REQUEST FOR PROPOSALS
RFP 2021-001 - LAWN CARE & LANDSCAPING

ADDENDUM 1

Addendum Issue Date: February 22, 2021

Contact: Kevin Thomas
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Indianapolis, Indiana 46208

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RFP Issue Date: February 5, 2021
QUESTIONS SUBMITTED BY VENDORS WITH INDYPL ANSWERS:

Q1. Are the fees being charged by the current vendor available?

A1. The fee sheet submitted by the current vendor, JCOS, in 2014 is attached. These are the rates currently being charged. Branches added since that proposal are not included.

Q2. The RFP indicates the contractor will have a 5,000,000 umbrella policy. Has there been any flexibility on this in the past or could there be going forward?

A2. There has been flexibility on insurance requirements based upon the scope of work on the past. For the scope of work of this contract the limits as described in the RFP are what will be required to be awarded the contract for the services.

Q3. There was a question regarding to whom questions should go, and what email address to request prior bids and contracts.

A3. Submit any question via email to:
RFI/Purch. E-mail: purchasingrfp_itq@indypl.org
As hyperlink here: purchasingrfp_itq@indypl.org

Q4. I would like to know the address for the website where I can see the prior winning bid and the contract?

A4. There is not a website that posts the prior winning bids. The pricing submitted by the vendor awarded the contract as a result of the last RFP is included in this addendum as Attachment 1.

Q5. New location Martindale in attachment A is listed in the Southeast Region but for attachment B is listed under the Northeast Region. I would assume to just use B as this is the sheet which we list the actual pricing?

A5. The regions will be as shown on Attachment B the Vendor Fee Sheet. Attachment A had an error in the region description of the Martindale branch.

Q6. The required proposal format in part d vendor reference #1 it ask for a list of major contracts presently held, I don’t have any major contract, every contract that I do have are from residential customers. Will these be acceptable for the proposal.

A6. Submit any references available and they will be considered when evaluating the proposal.

Q7. Will one vendor be awarded the entire contract or multiple vendors selected?
A7. The pricing has been requested by region to allow for multiple vendors to participate in the work. If a single vendor has the best proposal for all locations there will be a single contract, but if the vendor with the most attractive proposal varies by region, the award of contract will be to the best proposal for the region. There are currently three vendors servicing five regions for the snow removal and this assignment of work might be similar for Lawn and Landscaping, depending upon the proposals received.

Q8. Will this bid be awarded to just one vendor, several vendors, or one vendor per zone?

A8. The intent was that the work could be awarded to multiple vendors by creating regions. If proposals are submitted that include entire regions, the vendor with the lowest pricing for the region will be most attractive from a pricing standpoint to be awarded the contract. Award of less than a full region would only be considered if the vendor with best pricing were not submitting for the full region. There was one location like this in snow removal where a vendor was interested in one location only because they were servicing multiple adjoining properties.

Q9. How many mowing visits are required per year per site?

A9. This will vary with growing conditions. RFP calls for “The Contractor shall provide mowing services in a continuous cycle sufficient to maintain grass height between two (2) and four (4) inches at all Facilities.” Weekly mowing is anticipated during normal growth and frequency may be reduced if there are drought conditions.

Q10. When is the beginning of mowing season and the end?

A10. See RFP requirement on grass height above, typically starts end of March and ends end of October.

Q11. Who determines if a site needs to be mowed?

A11. The contractor typically decides when mowing is needed, but the Library may confirm if mowing is needed if frequency seems excessive. Mowing once a week is typical during standard growing conditions, mowing more frequently then weekly would be considered excessive.

Q12. How many specialized routine grounds maintenance visits are required per year per site?

A12 The frequency of specialized services is described in the RFP. Clearing wetlands, ponds and ditches of trash are to be performed monthly with 12 per year.
Q13. Will there be an exception to conduct work outside of the stated service hours if weather or factors outside of the vendors control prevent work from being completed (ie work on Saturdays)?

A13. The Library will consider any work hours proposed by the contractor. The intent is to not have a conflict with events or create noise that disturbs neighbors. As long as these goals are met expanded work hours are acceptable.

Q14. With regards to mulch page 14 letter d subsection ii. Will all branch libraries within each section receive the same type of mulch? May we have the mulch delivered onsite?

A14. All locations are to receive the same type of mulch. The mulch can be delivered onsite but any loss will be responsibility of the contractor to replace, delivery location must be approved by the branch manager in advance, and it shall be placed in it’s final location within one week of delivery.

Q15. May the vendor use onsite dumpsters for bid trash collect onsite?

A15. Onsite containers can be used for minor trash / debris disposal. It will be the contractors responsibility to pay for disposal large items found in the area of “Specialized Services” Large items found other locations on the property can be moved near the dumpster and the Library will handle disposal.

Q16. Is the vendor responsible for heavy trash (ie mattress, tvs...)

A16. Only when found in the areas described to receive “Specialized Services”.

Q17. Page 13 section C item IV Regarding Rain System: Do you have blue prints or drawings of how many and where you want the rain system located?

A17 Drawings are not available to issue in this addendum but an attempt will be made to locate them and issue a future addendum. The barrels are stored at the branch. We do not expect any materials to be stored in inventory missing parts can be replaced on an as needed basis. Providing repair materials will be a part of the contract, materials for this can be billed at cost. The barrels are available for viewing at the site.

Q18. With Regard to page 14, ix, drains, inlets, curbs, and gutters. Will this be part of the bid?

A18. This work will require removal of surface leaves and debris to keep the areas clear. It will not require vacuum trucks or jetting of storm drains. If those services are required the Library will contract separately for those. Keeping gutters clear will be at outlets only, no work to be done with the gutters on the buildings.
Q19. Is it possible to meet with site managers for Southport, Nora, and Wayne branches to get specifics on the drainage ditches?

A19. Please submit any requests for additional clarification in writing so the answers can be provided to all vendors. Ditches should be maintained with a winter and fall cleanup to maintain their current appearance. Any significant change to current conditions will be requested as a quote for additional services.

Q10. Page 26
Please provide clarification of (Truck charge per trip) on bid sheet?

A10. If your company has a truck charge in addition to the cost for labor hours that is invoiced for service requests such as picking up branches that fall during a storm, please list that cost here.

Q11. With regards to watering of plant containers will there be water on site to use and will vendor have access to water or will vendor be responsible to provide water?

A11. There will be water available on site.

Q12. Regarding insurance on Page 38 section E Umbrella Liability insurance of Five Million Dollars ($5,000,000). If the vendors current commercial insurance exceed by double the amount asked for in this RFP can the umbrella liability insurance be waived?

A12. The intent is that the total amount of insurance described in the RFP be provided. For guidance on if a specific policy meets the requirements please send a certificate of insurance to the email address for questions.

Q13. Page 17 under section 6 emergency services. Is the vendor required to give an estimate prior to work for approval?

A13. An estimate, approval and issuance of a purchase order by the Library are required for any additional work in excess of Five Hundred Dollars $ 500.00.

Q14. Where do we find the addendum?

A14. The addendum will be posted on the Library website at:
https://www.indyppl.org/vendor-opportunities

Q15. Where do we find the answers to all the questions?

A15. Questions will be answered by addendum to the RFP.
Q16. With regards to page 13 Lawn Fertilization section viii, aerated and over seeded, on attachment B there is not a line item for the pricing. Where should we put that pricing on the RFP?

A16. A revised fee sheet will be issued by addendum that has a column for pricing that service.

Attachments:

Attachment A - Fee Sheet of Proposal Awarded Most Recent Contract
Attachment B - Pre-proposal Conference Minutes

End of Addendum 1.
## VENDOR FEE SHEET (Continued)

### Routine Services:

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### Vendor: JCos, Inc.

**Attachment B (Continued)**

**Landscaping and Grounds Maintenance Services**

**Vendor Fee Sheet and Non-Collusion Affidavit**

**Estimated Services Per Year**

- **General Estimated Services**
  - **Total:** $2,400.00
  - **Spring:** $1,125.00
  - **Summer:** $1,125.00
  - **Fall:** $250.00
  - **Winter:** $250.00

**Grounds Maintenance - Per Site Visit**

- **Total:** $1,215.00
  - **Spring:** $650.00
  - **Summer:** $650.00
  - **Fall:** $75.00
  - **Winter:** $75.00

**Spring, Summer, Fall Season Total**

- **Total:** $7,800.00
  - **Spring:** $2,437.50
  - **Summer:** $2,437.50
  - **Fall:** $1,500.00
  - **Winter:** $1,500.00

**Winter, Spring Season Total**

- **Total:** $8,231.25
  - **Spring:** $2,812.50
  - **Summer:** $2,812.50
  - **Fall:** $1,500.00
  - **Winter:** $1,500.00

**Fall Season Total**

- **Total:** $16,321.88
  - **Spring:** $5,437.50
  - **Summer:** $5,437.50
  - **Fall:** $5,437.50
  - **Winter:** $5,437.50

**Attachment A**

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**RFP requirements**

- **Mowing and Science**
- **Turf - Pre-Emergent Application**
- **Turf Treatment - Granular Slow Release**
- **Grounds Maintenance - Per Site Visit**
- **Ornamental Maintenance - Spring Pruning and Trimming**
- **Ornamental Maintenance - Mulching**
- **Season Total**

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**Total:** $216,670.63
Indy Public Library Lawn Care & Landscaping RFP
Pre-Proposal Conference

February 16th, 2021 / 2:00 pm EDT / Zoom

Issue Date: February 19, 2021

The following is our understanding of the subject matter covered during the meeting. If this differs from your understanding, please notify the issuer within two working days.

ATTENDEES:

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<th>Name</th>
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<tr>
<td>Joseph Lee</td>
<td>Indy.gov</td>
<td></td>
<td><a href="mailto:joseph.lee@indy.gov">joseph.lee@indy.gov</a></td>
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<tr>
<td>Jerome Hardin</td>
<td>JL Lawncare Service LLC</td>
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<tr>
<td>Jeremy Norris</td>
<td>Schoolboy Landscaping and More</td>
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<td>Darius Norwood</td>
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General Notes

a. Joseph Lee, Contract Compliance Officer for the City of Indianapolis attended and provided helpful information about the XBE goals and the necessary forms needed both in the proposal as well as by the firm preliminarily awarded.

b. Kevin clarified that the contract will be modified to be 3 year initial + 2 renewal of 3 year each.

c. Going to add XBE Waiver to checklist

d. Kevin discusses the XBE Waiver form - this is a 'good faith effort'

Review of the RFP including:

e. IndyPL Utilization Goals

f. Required Services

g. Attachment A: Scope of Services

h. Attachment B: Vendor Proposal Sheets and Non-Collusion Affidavit

i. Attachment C: MBE/WBE/VBE/DOBE Business Utilization Program Summary

j. Attachment D: E-Verify Affidavit

k. Attachment E: Request for Proposal Schedule
Questions
1. Will this bid be awarded to just one vendor for all zones or will the zones be divided?
   Bids will be taken as submitted. It is possible the zones could be split up per Library’s best interest.

2. Gutter Cleaning - done by maintenance only
   Gutter cleaning is not part of this solicitation. If this is currently included it will be cleared up by addendum.

3. How many mowings per cycle?
   Possible include average cycles per period in addenda. The selected contractor should provide an appropriate number of mowings to meet the grass height specified in the RFP.

4. Curious if 1 type/color of mulch throughout facilities
   Yes, provide a standard color mulch for all facilities.

5. Can the Contractor have the mulch delivered as long as they utilize PPE
   Yes.

6. Bush hogging utilization
   Bush hogging is to be confirmed per branch - want to keep the tractors out of the ditchline. Contractor to propose items and confirm with IndyPL. Keep the weeds down and in a neat appearance, without having the Contractor expend extraordinary effort to maintain a ditch.

7. We have a question regarding debris can we use your dumpsters onsite? Are we responsible for heavy trash ie beds, tvs.
   Contractor to remove the trash - if it will fit in the dumpsters, then utilize, but do not overflow. This will be standard debris removal associated with lawn care and landscaping maintenance.

8. Do all the documents get notarized?
   Only a few docs get notarized - validate with documents.

9. Do subcontractors need to carry 5,000,000 insurance?
Encourage anyone on site to utilize the amounts stated but discuss with Legal counsel. Prime must utilize since they are responsible.

10. Michael Montgomery - does the subcontractor information need to be included in proposal?  
    
    Subcontractor information will be provided after the award.

11. Is there a website where we can look at prior bids and contracts?  
    
    Send your request direct to the email address and the information will be provided.

12. What is an invasive plant?  
    
    Good faith effort, but no expert determination is necessary.