

December 17, 2024

**ADDENDUM NO. 2**

**THE PURPOSE OF THIS SOLICITATION IS TO ESTABLISH A CONTRACT TO PERFORM FLOWER BED, SHRUBS & TREE MAINTENANCE FOR VARIOUS PROPERTY BLOCKS LOCATED ON THE CAMPUS OF THE UNIVERSITY OF LOUISIANA AT LAFAYETTE IN LAFAYETTE, LOUISIANA, AS SHOWN IN THESE SPECIFICATIONS.**

**Due Friday, December 20, 2024 10:00AM Solicitation No. 25028**

The following clauses/alterations shall be made part of the original specifications as though issued at the same time and shall be incorporated integrally therewith.

**Item No. 1** – Responses to vendor questions:

<b>Vendor question:</b>	<b>Department response:</b>
(1) We would also like to inquire about the scale on the drawings, as it is currently not legible. In order to obtain accurate measurements for the site, could you kindly provide clarification on the scale used?	The maps are not to scale, represented by the N.T.S. at the bottom of each map. Contractor is encouraged to do site visit to verify.
(2) Do all of the bedding areas referenced have an operation sprinkler system in the bed areas?	Most areas do have an operational sprinkler system, however ones that do not will need to be hand watered on the day of the visit. The University Grounds crew will hand water on days the contractor is not on site.
(3) Do you have a layout of all areas that require annuals and approx. amount of annuals?	We do not. Contractor is encouraged to do site visit to verify locations and volume requirements.
(4) It also mentions that annuals will be planted at the Presidents home and Bourgeois House 6 times per year is that the planted schedule for the rest of the annuals as well?	No, this is specific to these two locations.
(5) It states that trimming will be required around trees, is that all the trees in that block or just the ones in the bedding areas in that block?	This includes all trees in each block, not to include large oak trees.
(6) Please specify the overall quantity of planter pots and bed SF that will require hand watering, as well as the desired frequency of services on an annual basis. Alternatively, could pricing be provided as a per hour labor rate for hand watering?	Contractor is encouraged to do site visit to determine quantity and take bed measurements. 24 visits per year in all areas unless otherwise specified in the contract.
(7) Should ant control only be provided as spot treatment of mounds, or do we need to also include broadcast applications of ant bait to all beds? If broadcast, should this be done once, twice, or other number of times per year?	Ant control should only be provided as spot treatment of mounds.
(8) Frequency of services at the President’s Residence is listed as weekly. Should this be interpreted as 52 visits per year?	Yes 52 visits.

<b>Vendor question:</b>	<b>Department response:</b>
(9) Also, it is stated that dead or dying plants should be replaced. Will this be billed additionally? There is no way to accurately quantify the costs associated with this because it is an unforeseen and unquantifiable circumstance.	Dead and dying plants/flowers should be removed each visit and included in the base bid. Replacement of dead and dying flowers will fall under the Additional Services section in the detailed specification.
(10) For the flower replacement at the President's Residence & Bourgeois House, we have a few questions: a) What size plant material should be installed? b) What on-center spacing should the plants be installed at c) Can you please provide the overall bed SF or planter pot quantities that these flowers will be planted in. d) Would these flowers require hand watering and, if so, how many times should they be hand watered annually? e) Are there any specific plant types that we need to price for these installations?	<ul style="list-style-type: none"> <li>a) Flower's/plants should be similar size and species to what is existing. Please schedule a site visit if you need further information.</li> <li>b) Plants and flowers should be replaced 1 for 1 in existing orientation. Please see <u>General Requirements</u>, #7 in the detailed specifications for further information.</li> <li>c) Please see question 6.</li> <li>d) Any flowers without irrigation will require hand watering. Hand watering should occur each visit.</li> <li>e) Flower's/plants should be similar size and species to what is existing. Please see <u>General Requirements</u>, #6 in the detailed specifications.</li> </ul>
(11) For mulch removal prior to installation of new mulch, does ALL existing mulch need to be removed? Or only mulch that exceeds a specific total depth? Please provide maximum total depth of mulch that is acceptable in all beds.	No, not all mulch needs to be removed upon every application. Mulch nearing the height of weep holes around buildings and overflowing borders of beds will require removal before new mulch application. Depth in all beds should be 2-4 inches.
(12) How many total annual flower changeouts need to be provided for other locations on campus? What size plant material should be installed? Does this also require hand watering and, if so, at what frequency?	Annuals should be changed out completely twice per year. In addition, all dead/dying flowers should be changed out upon each visit. Please also see response to question 9. Hand watering should occur each visit in areas there are no sprinklers.
(13) Please confirm that bidders are to only submit via email and do not have to submit a hard copy with original signatures until after the award has been made.	Yes, that correct you only have to submit via email. Only have to provide originals if asked.
(14) On page 13 of the specifications under additional services it states, 'Additional services which may be requested could include but not be limited to landscaping, planning, supervision and flowers, shrubbery, mulch and fertilizing.' Then under General requirements it states, 'All beds shall be mulched with 2 inches of non-floating hardwood mulch two times per year.' Can you please confirm if contractors should include mulch installation in their base pricing?	Mulch should not be included in the base price. Mulch will be a separate line item and will be priced by the cubic yard for application and removal. <b>Please see updated bid sheet attached.</b>
(15) On page 13 of the specifications under additional services it states, 'Additional services which may be requested could include but not be limited to landscaping, planning, supervision and flowers, shrubbery, mulch and fertilizing.' Then under General requirements it states, 'Contractor shall at a minimum of three times a year, and according to manufacturer's recommendations, apply fertilizer, selected for and compatible with the types of plants in each bed and the	Yes, include 3 fertilizations in the base bid.

Vendor question:	Department response:
soil condition and weather conditions.’ Can you please confirm if contractors should include 3 fertilizations in their base bid?	

**Item No. 2** – Update/Modification to the Contractor Qualifications page 8 number 3B:

- B. The contractor shall also possess the following and provide proof with their bids.
- a. Landscape license
  - b. Contractor license
  - c. Pesticide applicators license
  - d. Horticultural license Specialty: Landscaping, Grading & Beautification or Louisiana Professional Landscape Architect License

**Update:**

Licenses A or B, and C will be required. A general contractor bidding with a building construction license can subcontract with a landscaping, grading, and beatification contractor to perform the work. The link below clearly defines the license requirements to provide landscape services.

[https://lslbc.louisiana.gov/wpcontent/uploads/cib/cib\\_com\\_landscaping.pdf](https://lslbc.louisiana.gov/wpcontent/uploads/cib/cib_com_landscaping.pdf)

- A. Building Construction
- B. Landscape, Grading, and Beautification
- C. Pesticide Applicators License

**Item No. 3** – Updated Bid Sheet:

**Bid sheet updated to include mulch pricing per cubic yard for removal and addition.**

For questions related to bidding these projects, please contact the UL Lafayette Purchasing Department at [BidQuestions@louisiana.edu](mailto:BidQuestions@louisiana.edu) or 337.482.1079.

Business hours are: Mon-Thu 7:30am – 5:00pm CST (lunch 11:45-12:30); Fri 7:30am -12:30pm.

ACKNOWLEDGEMENT: If you have already submitted your bid, and this Addendum creates a need to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be submitted/delivered PRIOR to bid due date and time, by email. Bid revisions received after bid due date and time cannot be considered, whereupon the bidder must either honor or withdraw its original bid. If you have already submitted your bid and this addendum does not cause you to revise your bid, acknowledge receipt of this addendum by signing below and returning it to the Purchasing Department prior to bid due date.

Kristi Montet  
Director of Procurement and Travel  
University of Louisiana at Lafayette



**Purchasing Office**  
P.O. Box 40197 • Lafayette, LA 70504-0197  
Office: (337) 482-5396  
Fax: (337) 482-5059

Department of Purchasing

**Firm Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**BID SHEET**

I/WE PURPOSE OF THIS SOLICITATION IS TO ESTABLISH A CONTRACT TO PERFORM FLOWER BED, SHRUBS & TREE MAINTENANCE FOR VARIOUS PROPERTY BLOCKS LOCATED ON THE CAMPUS OF THE UNIVERSITY OF LOUISIANA AT LAFAYETTE IN LAFAYETTE, LOUISIANA, AS SHOWN IN THESE SPECIFICATIONS, UPON AWARD THROUGH JUNE 30, 2025, IN STRICT ACCORDANCE WITH THE REQUIREMENTS IN THESE BID SPECIFICATIONS RENEWABLE FOR UP TO FOUR (4) CONSECUTIVE 12MONTH PERIODS FOR THE FOLLOWING PRICES PROVIDED BELOW:

<b>BLOCK DESCRIPTION</b>	<b>MONTHLY COST <i>(All-inclusive)</i></b>	<b>ANNUAL COST</b>
ALUMNI CENTER BLOCK		\$ -
HAMILTON HALL BLOCK		\$ -
STUDENT UNION BLOCK		\$ -
ABDALLA HALL, CECIL PICARD, & BOURGEOIS BLOCK		\$ -
MARTIN HALL & QUAD BLOCK		\$ -
ATHLETICS BLOCK		\$ -
<b>ADDITIONAL FEES:</b>		\$ -
<b>GRAND TOTAL</b>		\$ -
<b>ADDITIONAL SERVICES</b>	<b>REMOVAL COST <i>(PER CUBIC YARD)</i></b>	<b>ADDITION COST <i>(PER CUBIC YARD)</i></b>
MULCH		

**BID SUBMISSION CHECKLIST**

- |  |  |
|--|--|
| _____ Certification statement w/original signature | _____ Bid prices provided on the bid sheet(s) provided |
| _____ Certificate of Insurance*                    | _____ LA Contractor’s License Number: _____            |
| _____ Two (2) letters of reference                 |  |

**BID SUBMISSION DEADLINE:**  
 Bid submissions for this solicitation are **due on Friday, December 20, 2024 at 10:00AM CST** – must be received electronically at [ULLafayetteBids@louisiana.edu](mailto:ULLafayetteBids@louisiana.edu). There are no exceptions to this deadline.

**BID OPENING:**  
 The public bid opening will take place on **Friday, December 20, 2024 at 11:00AM CST on Zoom**, which is available for viewing by registering at:  
<https://ullafayette.zoom.us/meeting/register/tjwvcOuppzgvE9zcCLIKxTINN5MPzr5gwnGM>

**ZOOM MEETING ID: 982 7219 3598    PASSWORD: 25028**

*Opening of the bid packages begins at five (5) minutes past the hour to allow all who wish to attend to log in properly.*

For further information about the bid or to view job/delivery site, prospective bidder is to email, [BidQuestions@louisiana.edu](mailto:BidQuestions@louisiana.edu).