



TOWN OF SMITHFIELD

"The Ham Capital of the World"

REQUEST FOR PROPOSALS

ADDENDUM # 1

RFP #20-004

May 8, 2020

Town of Smithfield

310 Institute St

Smithfield, VA 23430

<https://www.smithfieldva.gov/>

Landscaping Maintenance Services

Sealed Proposals, subject to the conditions and instructions contained herein, will be received at the above office until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

Scope of Work: The Town of Smithfield is seeking Request for Proposals (RFP) from qualified contractors to provide Landscaping Maintenance Services for Town owned buildings and properties for a term of one (1) year with the right to renew the contract for an additional two (2) years after review of performance.

Proposal Due prior to: May 20th, 2020 at 5:00 PM

Contract Officer:

Michael Coburn, Purchasing Agent, mcoburn@isleofwightus.net

****AN ELECTRONIC RESPONSE IS REQUIRED****

The Purchasing Agent, Michael Coburn, is the sole contact official for the Town of Smithfield with respect to this RFP. All questions and/or comments should be directed to him at this email address: mcoburn@isleofwightus.net. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. Any such unauthorized contact may disqualify the bidder from the procurement.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____

FAX No.: _____

E-mail: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

Addendum # 1

The following questions and answers are made part of this Request for Proposals and are published herein to improve understanding of the scope of the services to be provided.

Question: How is the contractor supposed to bid a service when the material is to be decided/agreed upon after the bid due date? Shouldn't the material/size/color be solicited as part of the bid to allow for all responding contractors to source the same material from their vendors in a bid response?

Answer: All plants and mulch are paid for by the Town of Smithfield so cost is not an issue on material. Your cost is based on installation and maintenance.

Question: "Mulching: Remove and apply 2" to 3" depth of shredded hardwood mulch during period of late October to mid-November to all areas listed above and the trees on Main Street, coinciding with pansy installation." This is contradictory to the earlier point. This section states the Town wants pansies. Is this the exact flower for this? Size?

Answer: Pansies are to be planted in the fall season as they are more tolerable to colder weather.

Questions: "Spring annuals to be purchased and approved by the Town of Smithfield for planting during period of April 25th through May 20th. Solicitation isn't due until May 20th."

Answer: The first year of this contract for Landscaping Maintenance Services does not begin until July 1, 2020 and goes through June 30, 2021. At that time the contract may be awarded for an additional 2 years.