

CITY OF NEW ORLEANS

HELENA MORENO
MAYOR

JAMES C. SIMMONS, JR.
CHIEF PROCUREMENT OFFICER

SOLICITATION ADDENDUM

Addendum Date: April 23, 2026
Solicitation Number: 4671
Solicitation Title: Rebid City Wide Tree Planting
Solicitation Deadline Date and Time: May 11, 2026 at 11:00 A.M. CST
Addendum Number: 1
Purchasing Designated Official: Maxie M. Birch
maxie.birch@nola.gov
504-658-1562

THE BUREAU OF PURCHASING HERewith ISSUES THIS ADDENDUM TO THE ABOVE-REFERENCED SOLICITATION. EXCEPT AS MODIFIED BELOW, ALL OTHER ASPECTS OF THE ORIGINAL SOLICITATION REMAIN IN EFFECT.

CAREFULLY READ, REVIEW AND ADHERE TO ALL MODIFICATIONS TO THE SOLICITATION IN THIS ADDENDUM.

INSTRUCTIONS TO BIDDERS

- DELETE ORIGINAL INVITATION TO BID DOCUMENT

PRE-SUBMITTAL CONFERENCE

- N/A

DBE INTEREST

- N/A

DEPARTMENT OF FINANCE
BUREAU OF PURCHASING
CITY OF NEW ORLEANS

QUESTIONS AND ANSWERS

Q1. How do I go about obtaining a park and Parkway section 32 –90–00 planting guide?

A1. SECTION 32-90-00 is included on pages 102 through 124 of the Project Manual (Appendix B) posted on the Supplier Portal Open Events under Event 4671.

Q2. Watering is required weekly unless rainfall occurs, is this correct? What constitutes acceptable rainfall half an inch 1 inch?

What is the threshold that would allow us to skip a week of watering and when would the rainfall have to occur? How many days before requiring me watering would the rainfall have to occur to be considered effective without having a refill the bags.

A2. Per SECTION 32-90-00, watering shall occur a minimum of two times per week between March and October and weekly during the remainder of the year. Watering is required during all weeks in which less than 1.5 inches of rain occurred. To determine how much rain has fallen within a given week, consult the NOAA Drought Monitor, available at Drought.gov, or other approved source. Please note New Orleans is currently in a D3 level drought, with only one week meeting this requirement in 2026.

Q3. Are the 16-gallon gator bags acceptable as tree watering bags which would correlate to 16 gallons of water per tree per week, unless rainfall occurs?

A3. Per SECTION 32-90-00, slow-release water bags shall be twenty (20) gallons. Fill the bags on weeks with less than 1.5" of rainfall.

Q4. Can we use the floating meter that's attached to a fire hydrant and take a picture of the gallon usage as proof that we watered that week?

A4. Yes

Q5. Reviewing the unit price column on the plant description list. Does that unit include the retail price of tree along with the labor to plant, stake, mulch, install gator bag and watering of tree?

A5. The prices on the Unit Price Bid Form should include all costs associated with planting the tree, except for watering.

Q6. Can we provide a price per tree for watering?

A6. Per the Unit Price Bid Form, the watering price is per month of watering all trees listed. This cost will be the same regardless of rainfall amount.

Q7. Is the contract awarded as a whole with all rights of trees? Is it possible that a portion of the trees will go to one contractor, and another portion of the trees will go to another contractor depending on price amounts? Is this contract awarded as a whole contract to just one landscape contractor?

A7. The full contract will be awarded to a single contractor.

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DEADLINE(S)

- N/A

ATTACHMENT(S)

- **The following attachment(s) is/are modified and attached to this addendum:**
Revised Invitation To Bid Document
Louisiana Uniform Public Work Bid Form-Unit Price Bid Form
Attachment “A” Specifications
Article D- Minimum Insurance Requirements

OTHER INFORMATION

- N/A

DO NOT FORGET TO ACKNOWLEDGE THIS ADDENDUM AS REQUIRED BY THE SOLICITATION.

JAMES C. SIMMONS, JR.
CHIEF PROCUREMENT OFFICER

[END OF SOLICITATION ADDENDUM]