



April 21, 2025

**ADDENDUM NO. 2**

Your reference is directed to **SB#7658 NSU Lawn Maintenance-Main Campus-Natchitoches** which is scheduled for bid openings at 2:00 p.m. Thursday, May 1st, 2025, at Northwestern State University, Natchitoches, Louisiana.

**Mandatory Pre-Bid Conference:** A mandatory Prebid conference will be held at 10:00 AM, Tuesday, April 22<sup>nd</sup>, 2025, at the following locations: NSU Facility Service, Conference Room, 998 South Jefferson, Natchitoches, LA 71497

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The following addition is being made to the above referenced solicitation:

**PURPOSE OF ADDENDUM:**

**1) RESPOND TO VENDOR INQUIRY:**

**VENDOR INQUIRY:**

- 1. INCUMBENT VENDOR:**  
WHO IS CURRENTLY PERFORMING THESE SERVICES FOR THE UNIVERSITY?
- 2. CURRENT PRICING STRUCTURE:**  
WHAT IS THE EXISTING PRICING MODEL OR RATE STRUCTURE TIED TO THE INCUMBENT AGREEMENT?
- 3. PROJECT BUDGET:**  
IS THERE AN ESTABLISHED OR PROJECTED BUDGET ALLOCATED FOR THIS SOLICITATION?
- 4. SUBMISSION REQUIREMENTS:**  
ARE THERE ANY REQUIRED BONDS, LICENSES, OR CERTIFICATIONS NEEDED AT THE TIME OF BID SUBMISSION?

**RESPONSE:**

- 1. PAYNE'S LAWN SERVICE**
- 2. PRICING IS BASED ON THE BID SPECIFICATIONS.**
- 3. AS NEXT YEARS BUDGET HAS NOT BEEN ESTABLISHED THE CURRENT CONTRACT AMOUNT IS \$249,994.92.**



# NORTHWESTERN STATE

## Business Affairs

4. PLEASE SEE PAGE 10 SPECIFICATIONS, UNDER LICENSES AND PERMITS. SNIP IT PROVIDED BELOW.

### SPECIFICATIONS

#### **One (1) YEAR CONTRACT WITH TWO (2) YEARS OPTIONAL RENEWALS FOR Natchitoches Lawn Maintenance, Main Campus**

All bidders are required to attend the mandatory pre-bid conference. This conference is to inspect the site(s) and to allow for questions to be answered with an owner's representative.

#### Licenses and Permits:

The Contractor must have a Louisiana Licenses with a classification in the following:

Contractor must have a Chemical Applicator License Contractor must furnish a copy of these current licenses, upon request and must maintain all licenses during the course of this contract. An employee holding the appropriate license must be on site whenever chemical services are performed. Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (Phone Number 225-952-8100).

Contractors must provide NSU with a valid certificate of insurance no later than July 10 of each contract year. All insurance certificates must meet the requirements listed in Exhibit A and name Northwestern State University as the certificate holder.

#### References:

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This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

**Failure to acknowledge addendum may result in the non-consideration of the bid submission.**

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes below and return to Business Affairs/Purchasing Section prior to bid opening in an envelope marked with the bid number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

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Company Name

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Authorized Signature

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Date

Submitted by: Ashlee Grayson  
Director of Purchasing