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## Solicitation Addendum

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| <b>Addendum No.:</b>        | 1  |
| <b>Solicitation No.:</b>    | 19-TA002958AJ  |
| <b>Project No.:</b>         | N/A  |
| <b>Solicitation Title:</b>  | Exotic Vegetation Removal, Minor Excavation, Planting and Maintenance Services |
| <b>Addendum Date:</b>       | January 30, 2019   |
| <b>Procurement Contact:</b> | Abigail Jenkins  |

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**RFP NO. 19-TA002958AJ IS AMENDED AS SET FORTH HEREIN. RESPONSES TO QUESTIONS POSED BY PROSPECTIVE PROPOSERS ARE PROVIDED BELOW. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFP NO. 19-TA002958AJ.**

**Replace:**

**EXHIBIT 2, ITEM I, FEES PROPOSAL FORM**

Replace Exhibit 2, Item I, Fees Proposal Form, with the attached Item I, Fees Proposal Form revised per this Addendum No. 1.

**QUESTIONS AND RESPONSES:**

**Q1. Will there be a site visit for this project?**

R1. No site visit will be conducted by the County.

**Q2. Exhibit 2, Tabs 2 and 6. Would Manatee County prefer to see three (Tab 2) or five (Tab 6) client references?**

R2. Provide the references requested for each tab; Exhibit 2, Tab 2 Item 3, provide three minimum qualification references and in Exhibit 2, Tab 6, Item 6, provide five client references. The three minimum qualification references listed in Tab 2, Item 3, can be included in your client references for Tab 6, Item 6.

**Q3. Exhibit 2, Tab 6-3. For key staff resumes, if staff have been employed with our firm for minimum of 5 years, is previous employment list still needed?**

R3. Yes previous employment should be included. The experience of the key staff is part of the evaluation.

**Q4. Exhibit 2, Tab 7-10. Our firm is a publicly traded company. Would it be sufficient for us to provide a link to our Investor Center home page and/or consolidated financial reports to meet this requirement?**

R4. A statement on company letterhead allowing an audit by Manatee County should your firm be awarded the contract is all that is required.

**Q5. Pricing. The Fees Proposal Form the number of hours is blank. Could the County please provide estimated hours annually?**

R5. The actual number of hours cannot be determined. The County has provided estimates in the attached Exhibit 2, Item I, Fees Proposal Form. The estimated number of hours is solely for the purpose of evaluation of responses and are in no way a guarantee of the amount of work to be performed under the Agreement.

**Q6. Materials. As we are required to provide plant materials, would the County offer guidance/preference on required types, sizes, and grades?**

R6. On any planting jobs, the County will either provide the planting material, or highly detailed specifications as necessary for each individual project.

**Q7. Can the County provide pricing sheet for the materials to be installed?**

R7. See Response R5 above.

**Q8. Equipment Operator - Is this cost per man hour to include the equipment?**

R8. Identify the man hour cost and the equipment cost separately.

**Q9. Is there a required plant warranty period after installation?**

R9. Given the high variability of parameters effecting plant survivorship of restoration plantings, a warranty period is typically not required by the County's Parks and Natural Resources Department who will manage most work assignments. If a warranty is desired, this will be specified in the work assignment scope for each project.

**Q10. After the removal of vegetation manually or mechanically, who is responsible for hauling and disposing of the material?**

R10. This will be specified in the work assignment scope for each project.

**Q11. When watering is required, will the County provide the source/equipment?**

R11. County may provide a water source but will not provide equipment for contractors use.

**Q12. The RFP requests annual hourly fees and that fees must be submitted as all-inclusive to provide the on-going services proposed by Proposer and in accordance with the requirements identified in the Scope as follows: Vegetation Removal, Minor Excavation, Planting, Maintenance Services. How is this pricing determined?**

R12. Estimated Annual Fees should be calculated using the hourly rates per discipline submitted by Proposer and the Estimated Number of Hours Annually provided in the attached revised Fees Proposal Form.

**Q13. Local Vendor Preference Apply?**

R13. Yes

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NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added or changed. All other terms and conditions remain as stated in the RFP.

**End of Addendum**

**INSTRUCTIONS:**

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

AUTHORIZED FOR RELEASE: \_\_\_\_\_

**Exhibit 2, Item I**  
**FEES PROPOSAL FORM**  
**(Revised per Addendum 1)**

Fees must be submitted as all-inclusive to provide the on-going services proposed by Proposer and in accordance with the requirements identified in the Scope. NOTE: The Estimated Number of Hours is solely for the purpose of evaluation of responses and are in no way a guarantee of the amount of work to be performed under the Agreement.

| <b>Service to be Performed</b> | <b>Estimated Number of Hours Annually</b> | <b>Estimated Annual Fees</b> |
|--------------------------------|---|------------------------------|
| Vegetation Removal             | 150                                       |                              |
| Minor Excavation               | 180                                       |                              |
| Planting                       | 100                                       |                              |
| Maintenance Services           | 100                                       |                              |

| <b>DISCIPLINE /POSITION/JOB TITLE</b>            | <b>Hourly Rate Per Man Hour</b> |
|--|---------------------------------|
| Licensed /Certified Pesticides Technician        |                                 |
| Program Manager                                  |                                 |
| Exotic Plant Manager                             |                                 |
| Weed Technician                                  |                                 |
| Equipment Operators                              |                                 |
| Labor Technicians                                |                                 |
| *List any other's disciplines that are required. |                                 |
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