

ADDENDUM #2

ITEM: REQUEST FOR PROPOSAL FOR GRASS CUTTING AND MAINTENANCE SERVICES

Addendum Issued June 15, 2011

The following addendum is hereby made to the Request for Proposal for Grass Cutting and Maintenance Services:

Proposal Due Date

Please note that the original proposal due date of June 15, 2011 has been postponed until June 22, 2011 at 3:00 PM (CST).

Questions

Please note that additional questions and comments regarding this RFP must be submitted in writing or electronically to Brenda Labat, 1801 W. Airline Highway, LaPlace, LA 70068; or by e-mail to b.labat@sjbparish.com; no later than 3:00 p.m. on June 17, 2011.

GENERAL TERMS AND CONDITIONS

Delete number 3.0 and replace it with the following:

3.0 Opening

Proposals will be opened at 3:30 PM (CST) on June 22, 2011 in the Joel McTopy Chambers of the Percy Hebert Building, 1801 W. Airline Highway, LaPlace, LA 70068.

Delete number 8.0 and replace it with the following:

8.0 Licenses and Taxes

The Contractor must be properly licensed and certified by any and all regulatory agencies (State Department of Agriculture, Occupational License) requiring licensing certification with regard to this proposal including: Ground owner/operator license, Right of Way certification, Ornamental and Turf Certification, and Landscape Horticulture license. Evidence of all licensure(s) must be provided with the proposal.

A Ground Owner Operator License is required if applying any pesticide by ground.

A Right of Way certification is required if applying any pesticide at industrial sites,

including but not limited to, water tower, waste water plant, and water plant sites.

An Ornamental and Turf certification is required if applying any pesticide at recreation and park sites.

A Landscape Horticulturist License is required for flower bed and landscape maintenance. If cutting, trimming, or pruning trees less than ten (10) feet tall and with branches less than two (2) inches in diameter, a Landscape Horticulturist License is needed.

Any chemical spraying may be sub-contracted to a person and/or company possessing the necessary pesticide licenses. Contractor may also choose an alternative approach to chemical spraying.

Delete number 10.0 and replace it with the following:

10.0 Insurance

Contractor shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where contractor may perform the work hereunder, with such carriers as shall be acceptable to Council:

A) Statutory Workman's Compensation covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Contractor in connection with this agreement.

The limits for "A" above shall be not less than:

- Employers' liability limits of \$100,000/\$500,000/\$100,000
- Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Dept./Legal Dept.
- WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate
- No excluded classes of personnel or employees shall be allowed on Council's premises

B) Commercial General Liability, including:

- Contractual liability assumed by this agreement
- Owners and Contractor's Protective Liability (if Contractor is a General Contractor)
- Personal and advertising liability
- Completed operations
- Medical payments

The limits for "B" above shall not be less than:

- \$500,000 each occurrence limit
- \$1,000,000 general aggregate limit other than products – completed operations
- \$500,000 personal and advertising injury limit
- \$500,000 products/completed operations aggregate limit

- \$50,000 fire damage limit
- \$5,000 medical expense limit (desirable but not mandatory)
- St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate
- Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Dept./Legal Dept.

C) Comprehensive Automobile Liability covering all owned hired and other non-owned vehicles of the Contractor.

The limits for "C" above shall not be less than:

- \$10,000/\$20,000/\$10,000
- St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement within ten (10) days of provisional award. Failure to provide the insurance certificates within the time frame specified by the Parish shall be cause for the submittal to be rejected as non-responsive. Contractor shall maintain insurance in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

PROPOSAL FORMAT

Remove number 3.0 and replace with:

3.0 References - A list of similar services must be submitted. Information should include:

- Client name, address, phone number.
- Description of work.
- Year of service on project
- Total cost of the services, estimated and actual; or Difference in actual cost compared to the estimate

EXHIBIT A SCOPE OF WORK

Remove letter (d) from section III.

Remove section VIII. and replace it with:

VIII. If submitting proposals for the following: 40th JDC Courthouse Complex (Which includes 40th JDC Courthouse Building, Agriculture Center, Edgard Senior Center, Teche Health Unit, Westbank Administration Building, and Westbank Community

Center); proposers shall submit a separate cost in their proposal to prune all trees, eight feet high or less with branches of 2 inches or less in diameter, and to trim all bushes at the 40th Judicial Courthouse Building only.*

EXHIBIT C PRICING SCHEDULE

Delete the first paragraph and replace it with:

CONTRACTOR'S PROPOSAL FOR GRASS CUTTING AND MAINTENANCE SERVICES

For the services as outlined in Exhibit A - Scope of Work, I, _____,
(NAME)

representing the firm _____
(NAME OF FIRM)

will perform the necessary Grass Cutting and Maintenance Services, according to the Request for Proposals enclosed.

Delete the first section under Building Sites and replace it with:

<u>BUILDING SITES</u>	<u>CUTS PER YEAR</u>	<u>PRICE PER CUT</u>	<u>YEARLY AMOUNT</u>
40 th JDC Courthouse Complex (Includes 40 th JDC Courthouses, Agriculture Center, Edgard Senior Center, Teche Health Unit, Westbank Administration Building, and Westbank Community Center)	36	_____	_____
		* _____	
		PRICE FOR LANDSCAPING OF COURTHOUSE PER MONTH	

Delete the last paragraph and replace with:

ALTERNATE AWARD EVALUATION: The Parish reserves the right to award the RFP in total, by categories, by groups of items, by individual items or any combination of these in which the parish deems to be in its best interest.

All other terms of the Request For Proposals for Grass Cutting and Maintenance Services shall remain as first written.

By: Brenda Labat, C.P.M.
Director of Purchasing & Procurement