DATE: September 29, 2010

TO: All Prospective Proposers

FROM: Sharon Quinn

RE: UMBC’s Landscape Contract -- BC-20630-Q
ADDENDUM # 2

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 remains as **TUESDAY, OCTOBER 5, 2010 by 2:00 p.m.** to the issuing office.

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

1. **QUESTION:** Is “Living Wage” required for this contract?
   
   **ANSWER:** Yes, the “Living Wage”, for Tier-1 Counties with a wage of $12.28 / per hour applies to this contract

2. **QUESTION:** Is there any “Veteran Set-aside” for this Procurement?
   
   **ANSWER:** This Procurement has been designated as a “Small Business Reserve”, not as a “Small Business Preference”. Therefore, there is no preference for veterans.

3. **QUESTION:** What is meant by full service maintenance operating specifications? Do all the area work zones receive full service maintenance, refer to page 18?
   
   **ANSWER:** “Area” C (correction Zone C) is the only area that will be required to have full service. The definition of Full Service is all specifications listed in Zone C plus the specifications stated in Zone A and Zone B. Article II and Article III are included in full service.
In other words, Zone C requires everything listed in Zones A and Zone B in addition to specifications listed under Zone C.

4. **QUESTION:** How many acres are needed for lawn aeration? Is it correct that the Contractors are not responsible for football fields and playing fields, when it comes to aeration and over seeding? Is it correct that in the proposal Zones the Manager will determine if they need to be aerated? Only Area C has garden bed maintenance - correct?

**ANSWER:** Lawn aeration may be as much as 125 acres at one time or smaller areas on a rotational basis. The UMBC Grounds Manager will determine which areas will be aerated at any one time.

Contractors are not responsible for Athletic fields in this contract.

All areas have garden beds; the contractor is only responsible to maintain beds in Zone C.

5. **QUESTION:** On page 13, Work Zone A, Work Zone B, and Work Zone C which areas require mulching? And also within these work zones are planting beds maintenance included?

**ANSWER:** Planting beds and tree ring mulching is only included in Zone C. Mulching for Zone A and Zone B include entrance beds, street trees including parking lots.

6. **QUESTION:** On the trash removal pricing page you list a 5 days/week frequency. Does this mean that the unit price we input should be for 1 weeks worth of services?

**ANSWER:** Yes, the unit price should be entered under “Per Occurrence Cost” for one (1) week with the totals for “Work Zone A – B – and C. The “Yearly Cost” should be the annual cost for all three Zones. The University wanted to make sure you were clear that the Service is for daily, five days a week for the entire year.

7. **QUESTION:** “Section g” - under trash removal lists additional services such as curbs and streets and parking lots and parking garages. Where on the pricing sheets do you want this price input? It should not go under the existing trash removal because it is not a weekly service.

**ANSWER:** There is an area under the “Trash Removal” section for these services on the revised Price Proposal which is a part of this addendum.
8. **QUESTION:** In regards to the MBE participation, if the contractor holds his MBE certification and can self perform this work, can that meet the requirement? Why is it required that an MBE sub be used for this requirement if the prime can qualify?

**ANSWER:** Even if the Prime Contractor for this contract has an MBE Certification, the State of Maryland has a sub-goal of 25%, which would require him/her to seek further MBE Participation. This is a State requirement.

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

**ANSWER:** This request is considered to be under the Public Information Act and must be made separately from these Questions and Answers.

10. **QUESTION:** What work zones is the utility yards, storm ponds, and swales are in?

**ANSWER:** All three zones.

11. **QUESTION:** In Section III, item B-12, “Under this contract all labor, equipment, materials, insurance and supervision necessary shall be furnished by one contractor.” Is Sub-Contracting permitted?

**ANSWER:** This reference could not be located, but yes, sub-contracting is permitted under this contract, as long as the majority of the work (60%) is performed by the Prime Contractor firm. An exception to this percentage would be if a firm is proposing a Joint Venture in which case the percentages of each firm would be clearly defined.

12. **QUESTION:** What do levels 2 and 3 relate to in regards to mowing?

**ANSWER:** The levels are found in the Definitions Appendix E

13. **QUESTION:** Does “Manager” refer to University Personnel or the Contractor’s “On-site Manager”

**ANSWER:** “Manager” refers to the University’s Personnel and the “Project Superintendent” refers to the Contractor’s “On-site Manager”.

14. **QUESTION:** Does the University determine when herbicide/fertilizer is applied?

**ANSWER:** The utilization of IPM strategies is most important on the University Campus. Fertilizer and herbicide use is determined by soil test requirements and threshold pressures. Because of ongoing campus events and
residential students, the University reserves the right to alter the schedule of applications accordingly.

15. **QUESTION:** Is there a composting site on Campus?

   **ANSWER:** No, there is no composting on campus.

16. **QUESTION:** Are there irrigation systems in zones A & B? Are they included in this contract? Are the as-builts available for the systems?

   **ANSWER:** Irrigation systems repair in Zone A & Zone B are the responsibility of UMBC unless the contractor damages it during scheduled operations.

17. **QUESTION:** Frequency for trash removal?

   **ANSWER:** Frequency for trash removal is daily, five days a week Monday – Friday

18. **QUESTION:** Power washing quantity is very vague. Please identify annual amount of side walk power washing and cleaning for pricing (i.e. square footage). Is power washing for horizontal surfaces only? Are the exterior of the parking garages included?

   **ANSWER:** In “Section III, Item D-Article II-g”, it states that these services will be performed during non-peak University times which follow the University Class schedules. Power washing will be at the direction of the Manager where and when needed. Vertical walls cleaned as needed for graffiti. Parking garages exterior walls are not included in this contract unless there is graffiti.

19. **QUESTION:** Frequency for cleaning smoking urns?

   **ANSWER:** As needed

20. **QUESTION:** How are non-routine requests value determined? Can you provide a sample and format?

   **ANSWER:** Non-routine request should be priced per hour.

21. **QUESTION:** How many trash cans are at each site?

   **ANSWER:** Approximate numbers: Zone A – 110 / Zone B – 6 / Zone C - 25
22. **QUESTION:** Is the contractor or the University responsible for providing the liners?

**ANSWER:** The University will provide liners.

23. **QUESTION:** When the trash is removed from the on-site trash cans, is there a University dumpster on-site that can be used for that trash or does that trash have to be hauled away?

**ANSWER:** The University has several locations for dumpsters on site. In Zone A, the Central Plant location has three 30+ yard compactors, one 10-yard recycling dumpster and two paper only dumpsters. In Zone B, the 30-yard dumpster is located at the Parking lot 28. In Zone C, eight (8)-yard dumpsters, eight (8) or ten (10) yard recyclers are located in Lot 6, Lot 11, Terrace Apartments, and behind Erickson, Harbor and Potomac halls. All containers are for University waste only. Recycling is required in this contract.

24. **QUESTION:** Is there an on-site dumpster that the contractors may use? If not, will we be able to place a dumpster on site?

**ANSWER:** Dumpsters are on site for university waste only. See question # 23 above.

25. **QUESTION:** Is the expectation that the prime contractor perform minimum 51% of the work?

**ANSWER:** It is the expectation that the Prime Contractor will perform 60% of the work, unless a Joint Venture is responding to this solicitation.

26. **QUESTION:** Is the contract bound by prevailing wage and or living wage rate for Baltimore County? If so, what is that hourly rate?

**ANSWER:** Prevailing Wage does not apply to this Contract, but the “Living Wage” Rate for Tier-1 Counties, which is $12.28 / per hour does. See the response to #1 above.

27. **QUESTION:** How do you determine if someone is a certified maintenance professional?

**ANSWER:** This list was provided as Appendix H in Addendum # 1.
28. **QUESTION:** What is the cost for the UMBC parking hanger?

**ANSWER:** Contractors that are in official vehicles are required to register for a “service” parking permit, these “service” permits are not chargeable. Personal vehicles will be charged the current fee.

29. **QUESTION:** What company currently has this contract?

**ANSWER:** Lorenz, Inc.

30. **QUESTION:** What is the price of the current contract?

**ANSWER:** The current contract value is approximately $200,000, but it is very different in scope from this solicitation. Many services have been added to this procurement for inclusion in the new contract which are not handled by the current contract.

31. **QUESTION:** How long have they had it?

**ANSWER:** Four (4) Years

32. **QUESTION:** Are you satisfied with this contractor?

**ANSWER:** Yes.

33. **QUESTION:** Please provide the bid tabulations from the last RFP process.

**ANSWER:** This request is considered to be under the Public Information Act and must be made separately from these Questions and Answers.

34. **QUESTION:** Please provide a work area map that clearly defines the various work area zones including the number of flower beds and others areas to be mulched?

**ANSWER:** The Map to scale was provided in Addendum # 1 and posted on the University’s eBid Board. Only beds in Zone C will be mulched entirely. See question #5 above.

35. **QUESTION:** For what period of time are financial statements expected?

**ANSWER:** The price proposal Form is for the initial term of this contract which is one (1) year. Refer to Addendum # 1, Item B-3, regarding multi-year contracts and price adjustments. It is at the discretion of the University to grant
any price increases.

36. **QUESTION:** Are any services to be provided in the construction site areas?

**ANSWER:** No.

B. **DOCUMENT REVISIONS:**

1. In Section III, Item D, “Project Description”, Article I, on page 18, **DELETE** “Area C” and **REPLACE** with **"ZONE C"**.

Enclosures: Acknowledgement of Receipt of Addenda Form
Revised Price Proposal - II

Cc: Procurement File

END OF ADDENDUM #2 DATED 09/29/10
This addendum was posted on the University’s eBid Board and eMaryland Market on 09/29/10. (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. 2       dated 09/29/10
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
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.
SECTION # 1 – MAIN CAMPUS

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

<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>
<th>Yearly cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOWING</td>
<td>X24</td>
<td></td>
<td></td>
<td></td>
<td>=</td>
</tr>
<tr>
<td>GARDEN BED MAINTENANCE</td>
<td>X24</td>
<td></td>
<td></td>
<td></td>
<td>=</td>
</tr>
<tr>
<td>LEAF REMOVAL</td>
<td>X3</td>
<td></td>
<td></td>
<td></td>
<td>=</td>
</tr>
<tr>
<td>MULCHING</td>
<td>X1</td>
<td></td>
<td></td>
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<td>=</td>
</tr>
<tr>
<td>UTILITY YARDS STORM POND/SWALE MAINTENANCE</td>
<td>X1</td>
<td></td>
<td></td>
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<td>=</td>
</tr>
<tr>
<td>TURF FERTILIZATION/WEED CONTROL *</td>
<td>PER ACRE / 125</td>
<td></td>
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<td>=</td>
</tr>
<tr>
<td>LAWN AERATION/SEEDING *</td>
<td>PER ACRE / 125</td>
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</table>

* 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)

<table>
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<tr>
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<th>Yearly cost</th>
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<tbody>
<tr>
<td>MOWING &amp; TRIMMING</td>
<td>X23</td>
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</tr>
<tr>
<td>EDGING SIDEWALKS &amp; CURBS</td>
<td>X23</td>
<td>=</td>
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<tr>
<td>LEAF REMOVAL</td>
<td>X2</td>
<td>=</td>
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<td>MULCHING</td>
<td>X1</td>
<td>=</td>
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<tr>
<td>TURF FERTILIZATION/ WEED CONTROL</td>
<td>X2</td>
<td>=</td>
</tr>
<tr>
<td>WEEDING BED AREAS</td>
<td>X8</td>
<td>=</td>
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<tr>
<td>PRUNUNG SHRUBS</td>
<td>X2</td>
<td>=</td>
</tr>
<tr>
<td>SPRAYING CRACK WEEDS (as needed)</td>
<td>X10</td>
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(Lawn Area II – Entrance Road Maintenance)

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<tbody>
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<td>=</td>
</tr>
<tr>
<td>Service</td>
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<td>Yearly cost</td>
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<tr>
<td>------------------------------------------------------------------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>MOWING OF HILLS &amp; SEDIMENT ENCLOSURES AROUND SATELLITE PARKING AREA</td>
<td>X3</td>
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SUMMER ANNUAL (approximately 300) 4” POTS

FALL PANSIES (approximately 300) 4” POTS

COURTYARD MAINTENACE

X1

X1

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>*Item #</th>
<th>Description</th>
<th>Quantity Available for this Contract</th>
<th>Cost /per Man-hour</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor/shovel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Equipment /Operator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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**ALTERNATE #1: TRASH REMOVAL**

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<th>per occurrence cost</th>
<th>Work Zone A</th>
<th>Work Zone B</th>
<th>Work Zone C</th>
<th>Yearly cost</th>
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<tbody>
<tr>
<td>TRASH REMOVAL</td>
<td>5 DAYS/ WEEK</td>
<td></td>
<td></td>
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</table>

**NON-PEAK SERVICES**

<table>
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<tr>
<th>*Item #</th>
<th>Description</th>
<th>Quantity Available for this Contract</th>
<th>Cost /per Man-hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labor/ Clean and sweep curbs, streets and lots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Equipment /Operator for sweeping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Labor / Pressure washing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Equipment / Operator for pressure washing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Labor/ Gum removal and debris</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Equipment / Operator gum removal and debris</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
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SECTION # 4

UN SCHEDULED / 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

________________________________________________________________________
RFP NO.: BC-20630-Q
FINANCIAL PROPOSAL DUE: TUESDAY, OCTOBER 5, 2010 at 2:00 P.M.
PROPOSAL FOR: LANDSCAPE CONTRACT

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