



11400 Robinwood Drive · Hagerstown, MD 21742-6514

RFB HCC20-001 Lawn Mowing Services

Addendum 1, posted on 8/14/19, consisting of responses to questions received during the Q&A period. The Q&A period closed on August 13, 2019 at 2:00 pm:

Questions & Answers:

- Q1:** I would like to inquire as to the acreage and frequency of mowing services required.
- A1:** Please refer to the bid documents for frequency of mowing as listed in the bid documents. (<http://www.hagerstowncc.edu/RFB-HCC20-001>). We unfortunately do not have a calculation on mowed acreage, which is why we encourage site visits so you know the full scope of work required.
- Q2:** Would you be able to provide me with the bid tabulation for the current contract?
- A2:** Sorry, this service has always been done in-house. This is the first time we are bidding it.
- Q3:** Does the mowing weekly and bi-weekly need to be completed in a certain timeframe? 1 day or multiple days? or is it up to the discretion of the contractor.
- A3:** During the weeks in which both bi-weekly and weekly mowing occur, it would be understood that the number of mowing days would be increased to accommodate the increased work schedule. The awarded contractor will work with our Grounds Department to establish the schedule as weather can be unpredictable.
- Q4:** 32 weekly and 16 bi-weekly mowing are on the high side of the number of services typically completed in this market. Most properties in the area service between 24-26 mowing services a year 28 if properties are irrigated yours is not. My question is, are the services to be billed as completed per weekly and bi-weekly mowing or just based off of total price for the year and divided by a certain number of payments?
- A4:** For an accurate comparison between firms submitting a bid, we want your total price to be based on the 32 weekly and 16 bi-weekly mowings as stated in the bid. The appearance of our campus (in addition to our education quality!) are a huge selling point for HCC. We realize there may be some shifts in the schedule based on weather conditions. We anticipate the total amounts provided will be the maximum payout, but this amount is not a guarantee, as it will be prorated based on services provided. This provision will be detailed in the final contract with the awarded firm.
- Q5:** Where are the designated parking areas around the property for the truck and trailers? This would help us bid more accurately if we know how close to areas we are servicing we can park.
- A5:** See attached map. Allowable parking areas are indicated in blue. Parking is limited on the campus and during the week parking areas near the campus are reserved for students, faculty, and staff.

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Q6: Many contractors bidding this job may be from out of State. Are winning contractors allowed to sub-contract the entire site out to local contractors?

A6: The Contractor is responsible for the Contract performance, whether or not subcontractors are used. Contractor is fully responsible for payment to sub-contractors which are viewed as employees of the prime contractor, not HCC. HCC requires that if sub-contractors are to be utilized that the Offerors submit the names and addresses of all subcontractors to be retained for this project and insure they have appropriate background checks to verify there are no sex offenders. The College reserves the right to review and reject subcontractors. If a subcontractor is determined to be unacceptable by the College, the firm shall substitute an acceptable subcontractor with no change in any Contract unit prices or overall Contract sum. If a firm fails, within a timely manner, to propose another subcontractor to whom the College has no objection, the College reserves the right to reject the proposal as non-responsive. The firm will use only those subcontractors approved by the College. All subcontractors shall comply with federal and state laws and requirements and regulations which are applicable to the services required. The use of sub-contractors does not remove the requirement of 5.0 stated on page 19 that states: "An experienced supervisor/crew leader who is fluent in English shall be present at all times while crews are performing their work. A phone number must be provided and the supervisor must be able to be reached at all times while on campus campus."

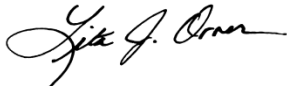
Q7: Is there a Prevailing Wage scale for this project, since it is bid through the State of Maryland?

A7: No, Maryland Wage and employment laws do not apply to "Independent Contractors".

Upcoming Deadline:

Final bids are due on Tuesday, August 27, 2019, at 1:00 PM. See RFP for full delivery details.

Respectfully submitted,



Lita J. Orner

Director, Business & Procurement Services

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