



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
GSD146811

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
GUY NISBET
304-558-2596

RFQ COPY
 TYPE NAME/ADDRESS HERE

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DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED
05/07/2014

BID OPENING DATE: 05/27/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO.01						
ADDENDUM ISSUED TO PUBLISH AND DISTRIBUTE THE ATTACHED INFORMATION TO THE VENDOR COMMUNITY.						
0001	1	EA		988-36		
				GROUND MAINTENANCE		
***** THIS IS THE END OF RFQ GSD146811 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: GSD146811
 Addendum Number: No.01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) 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
- Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the following information.

1. Revision of specifications;
 - A. Solicitation to include weed eating of sidewalks surrounding Laidely Field lots.
 - B. Revised Pricing Page
 - C. Removed Section 3.1.4 from specifications
2. Attached Pre-bid sign in sheet
3. No other Changes

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A 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.

ATTACHMENT A

GSD146811 – Addendum #1 – Grounds Maintenance

- 1) Please add the pre-bid sign in sheet to the RFQ.
- 2) **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include hand delivery, delivery by courier, or facsimile.

The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Bids may be faxed (304) 558.3970.

Bidder should be aware that the State accepts no responsibility for the unsuccessful and/or incomplete transmission of bids by electronic transmission. Bids submitted via facsimile may not be sealed until receipt by the Purchasing Division. The Purchasing Division makes no guarantee of confidentiality and accepts no responsibility for completeness of bids or transmission.

- 3) Bid to include weed eating sidewalks surrounding Laidley Field Lots.
- 4) Add revised Pricing Page.
- 5) Change the following to read:

3.1.4 Trimming of shrubs shall not exceed more than 20% of the growth, not to exceed into the dead areas, leaving live and green leaf area around the circumference of the plant. All dead branches shall be properly pruned.

3.1.4.1 Pruning cuts shall be in accordance with (American National Standards Institute) ANSI A300 (Part 1) pruning standards (*Attachment "C"*). ANSI A300: The most current revision of the American National Standard – "Standard Practices for Trees, Shrubs and Other Woody Plant Maintenance" which shall apply to pruning done under this contract.

NOTE: PRUNING AND TRIMMING OF TREES WILL NOT BE PART OF THIS CONTRACT.

Request for Quotations GSD146811: Lawn Service at the Capitol Complex

SPECIFICATIONS

ATTACHMENT A

Capitol Complex, Charleston, WV

- | | | |
|--------------------------------------|---------------|---------------------|
| 1. Mowing and trimming grounds | \$ _____ X 15 | = (A) \$ _____. |
| 2. Quarterly lawn fertilizing | \$ _____ X 4 | = (B) \$ _____. |
| 3. Mulch Beds and Trim Shrubs | \$ _____ X 2 | = (C) \$ _____. |
| 4. Overseed lawn (one time annually) | | = (D) \$ _____. |
| 5. Blowing & Disposing of Leaves | \$ _____ X 10 | = (E) \$ _____. |
|
TOTAL BID | |
= (F) \$ _____. |

**PRE-BID CONFERENCE
SIGN IN SHEET**

Request for Quotation Number:

GSD146811

Date:

6-May-14

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	RSG Landscaping Inc
Firm Address:	PO. Box 830 Elkview WV 25071
Representative Attending:	Jeff Stafford
Phone Number:	304-340-8051
Fax Number:	304-340-8051
Email Address:	jstafford@RSGlandscaping

Firm Name:	_____
Firm Address:	_____
Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

Firm Name:	Advanced Tree + Lawn Care LLC
Firm Address:	PO box 876 Hurricane WV 25526
Representative Attending:	Talicia Riffle
Phone Number:	304-346-0204
Fax Number:	304-346-0204
Email Address:	landscaping@advancedtreeandlawn.com

Firm Name:	_____
Firm Address:	_____
Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

Firm Name:	_____
Firm Address:	_____
Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

Firm Name:	_____
Firm Address:	_____
Representative Attending:	_____
Phone Number:	_____
Fax Number:	_____
Email Address:	_____

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: GSD146811

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 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 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.

Company

Authorized Signature

Date

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

Revised 6/8/2012