



The Sewerage & Water Board OF NEW ORLEANS

625 ST. JOSEPH STREET
NEW ORLEANS, LA 70165
504.529.2837 OR 52.WATER
www.swbno.org

October 30, 2024

Addendum No. 1

Your reference is directed to the Invitation to Bid for: **2024-SWB-94 Grass Cutting and Debris Pickup Eastbank Canals** for the Sewerage and Water Board of New Orleans which proposals are due on **November 8, 2024**, at **11:00 a.m.** CST.

This addendum provides for the following:

- a) **Questions provided by Vendors**
- b) **Specification Clarification (Attachment Pages 3-4)**
- c) **Pre-Bid Attendance (Attachment Page 5)**
- d) **EDBP Participation Summary Sheet (Attachment Page 6-7)**

-
1. Are there any direct addresses for Canal Locations?
 - a. No.
 2. Will debris removal above a specific size entail per-removal additional pricing? If so, please provide the size parameters for this debris.
 - a. No, See Paragraph B. of the Specifications.
 3. Please confirm the period covered by this contract.
 - a. Answered in Specification Clarification.
 4. Please confirm the annual frequency of mowing to be performed, as page 9 of the specifications state 9 times annually while the pricing sheet provides a quantity of 18 visits. Does this imply a 2 year contract term?
 - a. Answered in Specification Clarification
 5. Page 10 of the specifications indicates that "All materials, machinery, equipment and supplies will be furnished by the contractor". Does this include materials, equipment, and supplies utilized by DBE subcontractors?
 - a. Yes
 6. Will said subcontractors be allowed/required to provide their own materials, equipment, and supplies?
 - a. Yes
 7. Is there a fixed width from curbs and walkways that will be considered rights of way? Please

specify boundaries of work to be performed between canals and curbs/walkways.

- a. All canals are cut to curbs and fencing; only on the Westbank are there limits per Paragraph F. of the Specifications.
8. Page 9 of the specifications indicates both that rights of way will be included within the boundaries of this contract and that rights of way are owned by LADOTD and will be excluded. Please clarify whether rights of way will be included under this contract.
 - a. See Previous Response
9. Please provide a point of contact for scheduling site visits so that locations/boundaries of canals can be confirmed.
 - a. See Paragraph G. of the Specifications.
10. Please provide the current contract and previous bid tab.
 - a. To request public information please visit www.SWBNO.org, Under “About S&WB” please select the option “Request a Public Record”.
11. Umbrella bonding is mentioned in the DBE requirements. Will a bid bond and/or performance and payment bond be associated with this contract?
 - a. No
12. Will disposal sites be provided that will accept debris removed during the course of this contract?
 - a. No
13. Will fees associated with debris removal levied by the dumping site be considered an additional billable service not part of the base price?
 - a. No, as Per Paragraph K. of the Specifications

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2024-SWB-94 Grass Cutting and Debris Pickup Eastbank Canals, as fully and completely as if the same were set forth therein. The bidder shall be responsible for having knowledge of all addenda issued for this ITB.

This addendum consists of one (7) page.

*** END OF ADDENDUM ***

Contract Documents - Paragraphs E., I. and J. of the Specifications shall be replaced with the following:

- E. See Attachment “C” for the list of canals, locations and acreage to be bid on.
- I. During the growing season, the grass grows at a rapid pace; the grass must be cut twice (2) times per month. During the non-growing season, the grass grows at a slower pace, and should be cut at least once (1) time every month.
- J. The combined seasons, growing and non-growing, totals eighteen (18) times a year the areas should be cut. Canals should be cut twice (2) times March thru August and once (1) time every month September thru February as directed by the Grounds Maintenance Supervisor.

Contract Documents – The following shall be added to the Specifications Section:

1. Beginning Dates of Contract and Shipments

The initial contract period will begin on the date the contract is signed by the Board and will cover the requirements of the one (1) year. The contractor shall be prepared to begin shipments per the shipment delivery requirements in these specifications immediately upon execution of the contract.

The quantity listed is an estimate. In the event a greater or lesser quantity is needed, the Board reserves the right to increase or decrease quantity as needed.

2. Length of Contract Term

The unit prices shall cover the requirements of the Board for a period of one (1) year, with two (1) one-year renewal options. If requested by the Contractor and approved by the Board.

Upon the expiration of the initial contract term or any contract extension, the Contractor will continue to supply the product or services under the same terms and conditions on a month to month basis, for a maximum of three (3) months, until receiving a 30-day written notice of termination.

3. Contract Renewal Option

Between ninety (90) and one hundred twenty (120) days prior to the end of the initial contract period, the Contractor shall submit in writing to the Board (to the address specified in Paragraph 1, herein) stating their intent to renew (or not to renew) the contract with all terms, conditions, and prices of the original contract. Upon receiving and evaluating any proposals for contract renewal, the Board will have the option to accept this proposal for the additional renewal term(s), or to reject this proposal and open the contract for public bid if doing so would be in the best interest of the Board.

4. Price Adjustments:

Contract prices are to remain firm through the effective dates of the contract. The Contractor may request a price adjustment, in writing, between ninety (90) and one hundred twenty (120) days prior to the contract renewal date with the Contractor’s proposal stating his intent to renew

the contract. If the Contractor does not request a price adjustment between 90 and 120 days prior to the contract renewal date with the Contractor's proposal to renew the contract, no price adjustment will be made. All price adjustments must be approved by the Board's Procurement Department prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the Board.

Price adjustments will be made in accordance with the percentage change in the U.S. Bureau of Labor Statistics Producer Price Index (PPI) for the commodity associated with the product or other industry recognized, mutually agreed upon index. The percentage difference between the PPI issued for the contract's effective month and year, and the PPI issued for the month prior to the request will determine the maximum allowable adjustment of original contract prices. Only final PPI data will be used to adjust contract pricing. No retroactive contract price adjustment will be allowed. The Board may request decrease of prices under the same terms and conditions.

MINIMUM REQUIRED EQUIPMENT LIST AND QUANTITY DESCRIPTION

- Two (2) Boom Mowers Minimum 28 Foot Reach
- Two (2) Fifteen Foot Flex wing Mowers or
- Five (5) Large Tractors (85 + HP) with attachments (60" or 72" Rotary Cutters)
- Eight (8) Manicure Mowers with (60" or 72") Cutting Decks
Twenty (20) String Trimmers minimum 25cc
- Two (2) Back Pack Blowers minimum 50cc

Please write legibly



SEWERAGE & WATER BOARD OF NEW ORLEANS ATTENDANCE SHEET

| PROJECT: Bid Opening: 2024-SWB-94 Grasscutting Eastbank | | MEETING DATE: October 25, 2024. <u>12:30 P.M.</u> |
|--|------------------------|--|
| PLACE/ROOM: St. Joseph Purchasing Conference Room | | FACILITATOR: Connor Metcalf, Procurement Analyst |
| NAME | COMPANY | EMAIL |
| Connor Metcalf | SWBNO | Cmetcalf@Swbno.org |
| Ryan Rotolo | Rotolo Consultants Inc | rjrotolo@rotoloconsultants.com |
| Casey Ramelli | Ramelli | robert@ramelli.com |
| Stephen Mcarthur | H+O Investments LLC | stephenmcarthur@handollc.com |
| Angel Johnson | SWBNO | Ajohnson4@swbno.org |
| Tyrell Morris | Lawn Peeps, LLC | Tmorris@lawnpeeps.com |
| Joseaha Alexander | Custom Shine LLC | Joseahaalexander@gmail.com |
| Michael Johnsey | SWBNO | mjohnsey@swbno.org |
| Shannon Parker | U.S. Lawns | shannon.parker@uslawnsjj.net |
| Cedric Morgan | | |
| | | |

ECONOMICALLY DISADVANTAGED BUSINESS PARTICIPATION SUMMARY SHEET

Minimum Percentage Goal Participation for this Contract is ____%

Contract Name and Number # _____

| Name and Address of Disadvantaged Business Enterprise Company | Name of Contact Person | Scope of Work to be Performed | Dollar Amount of work to be performed | Percentage of Dollar Amount to Total Bid Price |
|---|------------------------|-------------------------------|---------------------------------------|--|
| | | | | |

THIS FORM MUST BE COMPLETED AND SUBMITTED AT THE TIME OF BID/PROPOSAL SUBMISSION. FAILURE TO SUBMIT A COMPLETED FORM WILL RENDER THE BID/PROPOSAL NON-RESPONSIVE.

NOTE: Signature required even if judged **NOT APPLICABLE** by the **BIDDER**

Prime Representative Name: _____

Prime Signature: _____

Prime Company's Name: _____

Date: _____

Prime Address: _____

E-mail: _____

Telephone Number: _____

Revised October 30, 2024

ACKNOWLEDGEMENT

PRIME CONTRACTOR AND DBE SUBCONTRACTOR

Solicitation: _____

This form acknowledges that the

Prime _____

and

DBE Subcontractor _____ Certification: _____ SLDBE or _____ LAUCP

have agreed to the following terms of service:

Scope of Work:

Please note: Scope of work should describe the agreed upon terms between the Prime and DBE.

DBE Percentage of Total Contract: _____

Dollar Amount of DBE Work: \$_____

By signing this acknowledgement, the Prime Contractor and DBE Subcontractor affirm that it will perform the Scope of Work for the estimated total dollar value stated. Both parties hereby certify that the information contained herein is true and correct.

FAILURE TO SUBMIT THIS FORM COMPLETED WITH SIGNATURES WILL RENDER BID/PROPOSAL NON-RESPONSIVE.

PRIME CONTRACTOR:

Printed Name: _____

Signature: _____

Date: _____

DBE SUBCONTRACTOR:

Printed Name: _____

Signature: _____

Date: _____