



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 27 - Miscellaneous

Proc Folder: 323201

Doc Description: Addendum #1 - Open-End Contract for Tree Trimming Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-05-17	2017-05-24 13:30:00	CRFQ 0506 HHR1700000008	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

05/23/17 09:59:04  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

April Battle  
 (304) 558-0067  
 april.e.battle@wv.gov

Signature X

FEIN #

DATE

All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION:**

Addendum #1 is issued to provide the responses to vendor questions.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Tree Trimming Services - Region I	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
70111503			

**Extended Description :**

Tree Trimming Services - Region I - to be priced per hourly rate.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
CHARLESTON	WV25301	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Tree Trimming Services - Region II	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
70111503			

**Extended Description :**

Tree Trimming Services = Region II - to be priced per hourly rate.

INVOICE TO		SHIP TO	
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115		BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS DIAMOND PROJECT 350 CAPITOL ST	
CHARLESTON	WV25301	CHARLESTON	WV 25301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Tree Trimming Services - Region III	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
70111503			

**Extended Description :**

Tree Trimming Services - Region III - to be priced per hourly rate.

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV25301 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Tree Trimming Services - Region IV	50.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
70111503			

**Extended Description :**

Tree Trimming Services - Region IV - to be priced per hourly rate.

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Questions Due 3:00 PM	2017-05-10

# SOLICITATION NUMBER: CRFQ 0506 HHR1700000008

## Addendum Number: 1

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The purpose of this addendum is to modify the solicitation identified as CRFQ 0506 HHR1700000008 to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Modified Bid Price Sheet

### Description of Modification to Solicitation:

1. Response to vendor questions.

No other changes.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFO 0506 HHR1700000008**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

John's Tree Service LLC  
Company

John A. Hoodini  
Authorized Signature

5 22 17  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFQ 0506 HHR1700000008  
Addendum #1  
Questions and Answers

**Q1:** Will the tree trimming work be limited to state office buildings?

**A1:** The work is limited to locations owned by DHHR.

**Q2:** Will Davis-Bacon Act wages apply to this contract?

**A2:** Yes.

**Q3:** On the pricing page, shall the price quoted be per man-hour, inclusive of all necessary equipment, or by the crew hour – two or three-man crew?

- Aerial bucket crews are more efficient and productive than climbing crews. Their hourly rates are higher, but their productivity per hour is much greater.

**A3:** The hourly rate bid price shall include all labor, materials, and necessary equipment to complete the work.

**Q4:** Is the final award based on price only, or will a provider's qualifications, experience and references be considering factors?

**A4:** The contract will be awarded to the Vendor that submits the lowest bid that also meets the required specifications.

**Q5:** Is a vendor required to bid on all regions, or can we opt-out of certain regions?

**A5:** Vendors are not required to bid on all regions. Vendors may bid on one or multiple regions.

**Q6:** The listed estimated hours is 50 per region, is this an estimate for the contract per region?

**A6:** Fifty hours is used as a calculation to determine the overall bid price for the contract award recommendation.

**Q7:** Is this anticipated to be day work (removal of one or two trees at a time) or multiple projects at one time taking several days to complete?

**A7:** Each location will be recognized as one project regardless of the amount of work to be completed.

**Q8:** Is there a minimum price or number of hours per job?

**A8:** No, each job is based on hours worked.

Q9: The regions are quite large with areas that are several hours apart. My concern is that we may be call out to an area 2 hours away for a one hour job. In this scenario we would have 5 hours in a job and just be able to bill 1 hour. I would think there should be a one day minimum or at least a half day minimum to help cover travel and set up cost? Can you shed some light on this?

A9: The hourly rate bid price shall include all labor, materials, and necessary equipment to complete the work; therefore, travel and set up costs should be factored into the hourly wage bid submission.

Q10: On the oasis website it is listed as quantity 50.0 trees but in the attached document it is bid out as 50.0 hours. We were wondering if you would clarify. If it is 50 hours, it is over the period of a year, week, or month? If it is 50 trees, do you already have the trees selected?

A10: Fifty hours is used as a calculation to determine the overall bid price for the contract award recommendation.

Q11: Would we be needed on a weekly basis or just when you have a tree service need?

A11: When DHHR has a tree service need.