



Date: March 30, 2023
To: All Vendors
Subject: Addendum #1

REFERENCE: P028-23 ANNUAL GROUNDS KEEPING MAINTENANCE SERVICE

This Addendum forms part of the contract and clarifies, corrects or modifies the original proposal document. See updates to page 7 and 42 from proposal document.

NEW SUBMISSION DATE & TIME: April 10, 2023 by 11:00 AM
NEW OPENING DATE & TIME: April 10, 2023 at 11:45 AM

1. April 5, 2023 - Last day to submit questions by 5:00 PM
2. April 11 - 21, 2023 - Evaluate proposals
3. April 24, 2023 – Provide recommendation
4. May 8, 2023 - Send to Utilities Board for approval

Question 1: For emergency calls, what would be the turnaround time?

Answer 1: The Firm’s crew needs to be readily available in 3-4 hours on the same day.

DO NOT FILL PRICING WHEN ACKNOWLEDGING RECEIPT OF THIS ADDENDUM.

The signature of the company agent, for the acknowledgement of this addendum, shall be required. **Complete information below and return via e-mail to: hlopez@brownsville-pub.com or to dsolitaire@brownsville-pub.com.**

I hereby acknowledge receipt of this addendum.

Company: _____

Agent Name: _____

Agent Signature: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **E-mail address:** _____

If you have any further questions about the Bid, call 956-983-6375.

Hugo E. Lopez

BY: Hugo E. Lopez
Purchasing

All fields (UNIT PRICE, TOTAL PRICE, ETC) in the Bid Schedule must be filled.

Failure to submit any of the above information with the sealed proposal will disqualify proposal as non-responsive.

- **Vendor Representative**

The successful vendor agrees after contract award to send a personal representative with binding authority for the company to the Brownsville Public Utilities Board upon request to make adjustments and/or assist with coordination of all transactions as needed.

- **Quality of Products (RESERVED)**

- **Minimum Requirements**

1. Firm is responsible for all the necessary material, equipment, reports and labor for **grounds keeping maintenance** services proposed.
2. Approach. The proposal should include a detailed description of the products and service the respondent will provide, along with any unique characteristics of the respondent's delivery approach.
3. References. Provide three references, including contact name, email address and current telephone number where projects SIMILAR to that described herein have been completed.
4. Experience. Describe the number of years the company has been involved with similar projects and describe the experience and training of key personnel.
5. Firm must maintain a local business office in Cameron County, Texas, throughout the contract period.

- **Evaluation and Criteria**

All proposals must be completed and convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, the Brownsville PUB alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award. Only the information provided with the proposal, subsequent discussions and clarifications provided in writing, and the proposer's written Best and Final Offer, is used in the evaluation process and award determination. Only these criteria will be considered on the award determination

16 each Palm Trees located at Southmost Regional Water Authority Prune palm trees with the 10:2 shape cut	2 cycles		
Note: job sites are accessible for truck to perform the trimming services. Contractor is responsible for cleaning and to removing any debris during the work performed at the job site.			
	Sub-Total for 8 Locations		
Scrapping Palm Services – Price/foot	1 cycle		

Note: This proposal will be awarded on an all or none basis. **Vendor must quote all items from proposal to be considered.** Vendors who do not quote all items will be disqualified.

Brownsville PUB reserves the right to select ONE vendor for ALL Facility Areas.

FACILITY Areas – YEARLY TOTAL: _____

Crew Service After hour rate due to weather and/or any special event for all grounds keeping services. Charge per day of a crew of 10 people for 8 hours with a supervisor, included.	\$_____ Emergency Charge Rate/Day
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The initial term of this contract will be for two (2) years from the date of award. Brownsville PUB may, unilaterally, extend the contract with the option to renew for an additional three (3) one (1) year periods if price and services are satisfactory and agreed upon in writing by both parties.

(____) Yes, contract service can be extended for an additional year without affecting proposal price

(____) No, contract service cannot be extended for an additional year.

CONTRACTOR Acknowledges receipt of the following addenda:

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc., to cover the finished work of the several kinds called for.

CONTRACTOR understands that the OWNER reserves the right to reject any or all proposals and to waive any informalities in the proposal.

CONTRACTOR agrees that this Proposal shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving proposals.