

**ADDENDUM NO. 1 to  
COUNTY OF VENTURA REQUEST FOR PROPOSAL #5673 FOR  
LANDSCAPE MAINTENANCE SERVICES FOR THE GENERAL SERVICES AGENCY AND  
LIBRARIES**

October 23, 2014

Prospective Offerors are hereby notified of the following:

1. **Questions and answers attached.**
2. **Add Exhibit IV Site Maps.**
3. **Replace Exhibit II GSA Task Frequency Sheet with the attached.**
4. **Replace Exhibit I Site list with new site list that includes acreage attached.**
5. **Add Exhibit V Current Schedule of Fees.**

**SUPPLIERS signed addendum is due on or before due date & time.**

  
Jody Howard, Principal Buyer

**SUPPLIERS ACKNOWLEDGMENT:**

I hereby acknowledge this Addendum No. 1

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**County of Ventura Request for Proposals #5673 FOR  
LANDSCAPE MAINTENANCE SERVICES FOR THE GENERAL SERVICES AGENCY  
AND LIBRARIES  
QUESTIONS AND ANSWERS #1**

October 23, 2014

1. Question: Can you please provide us the current pricing for the jobsites mentioned in this BID request?

Answer: Please see the attached Exhibit V Current Schedule of Fees.

2. Question: I wanted to know if a bid bond or performance bond are required on this bid?

Answer: No

3. Question: Does the county consider it collusion if the arborist is also the tree trimmer?

Answer: No

4. Question: Section 1.2 Background: states that there are to be (2) checks annually submitted. However, 3.20 states that background checks are to be submitted by June 30th, implying once a year. Please clarify.

Answer: Complete background checks with all elements identified in 3.20 are required once per year. Badges issued as a result of approved background investigation expire every year on June 30<sup>th</sup>.

5. Question: If there are two background checks requested in one year, then is the 2nd one is also subject to the maximum \$300 per man charge? Can the total of the two combined count towards the \$300 cap? Does the contractor submit a billing for the additional?

Answer: Costs for background checks pertaining to this service are borne by contractor but capped at \$300 per employee, per year. If any additional expenses are incurred, contractor may submit a bill for reasonable expenses which are necessary to comply with the background check requirements of section 3.20.

6. Question: 3.5 Billing: Itemization. Does the information requested on billing include monthly maintenance invoices?

a) billing is required to have the names of all employees and the hours/amount paid?

b) is contractor required to note all supplies used, billed or included in monthly fee on invoicing?

Answer: Yes, to all of these questions.

7. Question: Juvenile Justice Complex (JJC) Access schedules. Couldn't find the aerial photos.

a) How do you suggest we bid the standby time waiting for access or regress? What is the average wait time?

b) Regarding the twice monthly irrigation checks, how many valves are there within the secured areas of the Juvenile detention complex?

Are the access hours the same for irrigation checks and repairs as for maintenance?

c) If an additional day is needed to complete an irrigation inspection, how are appointments made for entry?

Are all irrigation inspections within the secure area scheduled through the County account administrator or made directly with the dispatch officer?

Answer: See attached Exhibit IV, Site #8 for JJC aerial photo.

a) The average waiting time is unknown. It is up to the discretion of the vendor how to bid for standby time waiting for access into facilities.

B) There are approximately 84 valves within the secured areas of the JJC. Yes, the access hours are the same for irrigation checks and repairs as for maintenance.

c) See Section 3.8 in the RFP. All appointments made for irrigation inspections in secured areas are done through the JJC dispatch.

8. Question: 3.23 - 1) Tree and Shrub Care

a) Is safety and security trimming of limbs over 12' billable?

b) If the annual Certified Arborist report denotes an insect or disease, is the treatment of the health specific items billable or are all disease and insect treatments, no matter the height of the tree, the responsibility of the contractor at his own expense?

c) Please define "reasonably weed free". (also for ground covers)

d) Fertilization - If it is determined that a particular species of shrub or tree requires more frequencies than the specified "one time in late spring" in order to correct an abiotic deficiency, or a biotic condition caused by an abiotic condition, is the additional fertilization/ treatment billable if brought to the attention of the Contractor Administrator?

Answer: a) Yes, safety and security trimming of limbs over 12' is billable.

b) All disease and insect treatments, no matter the height of the tree, is at the contractor's expense.

c) If the grounds are not free of weeds, there should be a reasonable explanation other than contractor failure to remove or treat during regular service day.

d) Yes, additional fertilization is billable if approved by Contract Administrator.

9. Question: 3.23 - 3) Lawn Care (e) Seeding

a) Other than bare areas, is it required that all grasses be over seeded annually?

3.23 - 4) Irrigation System

a) Regarding 4.c) what is the contractor's responsibility in managing/ programming central controlled irrigation systems?

b) What is the county's tolerance to over spray/ irrigation runoff onto hardscape?

Answer: 3.23 - 3) Lawn Care (e) Seeding

a) Please reference RFP Section 3.24 Landscape Standards, item #3 Lawn care and the GSA Task Frequency Sheet Exhibit II. The task frequency sheet and the standards both reference over seeding.

3.23 - 4) Irrigation System

a) Please refer to Section 3.24, 4. Irrigation, item c. in the RFP.

b) The County's tolerance to over spray/irrigation runoff is low. Irrigation must be maintained and programmed for full, efficient coverage of landscaped areas and to minimize overspray and runoff.

10. Question: 3.24 - 8) Pest Management c) trash containers: Please elaborate on contractor's responsibilities.

Answer: The County relies on the contractor to let the contract administrator know of any damage to the dumpsters and if the dumpsters are overflowing and need to be emptied.

11. Question: 3.23 - 9) Project Management - Is the requirement of a Full-Time Manager mean 1 qualified manager dedicated solely to the administration of RFP 5673?

Answer: Yes

12. Question: 5.0 Proposal Form- a) Irrigation System Repair - Please explain the cost unit the County is seeking for valve and controller parts. Since sizes determine cost, or most controller repairs are outsourced, is a percentage mark up the correct unit value?

Answer: The County is seeking Labor rate per hour and unit cost of each part.

13. Question: Paraphrasing Page 25, 3.19 c), the specifications state that poor workmanship shall be repaired at the contractor's expense. In the event the County uses another contractor to perform work on the maintenance contractor's contract property, what guarantee will be required on the outside contractor's performance? Will there be a maintenance period or will the county landscape maintenance contractor be required to maintain and guarantee the outside contractor's workmanship from the moment of completion?

Answer: This will be on a case by case basis. The contractor resulting from this RFP will not be responsible for the workmanship of an outside contractor.

14. Question: Please define the area for weed abatement for the JJC, including the newly drawn boundaries.

Answer: There are no boundary changes. Maintenance boundary map attached. (Exhibit IV Site #8)

15. Question: Please explain item #14 - Rain Project bid instructions. This site may not be included in this bid but might? The asterick says "\*highlighted site potentially be include in other years but not this year?" Why? Are you supposed to bid this?

Answer: Yes, Please bid this site. It may be added at a later time.

16. Question: Animal Control. Does the service include maintaining horse corrals and stables? If not, does the CA coordinate entry and service time?

Answer: Yes, the service includes the weeds in the horse corrals and stables. If the stables are occupied, the work should be coordinated with the contract administrator. Maintenance boundary map attached, (See attached Exhibit IV, Site #12).

17. Question: Colston Youth Center. No irrigation timer. Is the contractor responsible for hand watering?

Answer: Yes.

18. Question: Colston Youth Center - please define the areas of responsibility.

Answer: Maintenance boundary map attached, (See attached Exhibit IV, Site #4).

19. Question: Please explain the apparent contradiction between Page 33, 7b) and Page 35 d) where one states flower changes are the contractor's responsibility and the other says at the county's expense.

Answer: Site #13 Sherriff/Police Station will be the only site where annual flowers are changed out and the cost is borne by the contractor.



Any additional flower plantings where they don't currently exist will be on a time and materials basis.

20. Question: In the event of a conflict, which instruction should the contractor base the bid upon - The Task Sheet or wording within the text of the RFP? In the spirit of reducing subjectivity, please define "Crisp and Clean" in the RFP text and "General Appearance" under lawn care in the Task Sheet.

Answer: See RFP Section 3.1. Appearance should meet the landscape requirements in all regards. Reasonably free of weeds. Task Frequency sheets are a minimum Guidelines for maintenance service.

21. Question: The task sheet states that weed abatement in non-irrigated areas shall be done yearly. Can it be interpreted that weed abatement around the JJC, including the field between Vineyard and the parking lot and the non-irrigated north and south boundaries are to be done just once annually under contract, then should be a billable thereafter?

Does this also include the non-irrigated areas of the Colston Youth Center and the Saticoy Yard?

Answer: Yes, weed abatement shall be once a year and billable. Please see Maintenance boundary map attached for service areas. (see Exhibit IV, Site #8)

22. Question: On the Task Sheet, there are no requirements for weeding in either shrub areas or ground covers. Since there is no weeding requirement on the Task Sheet, then are we to refer to the "reasonably weed free" instruction. Also, if curb and other weeds are to be treated only by chemical means, 1) how will a contract administrator know if the existing weeds have been sprayed, thus in compliance 2) isn't it more responsible to use less chemicals?

Answer: See revised GSA Task Frequency Sheet Exhibit II. As long as the landscape standards are met and within the County Integrated Pest Management Plan, contractor may use any means necessary for weed abatement.

23. Question: Saticoy Yard - please define the areas of responsibility. The detention basin? The nursery? Please define the tolerance for sand along the curb in the parking lot for this site.

Answer: The detention basin? Yes. The nursery? No. The tolerance for sand along the curb in the parking lot for this site is to be reasonably free of sand.

24. Question: Please advise which GSA locations are required or suggested to be serviced on Saturdays in order to have access to lawns, curbs and gutters without full parking lots and potentially damaging or dirtying vehicles or bothering the operations with noise.

Answer: Saticoy Yard is required to be serviced on Saturdays.

### **Questions from the Juvenile Justice Complex (JJC) Job walk:**

25. Question: Who has the current contract? For how long?

Answer: Mycol, Inc./Quality Landscape. They have had the contract for 7 years.

26. Question: Are you happy with the current service?

Answer: We are having problems with weeds and bare areas. We are looking at a drought situation. Watering has been cut to 2 times a week so the existing plants are stressed so the appearance is a little skewed. It is really important that the irrigation system is checked regularly to prevent water waste.

27. Question: Are there green waste facilities at the JJC?

Answer: No, there isn't. Vendors are required to follow Ventura County recycling requirements

28. Question: Who provides the mulch?

Answer: Ventura County does. Vendor shall submit timely recommendation for mulch, and may provide a quote for consideration.

29. Question: How far away is the boundary? Is the vendor responsible for weed abatement?

Answer: (See Exhibit IV, Site #8). Annual weed abatement is required.

30. Question: What is the square footage of the JJC?

Answer: Site #8 JJC – Probation includes 6.02 Landscaped acres, 38.24 total acres  
Site#7 JJC – Courthouse includes 3.65 Landscaped acres, 7.09 total acres

**EXHIBIT V**  
**CURRENT SCHEDULE OF FEES**

<b>Site</b>	<b>Description</b>	<b>Monthly</b>	<b>Yearly</b>
1	Public Works - Solid Waste Mgt.	216.00	\$2,592.00
2	Piru Train Station-stop as of 11/01/13	\$1,344.00	\$5,376.00
3	Foster Library	\$330.00	\$3,960.00
4	Saticoy Yard	\$754.00	\$9,048.00
7	Colston Youth Center	\$203.00	\$2,436.00
9	Saticoy Library	\$205.00	\$2,460.00
10	El Rio Library	\$189.00	\$2,268.00
11	Agricultural Dept	\$197.00	\$2,364.00
12	Animal Control	\$852.00	\$10,224.00
14	Sheriff/Police Station (Camarillo)	\$1,129.00	\$13,548.00
15	RAIN Project	\$1,508.00	\$18,096.00
16	Oak Park Library	\$449.06	\$5,388.00
17	East Valley Sheriff's Station	\$2,219.00	\$26,628.00
18	Royal Ave-Multi	\$452.00	\$5,424.00
20	Moorpark Police Dept.	\$1,149.00	\$13,788.00
21	Ojai Library	\$299.00	\$3,588.00
22	Meiners Oaks Library	\$136.00	\$1,632.00
23	2220 Gonzales-Multi	\$1,411.00	\$16,932.00
24	Juvenile Justice Center	\$1,496.00	\$17,952.00
25	Juvenile Justice Courthouse	\$1,017.00	\$12,204.00
26	Simi Valley Safehouse (2639 Avenida Simi)	\$163.00	\$1,956.00
27	Department of Airports Area 1	\$233.50	\$2,802.00
28	Department of Airports Area 2	\$233.50	\$2,802.00
29	Government Center Edging	\$1,898.00	\$22,776.00
30	355 post Camarillo	\$120.00	\$1,440.00
31	JJC Rose Garden	\$93.83	\$1,116.00
32	102, 160, 165, Durley Ave, Fire Station 43, Simi	\$702.24	\$7,438.92
33	1911 Williams Drive, Oxnard –start on 12/01/13	\$980.00	\$6,860.00
	<b>CONTRACT TOTAL</b>		<b>\$223,098.92</b>

Sprinkler head repair: cost plus 15% and an hourly rate of \$37.65 for irrigation technician

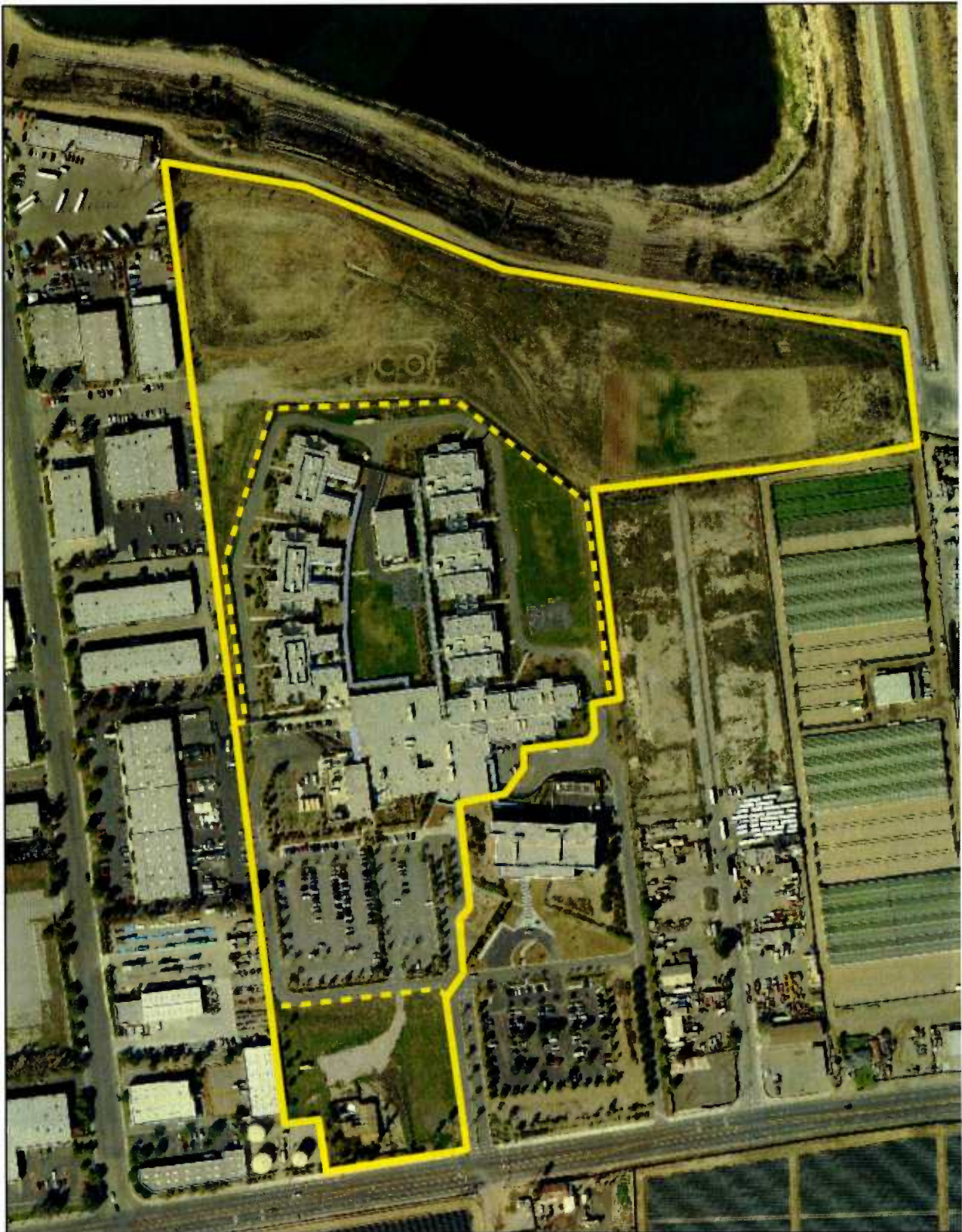
Emergency calls: cost plus 15% and an hourly rate of \$37.65

Extra services: per job basis with prior authorization from contract administrator.



**EXHIBIT IV**  
**Site Maps**

**Site #8 Juvenile Detention Facility**



**Legend**  
--- Weed Abatement

**4333 Vineyard Ave. Oxnard**



Site #3 Saticoy Yard



Saticoy Yard - 11201, 11251 Riverbank Dr. Ventura



Site #7 Juvenile Courthouse



4353 Vineyard Ave. Oxnard



Site #12 Animal Control



600 Aviation Dr. Camarillo



Site #14 Rain Project



1732 S. Lewis Rd. Camarillo



Site #4 Colston Youth Center



375 Hillmont Ave. Ventura

**EXHIBIT I**  
**SERVICES LOCATIONS**  
**Revised 10/23/14**

VENTURA	Landscaped Acres	SITE #	LOCATION	ADDRESS
	.088	1	PW-Solid Waste Mgmnt	5777 N.Ventura Ave
		2	Foster Library	651 E. Main St
		3	Saticoy Yard	11201 & 11251 Riverbank Dr
	2.83	4	Colston Youth Center	375 Hillmont Ave
<b>OXNARD</b>				
		5	Saticoy Library	11426 Violeta St
		6	El Rio Library	2820 Jourdan St
	3.65	7	Juvenile Courthouse	4353 Vineyard Ave
	6.02	8	Juvenile Detention Facility	4333 Vineyard Ave
		9	Williams Drive	1911 Williams Drive
	.736	10	2220 Gonzales	2220 Gonzales Rd
<b>SANTA PAULA</b>				
	.075	11	Agriculture Dept.	815 Santa Barbara St
<b>CAMARILLO</b>				
	1.43	12	Animal Control	600 Aviation Dr
	.862	13	Sheriff/Police Station	3701 E. Las Posas Rd
	6.72	14	Rain Project	1732 Lewis Rd
	.06	15	ITS – Post	355 Post St
<b>OAK PARK</b>				
		16	Oak Park Library	899 N. Kanan Rd
<b>THOUSAND OAKS</b>				
	4.1	17	East Valley Sheriff Station	2101 Olson Rd
<b>SIMI VALLEY</b>				
	.166	18	Residence	2639 Avenida Simi
	.31	19	Royal Ave. – Multi	2003 Royal Ave
<b>MOORPARK</b>				
		20	Moorpark PD	815 Spring St
<b>OJAI</b>				
		21	Ojai Library	111 E. Ojai Ave., Ojai
		22	Meiners Oaks Library	114 N Padre Juan