

ADDENDUM

SOLICITATION NO.: B2023-011070TG

SOLICITATION NAME: RESIDENTIAL LANDSCAPE
MAINTENANCE

ADDENDUM NO.: 3

DUE DATE AND TIME: APRIL 7, 2023 (2:30 PM, PT)

DATE: MARCH 29, 2023

PROCUREMENT ANALYST: TAMARA GASH

The solicitation named above is hereby modified as follows:

1. Invitation to Bid, Exhibit B, is deleted and replaced with Exhibit B-Revised 3.29.23.
2. Invitation to Bid, Exhibit D, section 2. A. a. titled "Required Services, Deliverables and Delivery Schedule", second sentence, is deleted and replaced with the following: "On-going landscape maintenance of the residence located at 3480 SW Western Boulevard, Corvallis, OR 97333 and shown in Attachment A to this contract. Residence includes property outside of the north and west fence up to the sidewalk. This contract does not include damage to the landscape caused by storms or other major events."
3. Invitation to Bid, Exhibit D, section 2. A. b. i. titled "Pruning/Trimming", third bullet, is deleted and replaced with the following: "Vines, including Ivy, must be pruned to control growth and direction, and must not be allowed to grow over windows, doors, structural features, or trees unless already doing so, or as directed by the OSU Departmental Administrator."
4. Invitation to Bid, Exhibit D, section 2. A. b. i. titled "Pruning/Trimming", add the following bullet point at the end:
 - "Prune the laurel hedge row on the outside of the fence on the north and west side of the property one time per year to fence height, or as directed by the OSU Departmental Administrator."
5. Invitation to Bid, Exhibit D, section 2. A. b., add the following section:

"iii. Ground Cover
Beds must be maintained such that ground cover is clear of sticks, and large or dead matter, in addition to items covered under debris removal. Pine needles may remain in the beds."
6. Invitation to Bid, Exhibit D, section 2. A. b. ii. titled "Fertilization" is deleted and replaced with the following: "Apply fertilizer one (1) time per year in the spring to maintain proper nutrient levels and provide a consistent, healthy appearance throughout the year. Fertilizer mix is at the Contractor's discretion."
7. Invitation to Bid, Exhibit D, section 2. A. c. i. titled "General" is deleted and replaced with the following: "All areas must be kept free of weeds. Chemical and/or mechanical means may be used as appropriate however, pelletized pre-emergent herbicide may not be used."
8. Invitation to Bid, Exhibit D, section 2. A. c. iv. titled "Hardscapes" add the following at the end of the paragraph: "Moss does not need to be removed from hardscapes."

9. Invitation to Bid, Exhibit D, section 2. A. d. titled "Irrigation", is deleted in its entirety and replaced with the following:

"d. IRRIGATION

i. Scheduling

Irrigation scheduling will be shared by OSU and contractor. There are two irrigation system control panels for the property. The new off-site control panel governing the updated irrigation will be programmed by OSU. The existing on-site control panel governing the older irrigation system will be programmed by the contractor.

The irrigation system must be scheduled and monitored at an appropriate seasonal schedule to maintain the growth, health, and vigor of all turf areas and landscape plant materials. In the spring when the rainfall has ceased to a point that water is necessary, contractor will turn on the irrigation system. In the fall when enough rainfall has occurred, the contractor will turn off the irrigation system until it is necessary to water again. A properly adjusted automatic rain shut off device may be used for this purpose.

ii. Monitoring and Maintenance

Contractor will monitor and maintain the entire irrigation system. Contractor will repair any leaks in the irrigation system caused by contractor's negligence. Leaks not caused by contractor's negligence will be repaired by OSU; notify the OSU Departmental Administrator.

iii. Backflow Start-Up and Shut Down

Oregon State University will be responsible for irrigation back flow start up and shut down each year."

10. Invitation to Bid, Exhibit D, section 2. A. e. iii. is deleted and replaced with the following: "Contractor has the option to dump pruning cuttings only at the Oregon State University Facilities green waste yard located near the near the intersection of Washington and 35th. Contact Todd Cross at (541) 737-6741 for access to the location."

11. Invitation to Bid, Exhibit D, section 3. D. titled "PRICE ESCALATION" is deleted and replaced with the following:

"D. PRICE ESCALATION.

Pricing must remain the same throughout the initial two-year term of the Contract. Contractor may submit a request to increase pricing for subsequent two-year terms. Requests must be submitted in writing at least sixty (60) days prior to the expiration of the Contract. Price increase requests may not exceed the Employment Cost Index Total Compensation 12 month % Change for Private Industry Workers, as reported by the Bureau of Labor Statistics. Price increases accepted by OSU will remain the same for the entirety of the extended term."

12. Invitation to Bid, Exhibit D, Attachment A, is deleted and replaced with Attachment A- Revised 3.29.23.

The following questions were received with regard to the solicitation named above. OSU has provided answers below to each question, but the RFP or contract documents have not been modified as a result, unless otherwise specified.

- Question 1. A typical landscape maintenance contract assumes 36-40 visits on an annual basis with bi-monthly visits in the winter. On the Bid Price Form, Contract Item #2.A.e – Debris Removal, indicates an "estimated frequency" of 52. Should bidders assume they need to visit the site every week, even in winter, to blow off hardscapes and pick up debris?

- Answer 1. [Bi-monthly frequency of visits in the winter is acceptable for debris removal. Invitation to Bid, Exhibit B, has been modified to show this change, see Exhibit B-Revised 3.29.23.](#)
- Question 2. Could we be provided with the full set of landscape plans?
- Answer 2. [Yes. Invitation to Bid, Exhibit D, Attachment A, has been modified to show the full set of landscape plans, see Attachment A- Revised 3.28.23.](#)

Entities are not required to return addendums with their offers but are responsible to make themselves aware of, obtain and incorporate into their final offer any information contained in addendums. Failure to do so may make the offer non-responsive and cause it to be rejected.

EXHIBIT B – REVISED 3.29.23
BID PRICE FORM

This bid sheet and the frequencies specified for each service are based on the specifications listed in Exhibit D, Section 2., Statement of Work. Bidders are requested to bid an annual amount which will be payable in equal monthly installments. The annual price will be valid for two years from date of contract execution.

| Contract Item # | Description | Estimated Frequency |
|------------------------|--|----------------------------|
| 2.A.a.i. | Turf Maintenance - Mowing | 38 |
| 2.A.a.ii. | Turf Maintenance - Hard Surface Edging | 18 |
| 2.A.a.ii. | Turf Maintenance - Soft Bed Edging | 16 |
| 2.A.a.ii. | Turf Maintenance - String Trimming | 16 |
| 2.A.a.ii. | Turf Maintenance - Fertilization | 1 |
| 2.A.b.i. | Bed Maintenance – Prune and/or Trim | 6 |
| 2.A.b.i | Bed Maintenance – Prune Laurel Hedge Row | 1 |
| 2.A.b.ii. | Bed Maintenance - Fertilization | 1 |
| 2.A.c.ii. | Weed Control - Lawns | 1 |
| 2.A.c.iii. | Weed Control - Beds | As needed |
| 2.A.c.iv. | Weed Control - Hardscapes | As needed |
| 2.A.d. | Irrigation – System Start Up/ Scheduling/ Monitoring (does not include back flow start-up/shut down) | As needed |
| 2.A.e. | Debris Removal – Blow Off Hardscapes / Remove Litter and Trash | 38 |

Total Annual Cost: \$ _____

OPTIONAL:

Extra Work Per Hour: \$ _____ Material Cost Markup: _____ %

Company Name: _____

Oregon Landscape Contractors Board (LCB) License #: _____

**EXHIBIT D
SAMPLE CONTRACT**

**ATTACHMENT A – REVISED 3.28.23
WESTERN BOULEVARD**

