

## Addendum No. 1

Project Name: Mowing Contracts 3, 11, 12, 13 Cemetery Maintenance	Project No.: 24-25-20 24-25-21 24-25-22 24-25-23
Prepared By: Michael Turner	Date: December 5, 2024

### Clarifications & Requirements:

1. Work will begin within seven (7) days after issuance of notice to proceed.
2. Work hours are Monday through Saturdays during daylight hours.
3. Mulch/Chute guards will be required and in place on all mowers during cemetery maintenance operations.
4. M/WBE ID and Form 1 or 2 is to be filled out entirely and submitted with the bid. Filling out both Form 1 and 2 will deem the bid unresponsive.
5. The contractor must acknowledge reading each addendum in the spaces provided on the request for bid sheet per instructions on page 10, item #6.4.
6. Bids are due Thursday, December 12 by 2:00PM. Bids will be received at the Public Works Administration offices at 1500 Beatty Street via postal mail service or hand delivered.

### Questions and RFI submitted for discussion from pre bid meeting, site visits and/or by email:

1. Is this one contract or four separate contracts?  
**Answer: Four separate contracts.**
2. Does the City intend to remove or adjust the circle driveway at Cherry Hill to allow for trucks and trailers to turn around?  
**Answer: No. The parking area for trucks and trailers at Cherry Hill are on the attached map. Do not park in vacant lot as highlighted on the map.**
3. Does the City have a calendar of events for scheduled burials?  
**Answer: No. Refer to instructions on the invitation to bid, page #4, item 16 to obtain a schedule of funerals and/or memorials.**
4. Are the 38 cycles on the request for bid sheet correct?  
**Answer: Yes. Fill out the request for bid sheet as directed per the instructions on the invitation to bid on page #5, item 1.2.**
5. Is the curbing throughout the cemeteries part of the 3 times a year edging?  
**Answer: All concrete curbing throughout the cemeteries, as well as, along sidewalks, medians, curbs, along landscape beds and tree rings are to be edged 3 times a year. Edging shall be performed with a mechanical rotary edger. Refer to the instructions on the invitation to bid, page #6, item 3.5.**
6. Will the flat markers be mechanically edged during the requested three (3) edging cycles?  
**Answer: No. Refer to the instructions on the invitation to bid, page #6, item 3.6. Flat markers and exposed vault lids are to be trimmed around with a weed trimmer on each maintenance cycle to avoid grass encroachment on the marker(s) and/or exposed vault lid(s).**

7. Can the contractor maintain the defined bed/tree ring edges with a weed eater?  
**Answer: Yes. However, per the specifications, the bed and tree rings are to be edged with a mechanical rotary edger three (3) times per year. Refer to the instructions on the invitation to bid, page #6, item 3.5.**
8. Is the contractor responsible for exposing the unexposed portions of the curbing throughout the cemetery?  
**Answer: For bidding purposes, all curbs that are currently exposed are expected to remain visible and edged.**
9. Does the City have a count of all headstones and markers in each cemetery?  
**Answer: No.**
10. Will the contractor be penalized if weather impacts maintenance operations, and a maintenance cycle cannot be completed within the week timeframe?  
**Answer: No, however, the contractor will only be paid for maintenance cycles completed. Refer to the instructions on the invitation to bid, page #5, item 2.1 and on page #6, item 3.9.**
11. Is the contractor required to haul off leaves, limbs and other debris?  
**Answer: Yes. Refer to the instructions on the invitation to bid, page 6, item 3.12 under "Litter Cleanup".**
12. Can you define mulch maintenance as outlined in the scope of work?  
**Answer: Refer to the instructions on the invitation to bid, page #7, item 3.12 under "Mulch Bed Maintenance". Contractor will not be responsible for applying mulch to the beds.**
13. Is the contractor responsible for cleaning up the magnolia pods at Cherry Hill Cemetery?  
**Answer: Magnolia pods/leaves can be mulched if this does not create visible thatch. Refer to the instructions on the invitation to bid, page #7, item 3.12 under "Leaf Removal".**
14. How will the City pay invoices?  
**Answer: Refer to instructions of the invitation to bid, page #7, item 4.2 for how the City will pay invoices and on page 10, item #5.5 as to whom to direct invoices.**
15. If we have a hurricane, severe storm, or other natural disaster, who will be responsible for limb removal?  
**Answer: City staff will be responsible and may utilize the contractor for assistance if necessary. The price for this situation will be agreed upon in advance by the contractor and City.**
16. What is the window of time the contractor must respond to the City's request for maintenance during the offseason or if the contractor needs to stop mowing due to drought or wet conditions?  
**Answer: The City will provide a request for maintenance during the offseason within two (2) weeks prior to the contractor needing to mobilize and complete the requested cycle. All communication from City staff will be in a timely manner to the contractor.**
17. Is the City responsible for flowers in the cemetery?  
**Answer: The City will be responsible for flowers on the grave. The contractor will be responsible for any flowers off the grave that have been dispersed along the grounds by wind and/or any other natural causes. These flowers will be considered litter and must be picked up and properly disposed of prior to conducting mowing operations.**
18. I do not see the yearly 3% cost increase on this bid, is this correct?  
**Answer: Yes.**
19. Who is responsible for damaged headstones and markers?  
**Answer: Refer to the instructions on the invitation to bid, page #10, item 6.4.**

20. How do I document M/WBE information?

**Answer:** Follow the instructions outlined on page #19 of the Invitation to Bid. Any additional questions regarding the M/WBE packet should be directed to Wanda House at [whouse@greenvillenc.gov](mailto:whouse@greenvillenc.gov).

21. Can you explain the M/WBE policy?

**Answer:** The M/WBE policy is explained in this link: [MWBE Program Plan](#)

22. Is the awarded contractor able to do a walkthrough with City staff prior to starting the contract?

**Answer:** Yes.

23. What happens if two contractors have the same bid price?

**Answer:** City staff will review the qualifications of each contractor and award the contract to the most qualified contractor.

24. Are we to fill out both form 1 and form 2 on the M/WBE packet?

**Answer:** No. Fill out either form 1 or form 2. Filling out both forms will deem the bid unresponsive.

25. Can you explain the Local Preference Policy?

**Answer:** The LPP is explained in this link: [635948505114270000](#)

26. I am wondering what was the exact amount that won this bid (#24-25-23 Brown Hill and Cooper Field) last time it was bid on?

**Answer:** \$850/mowing cycle. All other bid tabulation sheets are posted on the City website under "Past Bid Opportunities" as discussed in the pre bid meeting.

27. Can we please get the last awarded bid for the following Contracts: 1. #13 Brown Hill and Cooper Field Cemetery 2. #12 Homestead Memorial Gardens 3. #3 Greenwood Cemetery 4. #11 Cherry Hill Cemetery?

**Answer:** 1. \$850/cycle. 2. \$1,250/cycle. 3. \$2,400/cycle. 4. \$765/cycle. Bid tabulation sheets are posted on the City website under "Past Bid Opportunities" as discussed in the pre bid meeting.

28. I was reaching out to get more information on the bid package for the homestead memorial bid.

**Answer:** All information and bid packages can be found on the City of Greenville website at: [CITY OF GREENVILLE](#)

29. Is the contractor responsible for the other side of the fence that runs along the northern boundary of Brown Hill and Cooper Field cemetery?

**Answer:** No.

30. Is the contractor responsible for the vegetation on the fence lines?

**Answer:** No. Vegetation maintenance on the fences will be handled by City staff.

31. At Greenwood Cemetery, is the contractor responsible for mowing the hill behind the hedge row going down the Greenway that is along 5<sup>th</sup> street?

**Answer:** Yes. Refer to property line on the map included in the invitation to bid.

### Contractor Parking area at Cherry Hill Cemetery



Sealed bids will be received by the City of Greenville until Thursday, December 12, 2024, at 2:00 pm at the Public Works Department Administrative offices located at 1500 Beatty Street, Greenville, NC 27834-7207 with the Company Name, Attention: Michael Turner, Building Facilities Coordinator, and the words City of Greenville Public Works Department Contract 3, 11, 12 or 13 Cemetery Maintenance Bid written on the outside of the sealed envelope. All bids will be marked with the date and time they are received by reception staff. Bids will not be opened and read aloud at this time but will be reviewed and the contract will be awarded at a later date. A bid tabulation sheet will be available upon request once the contract is awarded to the successful bidder.

End of Addendum No. 1