



July 11, 2024

Addendum 1

Bid No. 24-056

Citywide Tree Maintenance Annual Contract

Public Works Department

Addendum 1 contains questions and answers submitted via email, and notes, questions and answers submitted during the MANDATORY Pre-Bid Meeting held on Tuesday, July 9, 2024 at 2:00 p.m.

This bid will be opened at the City of Fairhope's City Services and Public Utilities Building, 555 South Section Street, Fairhope, AL 36532 at 2:00 p.m. on Tuesday, July 16, 2024. Vendors shall acknowledge this Addendum 1 on their submitted Bid Response Form.

Notes:

- See attached REVISED Bid Response Form. Listed Personnel and Equipment have been revised. REVISED Bid Response Form must be submitted with bid.
- The Climber is listed as Optional Personnel on the REVISED Bid Response Form. The intent is to have pricing included in the contract if there is a need. However, it will not be part of the pricing considered for award purposes.
- The Chipper and the Skid Steer are listed as Optional Equipment on the REVISED Bid Response Form. The intent is to have pricing included in the contract if there is a need. However, they will not be part of the pricing considered for award purposes.

Questions Submitted via Email:

1. If a bidder does not have a truck or piece of equipment on the bid list, (A) should the bidder enter a zero (\$0), (B) is the bidder ineligible to bid (for lack of equipment), or (C) should the bidder enter a value there anyway, even if he would have to rent the truck or piece of equipment? If the bidder enters a zero (\$0) for equipment he does not have, his bid total will be lower, gaining an unfair advantage.
 - A. See attached REVISED Bid Form. The vehicles and equipment listed have been altered to better compare the costs by the bidders (sizes are no longer listed). If the bidder does not have a listed vehicle or equipment item, the City requests that a price be submitted that would represent the rental cost the bidder may sustain if the vehicle or equipment is needed to perform the contract services.
2. What will be used to determine the winning bidder?
 - A. The contract will be awarded to the lowest responsive, responsible bidder, as based on the Total Daily Amount listed on Line 9 of the REVISED Bid Response Form.

3. Will winning bidder be expected to perform emergency services (nights, weekends, post-storm, etc...) at these rates?
 - A. No emergency or after hours work will be required under this contract.
4. Under Item II, Scope of Work, #10, subsection (a.), it is stated: "The Field Supervisor must have an adequate Commercial Driver's License." A commercial driver's license is commonly known as a CDL. Is the Field Supervisor required to possess a CDL, even if the truck(s) he drives does not require a CDL? Most trucks do not require a CDL. Could the language be changed to better represent the situation? Something such as: "The Field Supervisor must have an adequate Driver's License and ability to drive a commercial motor vehicle."
 - A. Contractor is responsible for having adequate equipment and licenses to abide by all local and state guidelines.

Questions Submitted During the Pre-Bid Meeting:

1. Do you anticipate the crew working full-time?
 - A. The City will be awarding the contract for \$96,000.00 annually. The Contractor will be assigned enough work to equal that annual amount.
2. Do you anticipate an issue of the fiscal year affecting the budget for this contract?
 - A. No. The contract amount is budgeted for this fiscal year and is budgeted for the next fiscal year.
3. Will the cutting be to ANSI standards?
 - A. Cutting will be to City of Fairhope standards as listed in the Scope of Work.
4. Will the City do traffic control?
 - A. No. See Scope of Work Section 5. Traffic Control for more information.
5. Will the cost of traffic control be rolled into the contract pricing?
 - A. Traffic Control will not be a separate line item for the contract. Bidder shall include the cost of traffic control in their daily rate for the crew.
6. What are the pruning minimums?
 - A. See Scope of Work Section 3. Pruning (a) and (b) for pruning minimums.
7. If there are dead branches above the canopy, will the Contractor be responsible for removal?
 - A. No.
8. Can ten (10) hour workdays be prorated?
 - A. Yes, with approval from the City. Workdays are considered between 7:00 a.m. and 7:00 p.m.
9. Can we provide a cost for a larger truck than listed in the Bid Response Form?
 - A. See attached REVISED Bid Response Form. The truck sizes have been removed. The City expects the Contractor to provide a truck that will be efficient for the work as required, and be able to access the assigned street locations.

10. How will you analyze the bid responses for the contract award?
 - A. The contract will be awarded to the lowest responsive, responsible bidder, as based on the Total Daily Amount listed on Line 9 of the REVISED Bid Response Form.

**ITEM III
REVISED BID RESPONSE FORM**

Date: ____ / ____ / ____

Bid No: 24-056

Project: Citywide Tree Maintenance Annual Contract – Public Works Department (REBID)

Bids Due: Tuesday, July 16, 2024, 2:00 P.M.

BIDDER PRICING FORM

1. Bidder must include in its Bid price all labor, supervision, materials, equipment, tools of the trade, mobilization, and insurance required to meet the Contract requirements. Unit pricing will become the contract pricing. Unit Pricing for personnel and for equipment is **DAILY RATE**. Only the below units of pricing may be invoiced against the City except for:
 - a. Special Equipment: Contractor may suggest, after contract award, and not in this Bid submission, the use of specialized equipment not otherwise specified in this Bid and priced herein. Billing rates for such equipment will be according to the FEMA Schedule of Equipment Rates found online here: [Schedule of Equipment Rates | FEMA.gov](#), subject to additional negotiation and agreement between the City and Contractor. City will have complete discretion whether to approve the use and billing of such recommended additional specialized equipment.
 - b. The City will not accept charges for transportation, fuel, permits, shipping, packaging, or other Contractor expense other than as specified in the Bid.
 - c. Optional Personnel and Equipment shall not be considered in the analysis of the bid award.
2. Prices quoted to the City shall remain firm for a minimum of ninety (90) days from the date of opening of the bid, to provide opportunity for City selection and contract award.
3. Discrepancies between unit prices quoted and extensions, the unit price will prevail.

PERSONNEL	DAILY RATE (Based on 8 Hour Day)	QUANTITY (For One Day Crew)	TOTAL (Rate x Quantity)
Field Supervisor/Driver: 1. Full Day	\$	1	\$
Crewman/Flagman 2. Full Day	\$	3	\$
3. Total DAILY Amount (Extended) for All Crew (Lines 1-2) (Sum of Last Column)			\$

OPTIONAL PERSONNEL	DAILY RATE
Climber 4. Full Day	\$

EQUIPMENT	DAILY RATE
5. Lift Truck	\$
6. Dump Truck	\$
7. Brush Truck	\$
8. Total DAILY Amount for All Billed Equipment (Sum of Lines 5-7)	\$

3. Total DAILY Amount for All Crew (Line 3)	\$
8. Total DAILY Amount for All Billed Equipment (Line 8)	\$
9. Total DAILY AMOUNT for All Billed Crew and Equipment (Lines 3 plus 9)	\$

OPTIONAL EQUIPMENT	DAILY RATE
10. Chipper	\$
11. Skid Steer	\$

Bid will include all labor, materials, equipment, shipping and postage, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this CONTRACT and scope of work.

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (CONTRACTOR to complete below):

ADDENDUM NO.	DATE ISSUED	ADDENDUM NO.	DATE ISSUED
_____	_____	_____	_____
_____	_____	_____	_____

Each bid must give the full business address of the CONTRACTOR and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications. The undersigned also affirms he/she has not been in any CONTRACT or collusion among BIDDERS or prospective BIDDERS in restraint of freedom of competition, by CONTRACT to bid at a fixed price or to refrain from bidding or otherwise.

Witness our hands and seals this _____ day of _____, 20_____.

If Individual or Partnership

(Name of Individual or Partnership)

(Name of Partner Print)

(Name of Representative Authorized to sign Bids and CONTRACTs for the firm Print)

(Name of Partner Print)

Address _____

Phone Number () _____ Fax Number () _____

E-mail address _____ Alabama Contractor's License No. _____

Foreign Entity ID (if outside of Alabama) _____

If Corporation or LLC

Company _____

State of Incorporation _____

Company Representative _____
(Representative Authorized to sign Bids and CONTRACTs for the firm Print)

Company Representative _____
(Representative Authorized to sign Bids and CONTRACTs for the firm Signature)

Address _____

Phone Number () _____ Fax Number(____) _____

E-mail address _____ AL Contractor's License No. _____

Foreign Vendor Id _____

BID PROPOSAL NOTARIZATION:

STATE OF _____ }

COUNTY OF _____ }

I, the undersigned authority in and for said State and County, hereby certify that _____,
as _____ respectively, of _____, whose name is signed to
the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents
of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this _____ day of _____, 20____.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES ____/____/____



CITY OF FAIRHOPE, ALABAMA

PRE-BID MEETING

Meeting Date: 07/09/24 at 02:00 p.m.

Bid No. 24-056 Citywide Tree Maintenance Contract

Representative's Name	Company	Phone	Email
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Erin Wolfe	City of Fairhope - Purchasing Dept.	251-279-6231	Erin.Wolfe@FairhopeAL.gov
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Rhonda Cunningham	City of Fairhope - Purchasing Dept.	251-990-0118	Rhonda.Cunningham@FairhopeAL.gov
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George Ladd	COF- Public Works Director	251-928-8003	George.Ladd@FairhopeAL.gov
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John Thomas	COE Assistant Public Works Director	251-928-8003	John.Thomas@FairhopeAL.gov
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Amy Lynch	City Of Fairhope - Purchasing Dept.	251-517-5012	Amy.Lynch@FairhopeAL.gov
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Jamie Rollins	City of Fairhope - Horticulture	251-850-6036	Rollins.Jamie@FairhopeAL.gov
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Jordan Bentley	Tree Pro Inc.	256-992-6818	JBentleyTreePro@att.net
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Randy Parkin	Asplendh	256-438-4148	rparkin@asplendh.com
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Mack Schoen	Gunnison Tree Specialists	404-695-7255	mack@gunnisonstree.com
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Clint Bruck	KDE Enterprises	251-895-8126	ClintBruck@KDE-global.com
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Thomas Rose	Rose's Tree Service	251-455-5907	ROSESTREESERVICE@YAHOO.COM
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Chris Francis	Chris Francis Tree Care LLC	251-510-0186	Chris@ChrisFrancisTreeCare.com
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CHRIS JOHNSON	CHRIS FRANCIS TREE CARE LLC	251-300-9119	general manager @ Chris Francis tree care.
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Paul Pickett	looks Great Services, of MS, Inc	601-736-0037	paulpickett@looksgreatservices.com
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