October. If the pre-emergent is effective, the rye will not germinate?

Response: No pre-emergent in the fall only post-emergent.

Q7 Turf Weed Control- Not in Frequency but in page 14 B1- All weeds eliminated?

Response: Yes. The expectation is that the contractor will control ALL weeds and ensure weeds are under control and eliminated, including turf areas.

Q8 "Pre-emergent Weed Killer"- Pre- Emergent is not weed killer. It prevents weed seeds from germinating?

Response: The expectation is that the contractor eliminates and controls all weeds and prevents weed seeds from germinating.

Q9 Hand Pull Weeds? - Page 15 C3- says to pull nut grass. Nut grass, if pulled will generate more nut grass. This cannot be controlled by pulling but requires specialty herbicide products.

Response: The expectation is that the contractor will control of ALL nut grass by using most effective methods, keeping nut grass from germinating. The contractor is responsible for controlling weeds through the use of herbicides or other methods commonly used in industry.

Q10 Inspect and Certify Backflows every month? How many backflows are there? The state requires annual inspection but you are asking for monthly inspection and certification?

Response: Awarded contractor's licensed irrigator shall inspect and ensure operations all units on a monthly basis to confirm and report that units are working properly. HCC has 78 buildings with approximately 80 to 100 Backflows system wide. Contractor to follow annual state mandated requirements. A copy of the annual state certification shall be furnished to Director of Maintenance or Designee

Q11 Pre- Existing Conditions 2.1 States no clean up. Current state of the maintenance is in very poor condition. Beds overrun with weeds, turf on many locations is more weeds than grass. Perennials still have not been cut-back. There are excessive leaves to clean up. Please explain?

Response: We are looking to maintain a visual pleasing look at our facilities and the expectations is that we have no overgrown weeds, trash, debris, and/or leaves

Q12 Item 2.7 Page 9-"d": Trash and Debris Cleanup, 8 hours per day M-F All locations- Can you elaborate on this?

Response: Basic Porter Service, this person will be in charge of going to each location/campus picking up all large/small trash and debris around the properties, working closely with the college to help prevent dumping of items and maintaining the locations free of trash and unwanted items. Porter must be able to travel from location to location; on a daily/weekly basis; expectation is to cover all locations weekly.

Q13 Tree Trimming- Item 2.10 p 11: Trees that are within 20' in height and 10" Diameter- Is this priced above and beyond price of contract? Can you clarify the type of trimming you are requiring? P12 Item "vii" remove dead and diseased branches, Please Clarify outside of scope or included? Trim Trees from touching the building? P12 E8, what is the frequency of trimming trees that are touching the building? Any height restrictions?

Response: All trimming cost to be included in proposal. Trimming is as needed; expectation is to keep branches from touching the buildings trim according to frequency schedule and on an as needed basis. See also section 2.10 D on maintaining trees Number 7.

Q14 Item H, Insect and Disease P 17- Chemical applications on weekend only? Page 12, Item F2 says every visit use herbicides, please clarify?

Response: Herbicides to be used as preventive measures, infestation areas or lawn disease treatment as intervention purposes to be done on weekend or off hours, less foot traffic.

Q15 On page 16 G ii test and certify PVB monthly. This should be done 1 time annually?

Response: Reference answer to question 11

Q16 Can you send the address for all 17 Central College locations?

Response: Add link to HCC home page www.hccs.edu under locations.

Q17 Winter Rye Grass for all locations, please clarify?

Response: The expectation is that the turf is green and aesthetically pleasing until the weather becomes suitable for natural grasses to return at all locations.

Q18 Turf per Emergent Herbicide applications in August cannot be done because of the rye grass will not germinate in October?

Response: No pre-emergent in the fall only post-emergent.

Q19 Does trash pickup include emptying the campus trash receptacles? If so, does HCC provide trash bags, and can the contractor dispose of trash in campus dumpsters?

Response: Yes, as needed; contractor to provide trash bag as replacement. Contractor must remove all trash as it is collected, off HCC premises.

Q20 Site visits did not indicate flower beds specific to color change outs. Is there a quantity of flowers list by campus?

Response: To be determined case by case depending on size of bed and type and size of flowers being installed.

Q21 Should cost of tree pruning be included in our overall monthly cost or will that price be negotiated later?

Response: Cost to be included in overall price.

Q22 During mulch change outs will contractor be allowed to dispose of mulch removed in campus dumpsters?

Response: No, contractor must remove all trash/mulch as it is collected, off HCC premises.

Q23 In preparation for Ryegrass over-seed the turf will need to be scalped prior to seeding. Will Contractor be allowed to dispose of scalped turf in campus dumpsters?

Response: No, contractor must remove all trash/mulch/scalped turf as it is collected, off HCC premises.

Q24 Are detention pond basing mowed at the same frequency as the turf?

Response: The expectation is that the detention pond collars are mowed at the same frequency as the turf.

Q25 Does HCC have a specific form or forms for the monthly reports?

Response: Reporting – The successful Proposer(s) will be required to provide reports (weekly or monthly) in an Excel or similar status reports via e-mail including, but not limited to the following specific information by HCC campus location:

7) Digital pictures of the completed work.

8) Date work completed.

The specific format, details and frequency will be developed with the Director of Maintenance or designee, once the contract is awarded.

Q26 Could you please list the addresses to each of the areas on Exhibit #1? Having a hard time identifying where some of these are such as Parking lot 17 on the Central Campus. I understand they are marked in green but unsure which is which for Exhibit 1.

Response: We have included an additional map to Central Campus. (See Central Campus Map)

Q27 Which locations on Exhibit 1 have seasonal color?

Response: Duplicate current layout –with comparable plant sizes. Etc.

Q28 What is the square footage of color or the quantity of color at the locations on Exhibit 1 that have color?

Response: Duplicate current layout –with comparable plant sizes. Etc.

Q29 For the buildings that are listed on Exhibit 1, if the address is the same as the main campus, could you please identify the buildings and parking lots on the maps?

Response: We have included an additional map to Central Campus. (See Central Campus Map)

Q30 Irrigation Zones- is there a count per site?

Response: An approximate total for all service areas SA1-SA6 is 650 to 700 irrigation zones.

When issued, "Questions & Answers" shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Questions & Answers. All revisions, responses, and answers incorporated into the Questions & Answers are collaboratively from both the Procurement Operations and the applicable HCC Department(s). It is the responsibility of the bidder/respondent to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders/respondents shall be deemed to have received all Questions & Answers and to have incorporated them into this solicitation and resulting proposal response.

Furthermore, it is the responsibility of each Contractor to obtain any previous Questions & Answers associated with this solicitation

Balance of page intentionally left blank.