



**IFB NO. 100313-FY17-18  
ANNUAL TREE MAINTENANCE SERVICES**

**ADDENDUM NO. 1**

**October 20, 2016**

*Please note the following responses to the questions received:*

1. On Page 5, it states: All blanks, except signatures, on the Bid Form shall be legibly completed in ink. If I read correctly, the entire Bid Form is filled out by hand, correct? Does this apply to the copy? Can signatures be photocopied signatures or must they also be originals penned in ink?

**ANSWER: The Bid Form has to be completed in ink and signed by someone authorized to bind the company. Bidders can type or handwrite their bid prices, so as long as it is legible. This requirement does not apply to the copy.**

2. There is no line item for Emergency Services. Are we to assume that our proposed hourly rate is to be taken as our emergency services hourly rate?

**ANSWER: Yes. Please see Section C. Emergency Services on Page 4 of the IFB.**

3. Are we allowed to submit documentation other than the 4 required documents?

**ANSWER:**

**All bidders are required to submit the following documentation with their bid:**

- **IFB Submission Form**
- **Reference Form**
- **Bid Form**
- **Addenda Acknowledgement**
- **Copy of certifications for proposed personnel and equipment for work around high voltage power lines**
- **List of available equipment**

**Bidders may include equipment or company documentation relative to the bid, but failure to submit the above required documents may deem your bid as non-responsive.**

4. Is the estimated hours of 160 the yearly total for this project or is that a monthly estimate of hours for the crew?

**ANSWER: 160 hours is the estimated, annual total based upon previous history. These estimated hours are being provided for bidding purposes only. The Contractor will be paid for actual hours performed.**

5. What happens to the wood on the tree removals? Is the Town removing it?

**ANSWER: At the Town's direction, the wood on the tree removals shall be removed by the Contractor or stump grinded. Please see Section E. Debris on Page 5 of the IFB.**

6. What happens if we need a crane for a tree removal and an extra man? Can these costs be added on top of the crew hours?

**ANSWER: The Town estimates an annual total of 20 hours for crane usage. The crane shall have a minimum reach of 120 feet and capacity of 36 tons. The use of the crane will be on an as-needed basis at the Town's discretion. Please see the revised Bid Form and use this revised form to submit your bid.**

7. Can you please supply me with the previous pricing for this contract?

**ANSWER: Although we have added additional requirements in this IFB, for bidding purposes, the previous contract pricing was \$150.89/hour.**

*Please note the following changes to the contract requirements:*

8. The following equipment will be required as part of the Tree Maintenance Contract:

- Bucket/Boom Truck with a 75' reach (forestry bucket required)
- Stump grinder on track equipment
- Climbing gear
- Pruning poles
- Throwing Ball
- Rigging Kit
- Bull Rope
- Hand lines
- Outrigger Pads, complete set, non-metal
- Rake
- Blower
- Bush axe

The Contractor shall have this equipment at their disposal and use this equipment at no additional cost to the Town.

***For the Town of Leesburg,  
Octavia Andrew  
Chief Procurement Officer  
[oandrew@leesburgva.gov](mailto:oandrew@leesburgva.gov)***



**BID FORM**

*This is not a contract. Submit bid on this form.*

Date:	Subject: Annual Tree Maintenance Services Removal and Pruning	Bid Due Date: October 27, 2016 by 3:00 P.M.
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Bidder Information:	Delivery Within _____ Days ARO
	Terms _____ % _____ No of Days or _____ NET 30 Days
	F.O.B. Destination

Instructions to Bidders: Bids must be sealed with appropriate markings on the outside of the envelope or container. Quote lowest possible price on items or services listed below. Bidder's price shall include all freight, delivery & shipping charges to Town Site. Advise what discount, if any, will be allowed for payment within a specified time. Terms must be specified. Complete all items. Subject to terms and conditions contained in the Invitation For Bid.

Estimated Total Hours	Item and Description	Unit Price	Extended Price
160 hours	Three-man crew including a bucket truck and chipper	\$_____	\$_____
20 hours	Crane with minimum reach of 120' and capacity of 36 tons	\$_____	\$_____

<b>TOTAL BID PRICE</b>	
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Bidder Guarantees product or services offered will meet or exceed specifications identified in this Invitation for Bid, subject to all conditions stated herein and on the attached sheets.

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_.