



CARLOS PABELLON
Director of Administration

COUNTY OF DANE
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
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CHARLES HICKLIN
Controller

DATE: April 14, 2016
TO: All Proposers BID# 116052 – Grounds Maintenance – Badger Prairie Campus
FROM: Pete Patten, Purchasing Agent
SUBJECT: ADDENDUM #1

The following individuals were in attendance at the April 14, 2016 site visit:

Pete Patten – Dane County
Kelly Otto – Dane County
Joe Prazak – Dane County
Randy Sthokal – Messner Landscape
Tim McNeill – Barnes Inc.
Jeff Weber – David J. Frank Landscapes
Mark Thomas – David J. Frank Landscapes
Jacob Nicholas – Four Seasons Property Management
Liza Lightfoot – Avant Gardening
Angie Swan – Avant Gardening
Josh Boley – Boley
John Harms – Maple Leaf Inc.
Mike Ripp – D&M Enterprise
Jeff Hodges – Glacier Landscapes

Question 1

Can the mulched areas inside the patio areas be sprayed with an herbicide application?

Answer 1

Yes – the mulched areas inside the patios areas can be sprayed with an herbicide application. The vendor shall notify and coordinate with the Campus Grounds Manager when an application will take place. The Campus Grounds Manager will then notify staff within the building to ensure residents are not out on the patios during or after the application.

Question 2

Do the rock/stone beds need to be weeded and can they be sprayed with an herbicide application?

Answer 2

Yes – the rock/stone beds shall be weeded and can be sprayed with an herbicide application.

Question 3

Do paved surfaces need to be weeded?

Answer 3

Yes – all paved surfaces shall be weeded. This includes paved areas inside the patio areas.

Question 4

Do the raised flower beds/planters within the patio areas need to be weeded?

Answer 4

No – the raised flower beds/planters within the patio areas will be maintained by Dane County.

Question 5

Is there a day of the week that is preferred to perform the grounds maintenance services?

Answer 5

A weekday, Monday through Friday, is the preferred time to perform the grounds maintenance services due to a higher volume of visitors using patio areas and entering and exiting the building on weekends. If scheduled services are rained out, consult the Building Grounds Manager to plan another time. The possibility of performing services on a weekend can be discussed at that time.

Question 6

Should services for the Badger Prairie Health Center, Needs Network Building, and Consolidated Foods be invoiced together?

Answer 6

Contrary to what was noted at the site visit, there will be 3 separate purchase orders issued to the awarded vendor. Each location, Badger Prairie Health Center, Needs Network Building, and Consolidated Foods should be billed separately to the corresponding purchase order.

Question 7

If mowing services are not needed due to drought, are the weeding services still needed?

Answer 7

Yes – weeding services shall continue to be performed regardless of mowing services being performed or not. Mowing and all other services are separated in the pricing section for this reason. If mowing does not occur, Dane County shall not be billed for mowing services but the other services should be performed and billed accordingly.

Question 8

What areas need to be power edged at the Needs Network and Consolidated Food buildings?

Answer 8

Power edging services will not be needed at the Needs Network and Consolidated Food buildings. Please see the attached revised Service Schedule for Needs Network and Consolidated Foods.

Clarification: There was an error on the Price Proposal page. The Badger Prairie Needs Network was misrepresented as “Badger Prairie Health Center” which is shown as the last location on the Price Proposal page. Please use and attach the revised Price Proposal page at the end of this document when submitting a bid.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-266-4966.

Sincerely,

Pete Patten
Purchasing Agent

***REVISED* SERVICE SCHEDULE
CONSOLIDATED FOOD SERVICE & ADMIN BUILDING**

***SPRING/SUMMER SCHEDULE**

Services	April	May	June	July	August	Sept.	Oct.	Nov.
Lawn Mowing	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	**
Lawn Trimming	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	Weekly	**
Debris Removal	All debris to be removed every trip.							

***FALL SCHEDULE**

Services	October	November
Leaf Collection		2nd Week
Leaf/Debris Removal		2nd Week

*** Exact dates and frequency of services may vary depending on weather conditions.**

**** Mowing and trimming may be necessary depending on weather conditions.**

**Part 4 – Price Proposal
Submit With Bid**

REVISED PRICE PROPOSAL	
NAME OF COMPANY:	

For the price(s) listed below, our company hereby offers to provide the following item(s) in accordance with the specifications of this bid. Pricing must include delivery.

Provide a price per mowing cost and then multiple that cost by 26 (average number of mowings during the season) to figure out the approximate total cost for the 2016 term. The number of times the mowing service is needed may vary, more frequently or less frequently, depending on the weather and growing conditions. The awarded vendor shall have close communication with the Badger Prairie Campus Grounds Manager.

Invoices shall not include services that were not performed.

Badger Prairie Health Center

May 2016 – November 2016

Price per mowing: \$ _____ x 26 = \$ _____

Price for all other services combined: \$ _____

Consolidated Food Service

May 2016 – November 2016

Price per mowing: \$ _____ x 26 = \$ _____

Badger Prairie Needs Network

May 2016 – November 2016

Price per mowing: \$ _____ x 26 = \$ _____

% increase for optional 2nd term (April 2017 – November 2017) : _____

% increase for optional 3rd term (April 2018 – November 2018) : _____

% increase for optional 4th term (April 2019 – November 2019) : _____

% increase for optional 5th term (April 2020 – November 2020) : _____