

**March 17, 2020**  
**Orange County Library System**  
**Orlando, FL 32801**  
**REQUEST FOR PROPOSAL (RFP) OCLS-20-002**  
**ADDENDUM # 2**

**Landscaping and Ground Maintenance Services for OCLS**

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via strikethrough.

**A. The Proposal Opening Date has changed to Wednesday, May 27, 2020 at 3:00PM**

**B. Correction:**

**B-1. Instruction To Firms on Page 3**, the bullet that reads “ Proposals shall be submitted no later than 3:00 P.M. local time, on ~~Wednesday, April 22, 2020~~ to: “

Should read “ Proposals shall be submitted no later than 3:00 P.M. local time, on Wednesday, May 27, 2020 to: “

**B-2. Preliminary Schedule on Page 5**, reads as follows:

These dates are estimates only and are subject to change by the LIBRARY.

<b>Event</b>	<b>Date</b>	<b>Time</b>
Announcement of RFP	<b>3/04/2020</b>	<b>3:00 P.M.</b>
Mandatory Pre-Proposal Meeting *	<b>3/20/2020</b>	<b>1:00 P.M.</b>
Site Inspections **	<b>03/23-31/2020</b>	<b>8A.M. - ?</b>
Question Submission Deadline	<b>4/02/2020</b>	<b>3:00 P.M.</b>
Question Responses Posted	<b>4/06/2020</b>	<b>3:00 P.M.</b>
RFP Package Due	<b>04/22/2020</b>	<b>3:00 P.M.</b>
RFP Evaluated (Part 1 & 2)	<b>04/23-24/2020</b>	<b>TBD</b>
Inform FIRMs of Short-Listed Rankings	<b>04/27/2020</b>	<b>3:00 P.M.</b>
Final Evaluations Posted	<b>4/27/2020</b>	<b>3:00 P.M.</b>
Contract Negotiations	<b>04/28-30/2020</b>	<b>TBD</b>
Tentative Date to Award Contract	<b>05/01/2020</b>	<b>TBD</b>
Contract Effective Date ( Service Begins )	<b>06/01/2020</b>	<b>7:00 A.M.</b>

## The Preliminary Schedule Should Read

These dates are estimates only and are subject to change by the LIBRARY.

Event	Date	Time
Announcement of RFP	3/04/2020	3:00 P.M.
Mandatory Pre-Proposal Meeting *	04/24/2020	1:00 P.M.
Site Inspections **	04/27 – 05/08/200	8A.M. - ?
Question Submission Deadline	05/12/2020	3:00 P.M.
Question Responses Posted	05/15/2020	3:00 P.M.
RFP Package Due	05/27/2020	3:00 P.M.
RFP Evaluated (Part 1 & 2)	05/27-29/2020	TBD
Inform FIRMs of Short-Listed Rankings	05/29/2020	3:00 P.M.
Final Evaluations Posted	05/29/2020	3:00 P.M.
Contract Negotiations	06/01-05/2020	TBD
Tentative Date to Award Contract	06/05/2020	TBD
Contract Effective Date ( Service Begins )	07/01/2020	7:00 A.M.

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**B-3. Pre-Proposal Conference on Page 5**, the first sentence in the first paragraph reads as follows “ A Mandatory Pre-Proposal Conference will be conducted on Friday, March 20, 2020 at 1:00 pm.”

It should read “ A Mandatory Pre-Proposal Conference will be conducted on Friday, April 24, 2020 at 1:00 pm.”

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**B-4. Pre-Proposal Conference on Page 5**, the first sentence in the second paragraph reads as follows “ \*\* There will also be Non-Mandatory Site inspection for all nine (9) locations held March 23—31, 2020. “

It should read: “ \*\* There will also be Non-Mandatory Site inspection for all nine (9) locations held April 27 thru May 8, 2020. “

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**B-5. Shortlists and Protest on Page 5**, the last sentence reads “ Failure to file a protest to the LIBRARY’s Chief Financial Officer by 5:00 PM on the fifth full business day after the oral presentation date shall constitute a waiver of protest proceedings.”

It should read “ Failure to file a protest to the LIBRARY’s Chief Financial Officer by 5:00 PM on the fifth full business day after the final evaluation posting date shall constitute a waiver of protest proceedings.

**B-6. Questions Regarding This Solicitation on Page 6**, the first sentence in the first paragraph reads as follows “ All questions or concerns regarding this Request For Proposal shall be submitted by email to [OCLSBIDS@OCLS.INFO](mailto:OCLSBIDS@OCLS.INFO), no later than ~~3:00 PM Thursday, April 2, 2020~~ referencing the RFP number. “

It should read “ All questions or concerns regarding this Request For Proposal shall be submitted by email to [OCLSBIDS@OCLS.INFO](mailto:OCLSBIDS@OCLS.INFO), no later than 3:00 PM Tuesday, May 12, 2020 referencing the RFP number. “

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**B-7. Previous Experience on Page 20**, the first sentence in the first paragraph reads “ In order to submit a response to this RFP, FIRMs must be experienced in providing landscaping and ground maintenance services for at least one ~~public entity with at least eight (8) geographically dispersed locations with a total combined square feet ( lawns, planter beds, etc. ) in excess of 175,000 square feet within the last 5 years.~~ “

It Should Read “ In order to submit a response to this RFP, FIRMs must be experienced in providing landscaping and ground maintenance services for at least one existing, and occupied, commercial or institutional (not residential) facility with multiple locations with at least 175,000 square feet of combined space consisting of lawns, planter beds, etc “

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**B-8. Ranking, Part 3 on Page 24**, second paragraph reads “ If total costs exceeds the Chief Financial Officer’s Signature Authority, the scores including proposed costs will be presented to the Library’s Board of Trustees on ~~May 14, 2020~~ for Final rankings. “

It should read “ If total costs exceeds the Chief Financial Officer’s Signature Authority, the scores including proposed costs will be presented to the Library’s Board of Trustees on June 11, 2020 for Final rankings. “

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**B-9. J-5 Trimming and Edging Specifications on Page 51**, Add the following items

J-5-F. Shrubbery such as hedges, hawthorns, etc. are to be kept pruned, shaped and trimmed for an attractive curb appeal on an as needed basis.

J-5-G. Flowering shrubs shall not be pruned until after the bloom cycle. If a plant species blooms year-round, then pruning shall be performed in the spring after the first flush of blooms.

J-5-H. Grouped plantings shall be allowed to form masses appropriate to the species. Power-shearing and hard-cut pruning is not permitted without the pre-approval of the LIBRARY Representative or his/her designee.

J-7-I. Pruning/trimming shall include but not be limited to removal of vegetation which is dead, damaged or diseased.

J-7-J. The Contractor shall remove all pruned/trimmed materials and debris from the site after each site visit.

J-7-K. Contractor shall follow current recommended sterilization practices on pruning tools where needed to isolate the spread of disease.

To be clear, the pruning, shaping or trimming of shrubbery is to be included in the base bid for general grounds maintenance.

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**B-10. J-7 Tree Pruning Specifications on Page 52:** To be clear, the ANNUAL Trimming and Pruning of ALL trees is a SEPARATE bid lot than the base bid for general grounds maintenance. See revised bid sheet.

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**B-11. J-9 Fertilization and Pest Control on Page 54:** To be clear this is an additional fee NOT included in the base bid for general grounds maintenance. Contractor will provide the LIBRARY's Contract Administrator a quotation prior to each application, said quote will describe the fertilizer or pest control chemical being used, along with the quantity to be applied and the mix ratio if a liquid. Contractor is to use the appropriate fertilizer formula for the various types of turf (St Augustine, Bermuda, Bahia, etc.), trees and plants. Contractor is to use the appropriate pest control chemical based on infestation. See revised bid sheet.

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**B-12. M Security and Identification on Page 57:** To be clear on the required background checks, the Contractor will perform a Level 1 background check.

The Level One background check shall include the following information from the past five years:

- Identification Verification
  - Selective Service Status (registered/unregistered)
  - Florida Department of Law Enforcement (FDLE) Automated Criminal Record Clerk of Courts by County of Residence
  - State Attorney's Office Employment Verification
  - Department of Motor Vehicles (DMV) by State of Residence Military Service Verification
  - Professional License and Certification Check
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**B-13. Scope of Services Check List on Page 72:** See attached for revised page number references.

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**C. Questions and Answers**

**C-1. Question:** Can you provide a sample of the “ One-Time Clean Up “ report you are looking for?

**Answer:** See attached example.

**D. ACKNOWLEDGEMENT OF ADDENDA**

D-1. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.

D-2. All other terms and conditions of the RFQ remains the same.

D-3. Receipt acknowledge by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

**OCLS RFP 20-002**  
**Scope of Service Submittal Checklist**

- \_\_\_\_\_ Exceptions to Contract, if any ( page 2 )
- \_\_\_\_\_ 5 Printed and 1 Electronic copies of proposal ( page 3 )
- \_\_\_\_\_ Redacted Copy on Separate USB, if applicable ( page 3 )
- \_\_\_\_\_ Inspected all 9 sites between March 23 and March 31 ( ~~pages 5 and 6~~ **page 5** )
- \_\_\_\_\_ List Project Manager, Landscaping and Ground Maintenance Supervisor, Quality Assurance Supervisor, and Other Key Personnel ( page ~~20~~ **21** )
  - Bios
  - Resumes
  - Org Chart
- \_\_\_\_\_ 3 References with 1 having 8 or more locations with > 175,000 combined square footage ( page ~~48~~ **20** )
- \_\_\_\_\_ Required Submittal Items ( page 19 – ~~24~~ **23** )
  - Title Page
  - Table of Contents
  - Letter of Transmittal
  - Firm Organization ( including copy of licenses and permits )
  - Previous Experience
  - References
  - Key Personnel and Equipment
    - List equipment and facilities available to do the work
  - List of all Lawsuits in last 5 Years
  - Describe Approach to Providing Services, Quality Assurance Plan and Staff Training
    - Provide detailed one-time clean-up needed at each location
- \_\_\_\_\_ Required Forms ( page ~~40~~ **23** )
  - PROPOSAL COVER PAGE ( and W-9 Form ) [ page 45 **62** ]
  - ACKNOWLEDGEMENT OF ADDENDA [ page 46 **63** ]
  - AUTHORIZED SIGNATORIES/NEGOTIATORS [ page 47 **64** ]
  - DRUG-FREE WORKPLACE FORM [page 48 **65** ]
  - CONFLICT/NON-CONFLICT OF INTEREST STATEMENT [ page 49 **66** ]
  - E VERIFICATION CERTIFICATION [ page 50 **67** ]
  - RELATIONSHIP DISCLOSURE FORM [ page ~~51-53~~ **68-70** ]
  - SCRUTINIZED COMPANIES LISTS [ page 54 **71** ]
  - SCOPE OF SERVICES SUBMITTAL CHECKLIST [ page 55 **72** ]
  - Bid Sheet ( **in a sealed envelope** ) [ page ~~56-57~~ **73 - 75** ]

Authorized Signature: \_\_\_\_\_

Authorized Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**OCLS RFP 20-002  
Landscape and Grounds Maintenance For OCLS  
SAMPLE One-Time Clean Up Report**

Location: Alafaya Branch 12000 East Colonial Drive

Suggested Clean-Up:

Rake and remove all leaves from property. Remove Bermuda Grass infestation and replace with St Augustine turf. Replace all mulch. Install perineal flowers, landscape bricks and mulch around flagpole. In the southeast corner install landscape bricks, landscape fabric and mulch. In fenced off back area, install landscape fabric and mulch. Install shrubbery in parking islands similar to what is currently in place to fill voids.

Fee for One-Time Clean Up:

Labor		\$ _____
Landscape Bricks	_____ Each @ \$ _____	\$ _____
Landscape Fabric	_____ SQYD @ \$ _____	\$ _____
Perineal Flowers	_____ Each @ \$ _____	\$ _____
St Augustine Turf	_____ SQYD @ \$ _____	\$ _____
Island Shrubby	_____ Each @ \$ _____	\$ _____
Mulch	_____ Cu YD @ \$ _____	\$ _____
Total One-Time Clean UP		\$ _____.

Photos Attached

**OCLS RFP 20-002**  
**Landscaping Ground Maintenance Services**  
**Bid Sheet**

**Lot A - Ground Maintenance Base Bid ( Sections J-3, J-4, J-5, J-6 and J-8 )**

Branch	Address	Grass SqFt	Pond Sqft	Planter Bed Sqft	Cost Per Month	Annual Qty	Annual Cost	
Main	101 East Central Blvd	-	-	5,200		X 12		
Alafaya	12000 E. Colonial Drive	8,000	-	4,700		X 12		
Chickasaw	870 N. Chickasaw Trail	45,500	6,000	9,000		X 12		
Eatonville	200 E. Kennedy Blvd	8,500	10,000	3,000		X 12		
North Orange	1211 E. Semoran Blvd	12,000		2,000		X 12		
South Creek	1702 Deerfield Blvd	162,000		6,500		X 12		
Southwest	7255 Della Drive	12,500		3,000		X 12		
West Oaks	1821 E. Silver Star Road	30,000		7,000		X 12		
Winter Garden	805 E. Plant Street	14,500		8,050		X 12		
<b>Total Annual Cost</b>								

Times 5

= Total 5 year Cost

Note, Square footage is estimated





OCLS RFP 20-002  
Landscaping Ground Maintenance Services  
Bid Sheet

**Lot B - Tree Pruning & Trimming ( Section J-7 )**

Branch	Address	Crape				Elms,			Annual Cost
		Ligustrum	Myrtle	Palm	Oak	Magnolia, Cypress, etc			
Main	101 East Central Blvd	1		11		3			
Alafaya	12000 E. Colonial Drive	5	8	9	18	2			
Chickasaw	870 N. Chickasaw Trail		16	4		3			
Eatonville	200 E. Kennedy Blvd		7		6	8			
North Orange	1211 E. Semoran Blvd			8		11			
South Creek	1702 Deerfield Blvd		10	17	38	12			
Southwest	7255 Della Drive			1		8			
West Oaks	1821 E. Silver Star Road	8	9	27	49	5			
Winter Garden	805 E. Plant Street		9	37	22				
<b>Total Annual Cost</b>									
Times 5									
<b>= Total 5 year Cost</b>									

OCLS RFP 20-002  
 Landscaping Ground Maintenance Services  
 Bid Sheet

**Lot C - Pest Control ( Section J-9-A and J-10 )**

Branch	Address	Grass SqFt	Pond Sqft	Planter Bed Sqft	Cost Per Month	Annual Qty	Annual Cost
Main	101 East Central Blvd	-	-	5,200		X 12	
Alafaya	12000 E. Colonial Drive	8,000	-	4,700		X 12	
Chickasaw	870 N. Chickasaw Trail	45,500	6,000	9,000		X 12	
Eatonville	200 E. Kennedy Blvd	8,500	10,000	3,000		X 12	
North Orange	1211 E. Semoran Blvd	12,000		2,000		X 12	
South Creek	1702 Deerfield Blvd	162,000		6,500		X 12	
Southwest	7255 Della Drive	12,500		3,000		X 12	
West Oaks	1821 E. Silver Star Road	30,000		7,000		X 12	
Winter Garden	805 E. Plant Street	14,500		8,050		X 12	
<b>Total Annual Cost</b>							
Times 5							
<b>= Total 5 year Cost</b>							

Note, Square footage is estimated



OCLS RFP 20-002  
Landscaping Ground Maintenance Services  
Bid Sheet

Lot D - Fertilizer ( Section J-9-B and J-10 )

Branch	Address	Grass SqFt	Pond Sqft	Planter Bed Sqft	Cost Per Application	Times Per Year	Annual Cost
Main	101 East Central Blvd	-	-	5,200		X 4	
Alafaya	12000 E. Colonial Drive	8,000	-	4,700		X 4	
Chickasaw	870 N. Chickasaw Trail	45,500	6,000	9,000		X 4	
Eatonville	200 E. Kennedy Blvd	8,500	10,000	3,000		X 4	
North Orange	1211 E. Semoran Blvd	12,000		2,000		X 4	
South Creek	1702 Deerfield Blvd	162,000		6,500		X 4	
Southwest	7255 Della Drive	12,500		3,000		X 4	
West Oaks	1821 E. Silver Star Road	30,000		7,000		X 4	
Winter Garden	805 E. Plant Street	14,500		8,050		X 4	
<b>Total Annual Cost</b>							
Times 5							
<b>= Total 5 year Cost</b>							

Note, Square footage is estimated

OCLS RFP 20-002  
 Landscaping Ground Maintenance Services  
 Bid Sheet

**Lot E - Additional Services**

Service	Fee	Annual X Qty	Annual = Cost
Additional Sprinkler Repair Labor - Per Hour		X 1040	
Additional Sprinkler Repair Parts - ( 1 + mark-up = Fee )		X \$5,000	
Additional Tree Trimming Per Tree		X 100	
Replacement Plants/Shrubs (1 + mark-up = fee )		X10,000	
<b>Total Annual Cost</b>			
Times 5			
<b>= Total 5 year Cost</b>			

Note: Quantities are estimated and not guaranteed



OCLS RFP 20-002  
 Landscaping Ground Maintenance Services  
 Bid Sheet

**Lot F - One Time Clean-Up**

Branch	Address	Grass SqFt	Pond Sqft	Planter		Cost
				Bed Sqft	Cost	
Main	101 East Central Blvd	-	-	5,200		
Alafaya	12000 E. Colonial Drive	8,000	-	4,700		
Chickasaw	870 N. Chickasaw Trail	45,500	6,000	9,000		
Eatonville	200 E. Kennedy Blvd	8,500	10,000	3,000		
North Orange	1211 E. Semoran Blvd	12,000		2,000		
South Creek	1702 Deerfield Blvd	162,000		6,500		
Southwest	7255 Della Drive	12,500		3,000		
West Oaks	1821 E. Silver Star Road	30,000		7,000		
Winter Garden	805 E. Plant Street	14,500		8,050		
<b>Total One-time Cost</b>						

OCLS RFP 20-002  
Landscaping Ground Maintenance Services  
Bid Sheet

**RFP 20-002 Bid Sheet Summary**

Total 5 Year Ground Maintenance From Lot A	\$ _____
Total 5 Year Tree Pruning Trimming Cost From Lot B	\$ _____
Total 5 Year Pest Control Cost From Lot C	\$ _____
Total 5 Year Fertilizer Cost From Lot D	\$ _____
Total 5 Year Additional Services Cost From Lot E	\$ _____
Total One Time Clean-Up Cost From Lot F	\$ _____
<b>Total Combined Costs</b>	\$ _____