RFP 2020-FC009
Landscaping & Grounds Maintenance Services

RFP ADDENDUM NO. 5 - QUESTIONS AND ANSWERS

To All Potential Bidders:

This addendum is issued to modify the previously issued bid document and/or given for informational purposes, and is hereby made a part of the bid documents. Please attach this addendum to the documents in your possession. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting its Proposal. Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, per instructions Section 8.

QUESTION/ANSWERS – submitted by email

1. Please provide number of work orders for maintenance. work orders covering maintenance, landscaping and custodial issues. We do not have a break down. Work order stats for 2019 are Preventative WOs 3872; Closed PMs 3851 = 99.46% completion rate. Corrective (includes events and receiving) 3739 requested; 3681 completed = 98.45% completion rate

General Questions

1. Labor – (Overall, we are trying to understand what the employees currently have so we ensure to keep whole if not improve their situation)
   a. What is the current vacation, sick, holiday, PTO for Full Time and Part Time employees in this department? (please break it down)
      i. Not sure of current contractor’s benefits package
   b. Are current employees provided paid training days? If so, how many
      i. Yes, safety training is during normal business hours
   c. What Benefits are offered to employees in this department?
      i. Again, not sure of the benefits package offered to current contractor’s employees

2. Is there a specific anti-lobbying form that Kilgore College wants offerors/vendors to use for this?
   a. In the second paragraph of Section 9 (Certifications) of Section 3 (Proposal Preparation and Submittal) in each of the RFP’s, offerors are asked to make an anti-lobbying certification and disclosure.
i. I am unaware of any anti-lobbying form we will strike as part of required response.

3. Will a vendor be disqualified if they bid multiple services and not just a single service? NO

4. Can a vendor provide all submissions to any or all RFP’s below in a single box rather than multiple box submissions? YES as long as which you are submitting for are noted on outside of box.
   
   a. RFP No. 2020-FS006 Food Services Provider
   b. RFP No. 2020-FC007 Facilities Maintenance Service Provider
   c. RFP No. 2020-FC008 Custodial Service Provider
   d. RFP No. 2020-FC009 Landscaping & Grounds Maintenance Services

5. Proposal Layout – Section 3 (Page 23-26)
   
   a. #4. Response to Scope of Work & #5 Exceptions Requested–
      
     i. Please clarify or provide an example of what you are looking for as you have provided the scope of work for us as that is all of Section 2 and you provide opportunity to share exceptions
        
        1. Typically, we either copy and paste what you put in the Scope of Work Section 2 and accept, or we put it in the Exception…. OR we just share Exceptions and the rest are accepted you may copy & paste or reference back to reply.
      
     b. #7 Cost Form – Please confirm that the Cost Proposal Form (page 30) is a guideline and is not mandatory and can be used as a guide. Complete for the Cost Proposal Form with summary or total pricing, but you can use your form as backup and detail.

6. Section 9 – Is the intent to answer this separately?
   
   a. If Yes,
      
      i. Where do you want it located per Section 3 of proposal layout? After the section for all completed required forms, item 9 of section 3.
      
      ii. Will you accept our response to reference the answer in other areas of the proposal or would you rather us put it in both places (as it has been asked for in other sections either Section 2 scope of work or Section 3 layout) YES
   
   b. IF No, please clarify where you would like us to provide answers within Sections 3
      
      i. Example- #1 Pricing can be inserted along with Cost in Section 3 #7 Cost
      
      ii. #2 Personnel, #3 Benefits can be inserted in Section 3 #3 letter E
      
      iii. #4 Resources can be inserted in Section 3 #3 (a,d,e,f,g)
      
      iv. #5 Operational can be inserted in Section 3 #3 (a,f,g)

7. Please provide a copy of the sign in Sheet from the walk through on Feb 18, 2020 will be added online.

8. Future Wants & Needs
   
   a. What are the top 3-5 areas of improvements, if capital was not an issue, that the Grounds Department would want/need? (list in order of importance)
      
      i. ***Example – Specific Equipment to make their job easier or improve morale, Fixing the irrigation areas that are not working properly for better curb appeal, install field for marching practice etc… (if able provide any financial budget figure associated to each area if research has been done prior or known)
         
         1. Irrigation
         2. Grass
         3. Arbor
4. Flowerbeds
5. Sidewalks
6. Parking lots
7. Equipment- Placed this last as it depends on what area would actually be accomplished first

Grounds and Landscaping
9. Please provide the maintainable campus acreage broken down by the main Kilgore campus, the Longview campus and the Spear Training campus.
   a. This would include all green maintainable acreage, landscape beds and maintainable hardscape and parking lots. N/A as we have added additional areas and change the landscape since the inception of the current contract

   *Current provider should have this information

10. What percentage or state specific areas on the maps of the maintainable acreage is irrigated?
    a. What areas work vs currently do not work?
       i. Appr. 50% are operational

11. What athletic fields, grounds and landscaping service are currently outsourced? (Not using SSC, or SSC isn’t self-performing) NONE – we only have the softball field and it is currently maintenance by the coaches.

12. Please provide the current annual Grounds and Landscaping Services budget vs actual spend for current fiscal year and previous year.
    a. N/A- not provided as all 3 services are combined in to 1 sum

13. Please provide the current Grounds position roster with associated pay rates and tenure dates.

14. Will the College maintain the contract services and relative costs for the removal of waste from the campus to an offsite location or is this part of the contractor’s scope of work?
    a. If the contractor will be responsible, please provide the current company and the current annual cost of this service.
       i. Current contractor provides their own containers for waste generated by grounds.

15. Does Kilgore College want all vendors to quote new vehicles and equipment?
    a. Vender can price new equipment or evaluate current equipment for use. If the vender decides to use colleges equipment then vender will be solely responsible for the maintenance and continued upkeep of equipment and the campus as proposed without exception. If vendor chooses to purchase additional equipment after the start of the new contract then new equipment costs will not be allowed to be passed on to the College.

16. The RFP states that the contractor will coordinate with the current Pest Control services provider. Will the contractor be responsible for the Pest Control contract and relative costs or will this remain with the College?
    a. Yes

Athletic Fields
17. Please provide maintainable athletic fields acreage.
    a. Appr. 1 acre softball field
18. How much is being spent out of the Athletics Budget on grounds service’s needs? Softball budget pays for Infield Conditioner ($1,800), Chalk, Paint and infield quick dry (maybe $500) which coaches/players put out.

SSC mows, weed eats, aerates and overseeds with rye grass. As far as I know since we are now on campus, this comes out of campus maintenance budget.

19. Do you want us to aerate, fertilize, pre-emergent, and seed with winter rye the training center? **YES**

20. We are assuming all lawn areas in KC and KC Longview are expected to be fertilized, etc. **YES**

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**General Areas**

1. Will rye grass overseed be used at all grass areas and all locations including the Police Training Center (ETPA)?
   a. If not, could you please provide where rye overseed will be required
      i. **Not for Longview campus lots behind the Hendrix campus**

2. The grass area between the fence and street at the Police Training Center has not been mowed. Is this part included in the scope of work?
   a. **Not sure which area they are referring to.**

3. Is the same level of service expected at ETPA as the main campus?
   a. **Yes**

4. Please explain with more detail the type of trimming to be done to trees within 20’ and 10” in diameter at the base. Winter pruning? Dead branch removal? Shaping?
   a. **Normal Maintenance- We do not want any limbs to break and fall if we notice they are decaying. Keep trees trimmed to keep them healthy, presentable and not in the way of any person or equipment.**

5. Will a post-emergent weed control product on turf be required along with pre-emergent when necessary?
   a. **Possibly- depends on the needs of the location.**

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**Athletic Fields**

**Questions 6-9 & 11- please refer to the RFP Athletic Field expectations**

6. Is a reel mower required? Will a sports field dedicated rotary mower with a bagging unit be acceptable?

7. Will the fertilizer frequency match the main campus?
   a. **All areas may need additional needs depending on field conditions and soil requirements at that time. RFP scope is a basis for our requests**
8. How many field paint stripping’s are expected per year?

9. Is top dressing included?

10. Are sports areas at Harris Street Park, Stream Flo Softball Park and Driller Park included?
    a. **No- Kilgore College property only**

11. Can you provide a boundaries map of the sports fields that we need to include in the scope of work?
    a. **Athletic fields and nearest surrounding area**