DATE: September 22, 2010

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC’s Landscape Contract – BC-20630-Q
ADDENDUM # 1

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical & Price Proposals to be submitted to the University will be EXTENDED to TUESDAY, OCTOBER 5, 2010 by 2:00 p.m. to the issuing office.

A. The Pre-Proposal Meeting was held at the University on Thursday, September 16, 2010 at 10:00 a.m. and the following questions were submitted to the University for a response:

1. QUESTION: Do we have to provide the Performance Bond with the Price Proposal since only the successful firm is required to provide it?

   ANSWER: No, a letter from your Insurance carrier stating that you have the ability to provide this Bond if issued the award of the contract will be sufficient. Please see the revision to the RFP documents noted below in “Item B” of this addendum.

2. QUESTION: Is there any provision for a price increase in the renewal years?

   ANSWER: See Item B-3 below for this addition to the RFP documents.

3. QUESTION: Are the maps used at the Pre-Proposal Meeting available to us?

   ANSWER: Yes, the PDF File is provided as a part of this addendum and is also available on the University’s eBid Board. This is a working document.
4. QUESTION: You state in the documents that the work is Monday through Friday, but if we have a lot of rain will we be able to schedule the work on the weekends?

ANSWER: The University will work with you if unusual circumstances arise.

5. QUESTION: Is there seasonal rotation of materials?

ANSWER: Seasonal rotation of materials would be on a minimal basis. There are only two (2) locations where this may occur: Residential Life and BW Tech Center. In all cases the materials would be provided by the University.

6. QUESTION: Will “Fall Clean-up” be completed when this contract is awarded? Can you provide us with a list of what will be remaining to do for this year?

ANSWER: Fall Clean-up will not be completed when this contract is awarded, but it is difficult to determine at this point what will remain.

7. QUESTION: On page 21, in the RFP document under “Item g” can you give us an estimated frequency for these items.

ANSWER: No, snow removal continues until all is clear

8. QUESTION: Is UMBC doing any snow removal?

ANSWER: Only minimal.

9. QUESTION: Can we get any aerial views of the Parking lots? Are there any additional maps of the parking lots?

ANSWER: See the response to Question #5 above. Maps are available on the University’s eBid Board.

10. QUESTION: Are there any maximum and minimal levels established for blizzard conditions?

ANSWER: There are not any levels established. Pricing will be on an hourly rate only.

11. QUESTION: Are you asking for a lump sum price for the snow removal?

ANSWER: We are asking for hourly rates and these will be used in the event we have snow.
12. QUESTION: Is there any determination of the frequency number of times for
   gum removal?

   ANSWER: As needed and at a minimum of once a year.

13. QUESTION: On the Price Proposal Form you have a column for “Frequency”.
   What does that mean?

   ANSWER: A revised Price Proposal is a part of this addendum.

14. QUESTION: What is the difference between the South Campus and the Research
   Park?

   ANSWER: BW Technology Center is comprised of two campuses, North and
   South. Only The South Campus is included in this document and solicitation.

15. QUESTION: Is there a map for the South Campus?

   ANSWER: The links to the maps are included in Appendix D.

16. QUESTION: What type of “certifications” are you looking for? Can you provide
   us with a list of the licenses/certification?

   ANSWER: This information is contained in this Addendum and will be
   considered as “Appendix H” to the RFP documents.

17. QUESTION: can you provide us with a list of the firms in attendance at this
   meeting?

   ANSWER: Yes, the Pre-Proposal Meeting Sign-in Sheet is a part of this
   addendum.

B. DOCUMENT REVISIONS:

1. In Section V, Item D-2”, ADD the following sentence at the end of the paragraph:
   “ALL FIRMS RESPONDING TO THIS SOLICITATION WITH A PRICE
   PROPOSAL MUST HAVE A LETTER FROM THEIR BONDING
   COMPANY STATING THAT THEY HAVE THE CAPABILITY TO
   PROVIDE THE PERFORMANCE BOND AS REQUIRED FOR THIS
   PROCUREMENT; AND WILL DO SO WITHIN SEVEN DAYS OF
   NOTIFICATION OF AWARD.”

2. In Appendix B, REMOVE “the Performance Bond Form” and REPLACE it in
   Appendix C, “Contract Forms”: ADD “PERFORMANCE BOND FORM”.


3. In Section I, “Summary Information”, Item “H – Term of Contract”, ADD the following paragraph:

For a Multi-Year Contract or any contract where pricing adjustments may be contemplated during the contract term or subsequent optional extensions terms (unless otherwise stated that price changes will not be permitted), it will be the responsibility of the Contractor to request a price increase, if any, at least ninety (90) days prior to the end of the then current contract term. Any price increase request not received by that time, will not be considered and pricing in the renewal term will remain as stated during the just completed contract term. A price increase, if any shall not exceed the consumer price index for “All Urban Consumers” as published by the U.S. Department of Labor Statistics for the month of May in the same year, or 5% whichever is less. For purposes of calculating the potential increase, the consumer price index for twelve-month period ending at the previous calendar year. For example, if the contract term ends October 31, 2011, the price index for twelve-month period ending May 2011 will be used. Statistics will be referenced as a cap for negotiable purposes only. Contractor is not to assume that any price increase will be applied to yearly renewals.

4. In Section III, Item D, “Project Description”, Article III, “Snow Removal”, in the first paragraph after the second sentence, ADD “IT SHOULD BE NOTED THAT ALL SNOW EQUIPMENT BLADES SHOULD BE RUBBERIZED TYPE BLADES TO REDUCE POSSIBLE DAMAGE TO PAVED SURFACES.”

5. In Section V, Item C-4, “Personnel” ADD “…AND HE/SHE MUST BE A DIRECT EMPLOYEE OF THE PROPOSING FIRM.” to the end of the second sentence.

C. The following questions were submitted to the University for a response:

1. QUESTION: On the pricing sheet under columns Work Zone A, B, C are we inputting the per occurrence price?

   ANSWER: Yes

2. QUESTION: Article 1 section f. mulching states that mulching will be completed once per year but the pricing sheet labeled Section #1 lists the frequency as X2. Please clarify.

   ANSWER: A revised Price Proposal is a part of this addendum
3. QUESTION: Article 1 section g. utility yards, storm ponds and swales the frequency is listed as minimum of 1 per year but the pricing sheet lists the frequency as X3. Please clarify.

ANSWER: A revised Price Proposal is a part of this addendum

4. QUESTION: For the task of emptying trash cans, does UMBC provide bags?

ANSWER: Yes

5. QUESTION: Is there an anticipated frequency for gum removal and power washing of hard surfaces?

ANSWER: As needed and at a minimum of once a year.

6. QUESTION: What is required to clean and maintain smoking urns? Is there a clay or stone material inside the urns and does the university supply replacement for that material?

ANSWER: The urns are made of recycled steel and have no material inside.

7. QUESTION: Under article II trash removal, section g., could you explain what exactly you are looking for? Specifically the expected frequency.

ANSWER: As needed and at a minimum of once a year.

8. QUESTION: Is it possible to get the previous bid results for the UMBC maintenance bid?

ANSWER:

9. QUESTION:

ANSWER:

D. CLARIFICATIONS /ADDITIONAL INFORMATION:

1. To review the University’s Maps as shown during the Pre-Proposal Meeting, refer to the University’s eBid Board: http://www.umbc.edu/adminaffairs/procurement/EBidB.shtml and click on the link.
2. To review Maps of the South Campus refer to Appendix D.

3. Additional questions have been submitted to the University and will be answered in a subsequent addendum.

Enclosures: Acknowledgement of Receipt of Addenda Form
             Revised Price Proposal Form
             Pre-Proposal Sign-in Sheet
             Appendix H – Acceptable Professional Certifications

Cc: Procurement File

END OF ADDENDUM #1 DATED 09/22/10
This addendum was posted on the University’s eBid Board and eMaryland Market on 09/22/10.
(Original with enclosures were not mailed)
RFP NO.: BC-20630-Q

TECHNICAL & PRICE PROPOSALS
DUE DATE: TUESDAY, OCTOBER 5, 2010 AT 2:00 P.M.

BID FOR: UMBC’S LANDSCAPE CONTRACT

NAME OF BIDDER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 09/22/10
Addendum No. _____ dated ______
Addendum No. _____ dated ______
Addendum No. _____ dated ______
Addendum No. _____ dated ______

As stated in this Addendum, this form is to be returned within your Technical Proposal.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM
RFP NO.: BC-20630-Q
PRICE PROPOSAL DUE: TUESDAY, OCTOBER 5, 2010 at 2:00 P.M.
PROPOSAL FOR: LANDSCAPE CONTRACT

PROPOSER: __________________________________________

Federal Identification Number/Social Security Number: ________________

Revised - PRICE PROPOSAL

DATE _____________________________

Ms. Sharon Quinn
Department of Procurement Services
University of Maryland Baltimore County
Administration Building, Room 301
1000 Hilltop Circle
Baltimore, MD 21250

Dear Ms. Quinn:

The undersigned hereby submits the Price Proposal as set forth in RFP # BC-20630-Q dated 08/27/10 and the following subsequent addenda:

Addendum _____ dated ________
Addendum _____ dated ________
Addendum _____ dated ________

Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work as described in the RFP and subsequent Addenda as noted above.

By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of the RFP including any issued addenda.

The pricing provided in the following Sections is to include all of the Contractor’s costs to perform the services (i.e. overhead, profit, etc.). No additional compensation will be applicable for these services, unless additional services are requested by the University which are outside of the scope of services specified within this RFP document.

The Contractor’s Proposal can be accepted in whole or part. It is the intent of the University to award most or all of the requested work as one contract. Individual zone costs are for the benefit of the University to allocate costs across differing fund sources. The award of the Contract will be based on the total price for Sections #1; #2 and #3 noted below. The pricing requested in Section #4, will be used in the event that the University has unscheduled or extra work that is needed; these prices will be included in the price evaluation via the use of sample projects, and will be included in the awarded contract.
### Service

<table>
<thead>
<tr>
<th>Service</th>
<th>per occurrence cost</th>
<th>Work Zone A</th>
<th>Work Zone B</th>
<th>Work Zone C</th>
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<tr>
<td>Mulching</td>
<td>X1</td>
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<td>Turf Fertilization/Weed Control *</td>
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<td>Lawn Aeration/Seeding *</td>
<td>PER ACRE / 125</td>
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* NOTE: There is no guarantee of the 125 acres receiving theses services in a one (1) year period. The University reserves the right to select acres for these services.
SECTION #2 – BW TECH CENTER

(Times per year is for cost comparison only, frequency will vary according to weather)

(Lawn Area I – Main Building)

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<th>Yearly cost</th>
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<td>EDGING SIDEWALKS &amp; CURBS</td>
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<td>LEAF REMOVAL</td>
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<td>=</td>
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<tr>
<td>MULCHING</td>
<td>X1</td>
<td>=</td>
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<tr>
<td>TURF FERTILIZATION/WEED CONTROL</td>
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<tr>
<td>WEEDING BED AREAS</td>
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<td>PRUNUNG SHRUBS</td>
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<tr>
<td>SPRAYING CRACK WEEDS (as needed)</td>
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(Lawn Area II – Entrance Road Maintenance)

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(Lawn Area III – As requested by Grounds Manager)

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<td>MOWING OF HILLS &amp; SEDIMENT ENCLOSURES AROUND SATELLITE PARKING AREA</td>
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SUMMER ANNUAL (approximately 300) 4” POTS X1 ________________

FALL PANSIES (approximately 300) 4” POTS X1 ________________

COURTYARD MAINTENACE X8 ________________
SECTION #3

*Note: Proposer should use as many lines as necessary to list equipment even if on a separate page

**SNOW REMOVAL**

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<th>Cost /per Man-hour</th>
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<td>2</td>
<td>Equipment/Operator</td>
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<td>8</td>
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**ALTERNATE #1: TRASH REMOVAL**

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<th>Work Zone B</th>
<th>Work Zone C</th>
<th>Yearly cost</th>
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</thead>
<tbody>
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<td>TRASH REMOVAL</td>
<td>5 DAYS/ WEEK</td>
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SECTION #4

UNSCHEDULED / EXTRA WORK RATES

The Contractor is to furnish hourly rates for unscheduled landscape maintenance work, in accordance with the following specifications and provisions.

All unscheduled work shall have prior authorization of UMBC. Unscheduled work is requested on an as-needed basis and the Contractor is not guaranteed all such work in areas where Contractor is currently providing landscape services to the University.

The amount of time each unscheduled job may take is subject to negotiation with the University. The rates proposed below would be a major determinant in whether unscheduled work will be furnished by the Contractor providing contract services in the same area.

NOTE: THE ESTIMATED HOURS AND DOLLAR AMOUNT SHOWN BELOW ARE FOR BID EVALUATION PURPOSES ONLY AND DO NOT REPRESENT WHAT THE CONTRACTOR MAY OR MAY NOT EARN THROUGH UNSCHEDULED WORK.

Cost per labor man hour = $ _________________

Cost per supervisor per hour = $ _________________

Mark-Up % on Materials = _________________ %

Fees for materials shall include Contractors lowest / best purchase price and markup.

The hourly crew rate quoted shall include all Contractor costs for wages, insurance, overhead equipment and profit

__________________________________________________________________________________
We understand that by submitting a proposal we are agreeing to all of the terms and conditions included in the RFP documents.

We understand that the evaluation and subsequent final ranking of proposals will be in accordance with the RFP documents.

We understand that the University reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document.

We further confirm that the Project Superintendent named within our Technical Proposal will be assigned to the University for the duration of this contract.

The undersigned hereby certifies that he/she is a duly authorized officer of the Proposing Firm and can bind the Proposer to the prices quoted herein.

________________________________________________________________________

Proposer (Company Name)

________________________________________________________________________

Authorized Signature

________________________________________________________________________

Print Name

________________________________________________________________________

Title

END OF PRICE PROPOSAL FORM
<table>
<thead>
<tr>
<th>Company Representative</th>
<th>Company Name</th>
<th>Business Number</th>
<th>Business Fax Number</th>
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<tbody>
<tr>
<td>Sharon Quinn</td>
<td>UMBC – Procurement</td>
<td>410-455-2540</td>
<td>410-455-1009</td>
<td><a href="mailto:squinn@umbc.edu">squinn@umbc.edu</a></td>
</tr>
<tr>
<td>Ira Burks</td>
<td>Grass Roots</td>
<td>410-241-2619</td>
<td>443-869-5595</td>
<td><a href="mailto:lburks1@comcast.net">lburks1@comcast.net</a></td>
</tr>
<tr>
<td>Tobias Sellers</td>
<td>Grass Roots</td>
<td>410-241-2619</td>
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<tr>
<td>Greg Tucker</td>
<td>Chesapeake Turf</td>
<td>410-341-4363</td>
<td>866-809-9185</td>
<td><a href="mailto:greg@chesapeaketurf.com">greg@chesapeaketurf.com</a></td>
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<tr>
<td>Ranger Carney</td>
<td>HopperGrass Lawn Care</td>
<td>301 385-5551</td>
<td>301-560-5787</td>
<td><a href="mailto:ranger@hoppergrasslawncare.com">ranger@hoppergrasslawncare.com</a></td>
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<tr>
<td>Jim Donlan</td>
<td>j. G. Donlan</td>
<td>410-952-1363</td>
<td></td>
<td><a href="mailto:jdonlan@cablespeed.com">jdonlan@cablespeed.com</a></td>
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<tr>
<td>John Wright</td>
<td>Davey</td>
<td>301-869-6884</td>
<td>301-869-6305</td>
<td><a href="mailto:john.wright@davey.com">john.wright@davey.com</a></td>
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<tr>
<td>Mark Svozil</td>
<td>Davey</td>
<td>330-225-7773</td>
<td>330-225-7775</td>
<td><a href="mailto:mark.svozil@davey.com">mark.svozil@davey.com</a></td>
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<tr>
<td>PJ Plumc</td>
<td>Bartenfelder Landscape Service, Inc.</td>
<td>410-879-4422</td>
<td>410-838-3678</td>
<td><a href="mailto:pj.blsi@zoominternet.net">pj.blsi@zoominternet.net</a></td>
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<tr>
<td>Tom Bartenfelder</td>
<td>Bartenfelder Landscape Service, Inc.</td>
<td>410-879-4422</td>
<td>410-836-3678</td>
<td><a href="mailto:bartenfelderlsi@zoominternet.net">bartenfelderlsi@zoominternet.net</a></td>
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<tr>
<td>Donna Anderson</td>
<td>UMBC – Facilities Mgmt</td>
<td>410-455-2283</td>
<td>410-455-1464</td>
<td><a href="mailto:d_anderson@umbc.edu">d_anderson@umbc.edu</a></td>
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<tr>
<td>Ben Hall</td>
<td>Lorenz Inc.</td>
<td>410-486-0425</td>
<td>410-922-4612</td>
<td><a href="mailto:bhall@lorenzinc.net">bhall@lorenzinc.net</a></td>
</tr>
<tr>
<td>Doug Swistock</td>
<td>Trugreen Landcare</td>
<td>410-712-7112</td>
<td>410-712-7111</td>
<td><a href="mailto:doug_swistock@landcare.com">doug_swistock@landcare.com</a></td>
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<tr>
<td>Allan Davis</td>
<td>Trugreen Landcare</td>
<td>301-924-7800</td>
<td>301-924-0250</td>
<td><a href="mailto:allandavis@landcare.com">allandavis@landcare.com</a></td>
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<tr>
<td>John Polizos</td>
<td>Hometown Landscape</td>
<td>301-572-5577</td>
<td>301-572-7958</td>
<td><a href="mailto:hometwonlandscape@yahoo.com">hometwonlandscape@yahoo.com</a></td>
</tr>
<tr>
<td>Brenda Carter</td>
<td>Tote-It, Inc.</td>
<td>410-669-0999</td>
<td>410-235-1111</td>
<td><a href="mailto:toteitinc@comcast.net">toteitinc@comcast.net</a></td>
</tr>
<tr>
<td>Joe Lorenz</td>
<td>Lorenz Inc.</td>
<td>410-486-0425</td>
<td>410-740-2345</td>
<td><a href="mailto:jlorenz@lorenzinc.net">jlorenz@lorenzinc.net</a></td>
</tr>
<tr>
<td>Carlos Terrones</td>
<td>Carter Construction SVS</td>
<td>240-864-8444</td>
<td>240-764-8445</td>
<td><a href="mailto:carter-construction@hotmail.com">carter-construction@hotmail.com</a></td>
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APPENDIX H

Acceptable Landscape Professional Certifications List – not an inclusive list

Certified Pesticide Applicator (MD)
Certified Roadside Tree Care Technician (MD)
Certified Grounds Manager (CGM)
Certified Grounds Technician (CGT).
Certified Professional Horticulturist (CPH)
Certified Landscape Technician Exterior (CLT)
International Society of Arboriculture Certification (ISA)
Landscape Industry Certified Manager (formerly known as CLP)
Landscape Industry Certified Technician – Exterior (formerly known as CLT-E)
Landscape Industry Certified Horticultural Technician (formerly known as COLP)
Landscape Industry Certified Lawn Care Manager (formerly known as CTP Landscape)
Industry Certified Lawn Care Technician (formerly known as CTP – CSL)
Landscape Technology Certificate
Landscape Technology A.A.S.
Landscape Design and Installation Certificate
Turf and Landscape Maintenance Certificate