



# The Sewerage & Water Board OF NEW ORLEANS

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[www.swbno.org](http://www.swbno.org)

October 30, 2024

## Addendum No. 1

Your reference is directed to the Invitation to Bid for: **2024-SWB-95 Grass Cutting and Debris Pickup Westbank 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 Pages 6-7)**

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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](http://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-95 Grass Cutting and Debris Pickup Westbank 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

<u>PROJECT:</u> Bid Opening: 2024-SWB-95 Grasscutting Westbank		<u>MEETING DATE:</u> October 25, 2024. <u>1:00 P.M.</u>
<u>PLACE/ROOM:</u> St. Joseph Purchasing Conference Room		<u>FACILITATOR:</u> Connor Metcalf, Procurement Analyst
NAME	COMPANY	EMAIL
Connor Metcalf	SWBNO	<a href="mailto:Cmetcalf@Swbno.org">Cmetcalf@Swbno.org</a>
Angel Johnson	SWBNO	<a href="mailto:Ajohnson4@swbno.org">Ajohnson4@swbno.org</a>
Michael Johnsey	SWBNO	<a href="mailto:mjohnsey@swbno.org">mjohnsey@swbno.org</a>
Shannon Parker	U.S. Lawns	<a href="mailto:Shannon.Parker@uslawnsji.net">Shannon.Parker@uslawnsji.net</a>

# 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: \_\_\_\_\_