

Questions and Answers for Lawn Maintenance Requests for Bids for Pres. Resident and Main Campus.

1. Can the current contract be provided? **We do not have a current contract for either project.**
2. Can the previous bid tab be provided? If the above cannot be provided, please tell us who the current contractor is, and what the current contract price is.

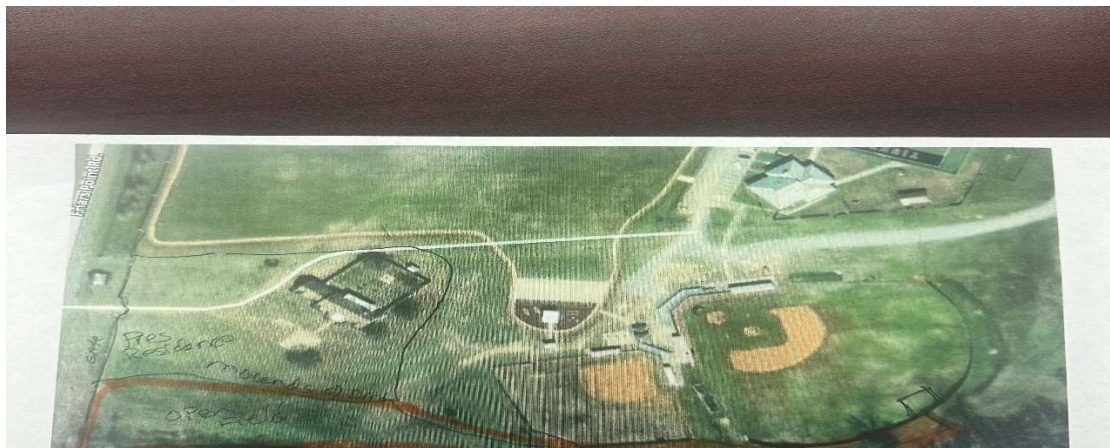
This is the college's first request for bids for lawn services. Previously, the college's grounds staff managed these services. However, due to a staffing shortage last year, we utilized several vendors to assist our staff from mid-September to mid-November. A list of these vendors and their charges is not provided.

3. Can maps outline the boundaries of the work area be provided? **Bidders may find the current map at coahomacc.edu (search for campus map) and by clicking on the following link: MapQuest MAP**

Bidders may visit the campus or watch posted videos to get a feel for boundary outlines. A Google map is also a good tool. The square footage is not available for sections of the lawn.

4. Can a more detailed description or map of the open field area be provided.

We recommend bidders visit the campus to get a feel for the size of the open field. I have included the section of the map with the open field. The boundaries will run from the gate to midway at the back of the baseball field. The open field starts on the south side of the mounds of dirt and goes all the way to the tree line. See the map for a description of this area.



5. Could a more specific location or map of the Social Sciences Plaza be provided?

I do not have a map of this area since the construction. However, I provide an older picture so bidders may get a feel for the space. Please see the specifications for this area. There is some grass to cut on the left side of the photo on Delta Lane and on the right side of the photo between the walkway and the street on Quitman Ln. It is highlighted in pink.



6. What type of mulch is to be provided? **Currently the college uses Black Mulch.**
7. Item 2.1.10 – Please clarify, will mulch occasionally be provided for us to apply, and other times we will be responsible for purchasing and application, or will all mulch be provided for applications? Also, how often is “occasionally”? once a year? Twice a year? Monthly?

The Contractor will purchase mulch. Please include this price in your Bid per the frequency listed on the Tab form. Line 8 on the Main Campus Tab form and Line 7 on the Pres. Residence Tab form were changed to reflect this.

8. How far ahead of time will the contractor be informed about mulch needing to be applied?

The college will ask the contractor for recommendations during the initial meeting once the contract has been awarded. Mulching will be included in the lawn maintenance schedule, so both the college and the contractor will be aware of when tasks will take place. The contractor is required to replenish the mulch once, as stated on the tabulation form.

9. Will the contractor be responsible for purchasing Mexican River Rock, or the school?

The Contractor shall purchase a Black Cedar Mulch or compatible insect-repellant mulch for one application as required in this contract. Additional applications will be charged at the rate of application listed on the tab form. The bidders should include the cost to purchase the Mulch in their Bid.

The tab form was amended on Line 7 for the President's residence and Line 8 for the Main Campus to include height of mulch and person responsible for purchasing mulch.

10. Item 2.1.15.5 – How many times a year should fertilizer be applied? **This section refers to maintenance of the Social Science Plaza. Please refer to section 2.1.15.2.2. This is the maintenance requirement for the Plaza.**

11. Category 4, Item 9 – “Plant annuals, perennials, or shrubs if needed” – What pot size is expected to be installed? The price of installing a 4” pot annual flower and a 3 gallon pot shrub is very different. Can this item be split out by pot size? This will determine the actual cost.

Planting will be as requested by the institution. Line 9 on the Bid Tabulation Form for the Main Campus and Line 8 on the Pres. Residence Tab Form have been modified to categorize the plants by pot size. Bidders should provide separate prices for the 4-inch pot size and the 3-gallon pot size.

12. It is stated that Physical weeding shall be the preferred method of removing unwanted plants in mulched beds, but will chemical applications be allowed to assist with this?

The only effective method for weeding in the Social Sciences Plaza is physical removal, especially since the plants were only planted last year. Previous chemical applications proved harmful, resulting in the loss of some plants. For other areas of the college, the use of chemical applications may be considered. However, the contractor must provide a list of chemicals for the college's approval before any usage.

13. Is it solid tine or core tine aeration that's being requested? **The college request core aeration. The Tab form Line 7 for the Main Campus and line 6 for the Pres. Residence were amended to include this.**

14. To what height will trees need to be pruned? **The pruning height may vary and the college will accept recommendations from the contractor during the initial meeting after the contract is awarded.**
15. Is mulch removal a requirement of this contract? **Mulch removal is not required for this contract. Bidders should only provide an estimate for replenishing mulch to maintain a height of 3 inches. The language in Line 7 of the Tab form for the President's Residence and Line 8 of the Main Campus tab form has been amended to specify "replenish" and who is responsible for purchasing.**
16. To what depth will mulch need to be maintained? **Depth of mulch should be maintained at 3 inches.**
17. Are pre and post emergent weed control to be applied to all bed and turf areas? **Pre and Post emergent weed control should be applied to all areas unless otherwise noted. The contractor should confirm areas with the college during the initial meeting after the contractor is awarded.**
18. Will pricing increases be allowed for the optional renewal? **Yes.**
19. Category 4, Items 8 and 9- If mulch or plants are not to be provided, do the material cost of these services need to be included in these lines? **Mulch should be included in the cost. Plants will be provided by the college.**
20. Is there a set budget for this project? **The college has not set a budget for this project. We want to allow bidders an opportunity to offer their price(s). Bidders should bear in mind that the college is not a resort or for-profit organization.**
21. How do you intend to determine who will be awarded this contract? Will this entire bid be awarded to one contractor, or split out to multiple awardees? **There will only be one contract for the President's Residence. There may be one or multiple contracts for the main campus. The awarded contracts are based on the lowest bid.**
22. It was mentioned that basically it was a yearly contract to keep the lawn and campus looking good year round. My question is the pay schedule. What is frequency of payments? Is it spread out over 12 months? How soon is payment after invoiced turned in?

Contractors have the option to choose their pay schedule: weekly, bi-weekly, or monthly. To ensure timely payment, contractors must submit their invoices to the Physical Plant designee by noon on Monday. Each invoice should include a description of the services provided along with the dates those services were performed. The Physical Plant designee will process the invoice

for payment by noon on Tuesday, and checks will be ready for pick-up on Friday of that week. Please note that invoices will not be processed in the same week if they are submitted late or if they do not include a detailed description of the services rendered.

23. Would this contract be for a year or multiple years. **The contract is for one year, but it is renewable.**