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PURCHASING DEPARTMENT

**ADDENDUM #1**

**ITB #50018-260002**

**GROUNDS MAINTENANCE AND LANDSCAPING SERVICES**

07/30/2025

The purpose of this addendum is to add additional cost lines on the Louisiana Uniform Bid Form and an additional line under ‘Service Categories and Frequency’.

Please replace the LOUISIANA UNIFORM BID FORM and the BID SPECIFICATIONS pages with the following pages.

Please include acknowledgement of this addendum with your bid submission.

Halana Miles (on behalf of Erin Walker)

Purchasing Officer

Grambling State University

**NOTE: PLEASE SIGN AND DATE AND RETURN WITH BID:**

**SIGN**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**DATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOUISIANA UNIFORM BID FORM**

**TO: Grambling State University\_** BID FOR: **GROUNDS MAINTENANCE and LANDSCAPING SERVICES**

**Purchasing Dept** Bid No.: **50018-260002**

**GSU P.O. Box 4269.**

**Grambling, La 71245**

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: **Grambling State University dated**: **July 16, 2025.**

**TOTAL BASE BID**: For all work required by the Bidding Documents for the **we bid the sum of:**

**Dollars ($ )**

|  |  |
| --- | --- |
| **Cost for One-Time Initial Cut** | **$** |
| **Cost Per Cut** | **$** |
| **Cost Per Landscape Maintenance** | **$** |
| **Cost Per Bush Hog** | **$** |

**NAME OF BIDDER:**

**ADDRESS OF BIDDER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FAX NO.:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOUISIANA CONTRACTOR’S LICENSE NUMBER:**

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:**

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER: AUTHORIZED SIGNATURE OF BIDDER \*:**

**DATE:**

**THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM BID FORM:**

\*The Unit Price Form shall be used is the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

**\*\*A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid as prescribed by LA R.S.

38.2212(B)(5).

**BID SECURITY** in the form of a bid bond, certified check email document from the Surety Company as prescribed by LA R.S. 38:2218.A is attached to and made a part of this bid. If a bid bond is provided it shall be on the attached form and only on the attached form.

I acknowledge that no work shall be subcontracted (*Initial)*

# GRAMBLING STATE UNIVERSITY

**BID SPECIFICATIONS**

**Grounds Maintenance and Landscaping Services**

**For the purposes of this Scope of Work, the following definitions apply:**

1. Grass Cut – The process of mowing all designated lawn areas to a well-maintained, uniform height using a standard push or ride-on mower. Includes trimming and edging around buildings, fences, sidewalks, curbs, and other hard surfaces. All grass clippings, limbs, and debris shall be removed from the site. Walkways and paved surfaces must be cleared of all residual clippings.

1. Fence Enclosure Maintenance – Includes complete lawn care and trimming services within and surrounding all utility fence enclosures, including areas around and inside the GSU West Campus Pond fence.

1. Per Visit Basis – All services must be priced per visit and invoiced accordingly. Bids must reflect the unit cost for each occurrence of scheduled service.

1. Contractor Staffing – Contractor must assign a minimum of three (3) employees per service visit. A continuity plan must be in place in the event of employee absences to ensure uninterrupted service.

**General Requirements**

* All bidders must submit at least three (3) references and a brief company background with their bid.
* Contractor is responsible for any damage to University property (e.g., broken windows/glass) and must provide repair or replacement at their own expense.
* All hydraulic fluid, trash, or material spills must be immediately cleaned to prevent unsightly conditions or environmental hazards.
* Rejected or unsatisfactory work must be corrected within seven (7) calendar days of written notice at no additional cost to the University.
* No storage of equipment or supplies is permitted on University property at any time.
* Contractor agrees to indemnify and hold harmless Grambling State University from any liability arising from the performance of services under this contract.

**Service Categories and Frequency**

|  |  |  |
| --- | --- | --- |
| **Service** | **Description** | **Estimated Annual Frequency** |
| One-Time Cut | One-time initial cut to get the property maintained to start the Basic Lawn Service | One-Time Cut |
| Basic Lawn Service | 1. Mowing of lawn areas, trimming around buildings and structures, edging along sidewalks, driveways, curbs, and inside GSU West Campus Pond fenced area. 2. Weed control in sidewalk seams, fence lines, and curb cracks. 3. Removal of debris prior to mowing and clean-up of all clippings post-service. | Every 2 weeks (Feb– Oct) – approx. 17 cuts |
| Landscape Maintenance | Monthly pruning and shaping of shrubs across designated residential and common areas, to be performed during the first or second cut of each month. | Monthly (9 months) |
| Bush Hog Services | Large-scale mowing of designated overgrown or undeveloped lots. Contractor will coordinate exact areas with Campus Living and Housing staff prior to execution. | 2 times per year |

**Additional Notes**

* Contractor must coordinate a schedule in advance with the Campus Living and Housing Department for each service visit.
* All services are subject to inspection by University representatives.
* Frequency of services may be adjusted based on seasonal growth or weather conditions, at the discretion of Grambling State University.

**STANDARDIZED IFB LANGUAGE**

**1. CHANGES IN THE WORK:** A Change Order is a written order to the Contractor signed by the Owner, issued after execution of the Contract, authorizing a Change in the Work or an adjustment in the Contract Sum or the Contract Time. The Contract Sum and the Contract Time may be changed only by Change Order. A Change Order signed by the Contractor indicates his agreement therewith, including the adjustment in the Contract Sum or the Contract Time. Any Change Order not signed by the Owner will be considered null and void.