



**IFB NO. 500620-FY19-30  
EASEMENT, RIGHT-OF-WAY AND NUISANCE ORDINANCE  
GROUNDS MAINTENANCE**

**ADDENDUM NO. 2**

**FEBRUARY 4, 2019**

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

**Question 1:** There are some areas passed Balls Bluff that need mowing. Is that included as a requirement of this contract?

**Answer 1:** No, that area is not included. Please see the maps provided in Appendix A of the IFB.

**Question 2:** Are you looking for zero turn equipment or flail okay?

**Answer 2:** Zero turn.

**Question 3:** Can the Town consider adding an hourly rate for different tree sizes?

**Answer 3:** Although the majority of easements are free of large diameter trees, we have revised the Bid Form to add in tree removal at the rate per tree (sizes defined) when necessary. Please see the attached, revised Bid Form to be used to submit your bid to the Town. Bidders that fail to use the revised Bid Form in submitting their bid to the Town may be deemed non-responsive.

**Question 4:** On the nuisance mowing, what is the Town's threshold before you send someone out to a vacant or abandoned property?

**Answer 4:** Town Ordinance is 12 inches of grass or higher. Some attempts will be made to have the property owner address the tall grass; in cases where the owner refuses to address the violation, the grass will likely be between 12 and 24 inches tall when the contractor mobilizes to the property. In rare cases, the grass could be taller than 24 inches.

**Question 5:** How often do you have nuisance ordinances?

**Answer 5:** The Town estimated 1.25 acres assuming it is about five (5) quarter-acre properties within one year's time. This is only an estimate and actual quantities will vary by year. Most nuisances are typically rectified by the property owner after the Town makes contact.

**Question 6:** In regards to bush-hogging in the right-of-way, can we use a weed eater or is the method the Town prefers strictly bush-hogging? What about hillsides or manholes that are not easily accessible?

**Answer 6:** The vast majority of the work under this contract should be accomplished using a bush-hog or tractor; however, there will be areas at road crossings that will be difficult and weed-eating is required around all manholes, markers valves and hydrants that protrude above ground at any height above tractor, mower, or bush-hog mower blade height. Interested bidders are free to walk the easements to get a better understanding of the site conditions.

**Question 7:** Was the work detailed in the IFB performed by a contractor previously? If so, can you please supply the related bid pricing?

**Answer 7:** This work was previously done in-house by the Town. Therefore, we cannot provide any previous contract pricing.

**Question 8:** Are your valve markings well marked?

**Answer 8:** There may be some difficult ones to locate; but, all valves should be marked.

**Question 9:** How big of a tractor can you get in the easements?

**Answer 9:** About 60% can be accessed with a bat wing mower. The Town currently uses a 120hp John Deer tractor.

**Question 10:** As a time and materials contract, for bush-hogging related services, when does the clock start for the contractor?

**Answer 10:** Scope of Work Sections E.1 and E.4 (located on Page 8 of the IFB) have been revised to price easement work by the area. Time and material rates no longer apply. Please see the attached, revised Bid Form to be used to submit your bid to the Town. Bidders that fail to use the revised Bid Form in submitting their bid to the Town may be deemed non-responsive.

**Question 11:** A two-man crew can be more efficient. Can the Town consider a line item for manpower using the weed eater method?

**Answer 11:** The Bid Form has been revised to bid this contract per acre; therefore, time and material rates no longer apply. Please see the attached, revised Bid Form to be used to submit your bid to the Town. Bidders that fail to use the revised Bid Form in submitting their bid to the Town may be deemed non-responsive.

**Question 12:** How will work be assigned?

**Answer 12:** The work will be assigned via task order and purchase order to the awarded contractor.

**Question 13:** What is the Town's payment terms?

**Answer 13:** The Contractor shall submit invoices to the Town with all supporting documentation and shall be reimbursed within forty-five (45) days of receipt of invoice or completion of

services, whichever occurs later. ACH payment options are also available.

**Question 14:** How frequently will edging be required at right-of-way and airport mowing areas?

**Answer 14:** Edging is required every other week for this scope of work; no edging will be required for nuisance ordinance work.

*For the Town of Leesburg,*

*Octavia Andrew, CPPO, CPPB, VCO*

*Chief Procurement Officer*

*Town of Leesburg, Virginia*

*Email: [oandrew@leesburgva.gov](mailto:oandrew@leesburgva.gov)*

*Bid Board: <http://www.leesburgva.gov/bidboard>*

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

**IFB NO. 500620-FY19-30**  
**EASEMENT, RIGHT-OF-WAY, AND**  
**NUISANCE ORDINANCE GROUNDS**  
**MAINTENANCE SERVICES**

**Bid Due Date:**  
**FEBRUARY 12, 2019; 3:00 P.M. ET**

Bidder Information:

**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 or your bid may not be considered. Subject to terms and conditions contained in the Invitation For Bid.

Item	Description	Estimated Quantity	Unit of Measure	Unit Price	Extended Price (Est. Qty. X Unit Price)
1	Rate to include all equipment, labor, fuel and all other incidentals to mow, bush-hog and weedeat easement areas	120	Acre		
2	Rate to include all equipment, labor, fuel, and all other incidentals to cut and remove trees greater than 2" diameter and less than 12" diameter (measured 4' above ground level).	1	Each		
3	Rate to include all equipment, labor, fuel, and all other incidentals to cut and remove trees greater than 12" diameter and less than 24" diameter (measured 4' above ground level).	1	Each		
4	Rate to include all equipment, labor, fuel, and all other incidentals to cut and remove fallen trees greater than 24" diameter (measured 4' above ground level).	1	Each		
5	Weekly Rate to maintain approximately 9.1 acres of street right-of-way along Battlefield Parkway from the Route 7 to the Route 15 Bypass intersections.	39	Weeks		
6	Weekly Rate to maintain approximately 8.1 acres at the Town of Leesburg Airport property.	39	Weeks		
7	Nuisance Ordinance Mowing	1.25	Acre		
8	Rate for additional mowing and weed-eating services (excludes bush-hog equipment).	1	Acre		
9	Landscaping Labor - General	1	Hour		
<b>TOTAL BID PRICE</b> <b>(Extended Price of Items 1 through 9)</b>					

**Instructions to Bidders:** Bidder guarantees product or services will meet or exceed specifications and are subject to the terms and conditions contained in the Invitation for Bid. Quantities above are approximate yearly quantities, actual quantities per year may vary. While not anticipated, please provide unit prices for Items 8 and 9 in case additional maintenance needs to be added over the course of the contract duration. Prices shall include all labor, supervision, tools, equipment, mobilization, demobilization, transportation to and from work areas (including fuel, tolls, etc.), permits and licenses, and management to perform the services described herein. Material acquisition, handling and delivery, or for movement of Contractor-owned or rental equipment shall also be included in the proposed prices.

**Authorized Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_