



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

RFP 112224LB Districtwide Grounds Maintenance Services

1. When is the contract start date?
Answer: After the Vendor(s) have been selected.
2. What are the staffing requirements that equals 25% of grading?
Answer: On page 15 of the RFP template, the staffing requirements are outlined.
3. Do you have to list chemicals used or just the calendar of schedule treatment?
Answer: Both a list of chemicals/herbicides and the calendar schedule of treatment.
4. When will this contract start?
Answer: Once the Vendor(s) have been identified, notification of the actual start date will be forward to the recipient(s).
5. Does the RFP have a bond requirement? If so does the performance bond have to be submitted with the RFP and which is the percentage requirement if one?
Answer: There is no bond requirement
6. In the meeting you stated (3) pages had to be only signed and sent back with the RFP. What are the (3) forms?
Answer: In the meeting, it was not stated only three forms have to be submitted. It was stated that for those vendors who have not bid or submitted a proposal to MSCS in a while, there are three new appendices that are also required to be submitted with the proposal in addition to the typical form requirements. Those added forms are Appendix J (Non-Boycott), Appendix K (Iran Divestment), and Appendix L (Lobbying). A list of all forms required to be submitted can be found on page 12. All forms must be submitted with the proposals.
7. In 2023 when this proposed, there were a total of 196 locations totaling 1,373.4 acres between the over 5-acre locations and the under 5-acre locations. In this reiteration, there are 180 locations totaling 1,576.9 acres. Can you please confirm this change and explain this discrepancy?
Answer: Some areas were combined and the acreage was confirmed with the new software in this package.

8. Is a certified WEBNC that resides outside of Shelby eligible to bid?

Answer: There is an established SBE project goal for this project. Please refer to Appendix M for information regarding Small Business Enterprise requirements and the established project goal.

9. Based on 38.5% SBE participation, if using the \$125 per acre budget cap, that would equate to \$1.52M +/- . Considering the previous reiteration only set aside roughly \$500k +/- to SBE, many of which were unable to perform, and non-DBE contractors ultimately absorbed the work, why is this RFP now asking to distribute 3x that amount? Considering most of the SBE companies in Memphis can likely only handle \$150-200k or less of add on work, you would be asking all non-DBE contractors to hire approximately 8-10 DBE companies to cover the required percentage on this project.

Answer: Please refer to Appendix M: Good Faith Effort Section, if the established project goal in Architecture & Engineering, Construction, Goods, Nonprofessional Services and/or Professional Services participation by SBE businesses is not achieved, responsive BIDDER, CONTRACTOR, OR RESPONDENT shall provide the required documentation of good faith efforts and the SBE firms that will be used on the project.

10. On pg. 7-8, 18.0 Bonding, it says that if this contract is going to be over \$100,000.00, that a bond of 25% of the contract price is required. Based on projected cost of this project using the provided acres, price cap of \$125 per acre, and the estimated amount of visits, that would make this bond approximately \$985K. This is an extraordinarily large amount for a bond. It would also require all the SBE companies to provide bonds on their pieces of the contract also. Please confirm this requirement is as stated, and please confirm if this bond needs to be included with bid submission, or after award of this contract. Also, is this considered a bid bond and thus must be submitted with our bid?

Answer: There is no bond requirement

11. We noticed that no part of the RFP grading scale is allotted for SBE participation. Please confirm that the use, or exclusion, of SBE participation in this RFP process will have no bearing on points awarded to each bidder.

Answer: The Office of Economic Opportunity has set a goal of 38.5% , requiring Appendix M documents to be submitted with the proposals. Those vendors that meet the SBE participation requirement based on all of the documents submitted will be evaluated based on the criteria on page 14.

12. Can you please confirm that the bidders should expect approximately 20 visits per year? If this is incorrect, please specify the number of visits per year that are anticipated. Specifications state every 14 days for 8 months, and monthly visits for the additional 4 months of the year.

a. Also, can you please confirm if there is a guaranteed number of visits per year?

Answer: Due to weather and budgetary constraints we cannot guarantee the number of visits.

13. Please also confirm the number of leaf cleanups that need to be included in our bid pricing.
Answer: Leaf cleanup with start in the months of November through February and/or is scheduled by request from Grounds operations.
14. Will mulching of leaves be acceptable, or do leaves have to be bagged and hauled away?
Answer: Mulching of leaves is acceptable; however, there will be instances where bagging and tagging will be needed/required. All debris/leaves will be hauled away from MSCS locations.
15. Will the Spring Clean-up Phase be billed at the same per acre pricing we provide? If not, how do we provide pricing for this service at each location?
Answer: Yes, it will be billed at the same price per acre.
16. Regarding starting and finishing in the same day, per specifications, does this include all schools within a zone? Or does this only refer to starting and finishing the same school on the same day?
Answer: All schools/locations cannot be serviced or completed in one day within that zone; however, this only refers to starting and finishing a school that same day.
17. Specifications state 8 herbicide treatments per year. August through November, it is stated as 3 pre-emergent applications, or 1 per month. This is conflicting because this is a 4-month window, but only states 3 applications however the direction of monthly applications is also given. Which is correct?
Answer: Post-emergent should be conducted during the months of March and August and treated every 6-8 weeks totaling six (6) treatments. Pre-emergent will be conducted in the months of October through January treated every 6-8 weeks totaling two (2) treatments.
18. Building on the above question, post-emergent applications are listed as 5 applications, or 1 per month, from March through July. Can you specify which product you would like us to spray that would be required to spray once per month? Most chemicals have a much longer residual effect and would not require monthly spraying.
Answer: See question and answer # 17. We do not specify the type of product your organization uses; but it must be safe and labeled for educational facilities.
19. Also, further down, it is stated that pre-emergent should be applied in Spring and Fall, which is only twice per year, and conflicts with the direction given previous to this line. Please confirm which is correct.
Answer: See question and answer # 17.

20. Likewise, post-emergent is then stated as being applied “as necessary” whereas the section above this states to apply 5 total applications of post-emergent. Please clarify which is correct. Altering the number of applications for both pre- and post-emergent chemical applications would change pricing structure greatly.

Answer: See question and answer # 17.

21. Would it be possible for each bidder to propose a specified chemical spraying program that differs from what is called out in the specifications as long as we utilize pre- and post-emergent herbicides throughout the year and control weed growth as I believe is the intent of the specifications?

Answer: Yes, you can propose a spraying program as long as it meets the requirements of the eighty (8) treatments per contractual agreement. This would include a calendar schedule of your applications.

22. Please consider removing the specification that states that the contractor must return to the school campuses, at no additional cost, to spot treat weed growth that was not controlled by scheduled applications. These scheduled applications will require time to set-in, and even with these applications there is no guarantee of 100% weed control. This specification is not achievable and would cause issues with scheduling as well as cost estimation because this is unquantifiable.

Answer: This is a precautionary measure to ensure your organization is properly conducting and spraying those locations per your scheduled applications.

23. Will the 5’ tree limb cut back be limited to trees of certain size, or height? Ornamental trees only? Please provide additional detail.

Answer: This includes all trees.

24. Will cost increases be allowed on an annual basis and, if so, is there a maximum allowable percentage per year?

a. Similarly, in that last bid, we were to provide per acre pricing for Year 1, 2, and 3 whereas on this bid we do not have that option. How do we represent pricing increases?

Answer: We will post an addendum to update the pricing schedule to reflect the cost for the renewal options. MSCS’ yearly budget is \$125 per acre. (see addendum 3)

25. Is the \$30 listed the only charges associated with Criminal Background Checks and Photo ID Badges? If not, can you please provide any and all other costs associated that the contractor would have to pay?

Answer: No, the \$30.00 is for the ID Badge and an additional charge of \$37.15 is for the Background Check.

26. Please provide further explanation of what the “Contingency rate of 10%” is referring to on page 16 of the specifications.

Answer: See the language in the contract.

27. There is a clause about Office Equipment on page 32. Is this placed in the specifications in error? What responsibility would contractors have for this if we are providing landscape maintenance services?

Answer: Appendix A consists of the general terms of conditions and is included in all solicitations. If the section does not apply to the solicitation, please disregard.

28. Please explain if the bidders are meant to input anything on the "+" tab of the Excel pricing spreadsheet.

Answer: No. You should only fill in the cost per acre in the following tabs: Zone I, Zone II, Zone III, and Zone IV. (see addendum 3)

29. Please confirm that if a bidder is a SBE, that they will still have to subcontract the full 38.5% goal to another SBE to be counted and considered for award.

Answer: Submission as a Prime MSCS Certified SBE will count toward the SBE goal.

30. How can all efforts of good faith have been followed with a minimum of 10 days' notice if the pre-bid meeting was held less than 10 days prior to the bid due date and part of the good faith efforts was contacting all SBE companies who attended the pre-bid meeting?

Answer: Please see addendum #3

31. Please confirm that the pre-bid sign-in sheet will be posted online as stated at the pre-bid meeting.

Answer: The sign-in sheet has been posted.

32. Please confirm if it is the intent to award each of the 4 zones to a separate contractor, or if each zone will be awarded to the lowest, most competitive bidder of each zone.

Answer: The goal is to award the solicitation by zone based on the outcome of the evaluation of the proposals. The solicitation language states that MSCS reserves the right to award one or more vendors.

33. Considering the overall size of this bid as compared to the previous bid, the total timeline of the bid process seems very short. Previously, there was almost a month from the bid being issued to when the bid was due. This time, we are only being given 2 weeks. Could consideration be given to extend the bid date by two weeks +/- to allow proper time to estimate this entire project for all bidders and subcontractors?

Answer: Please see addendum #3

Thank you,

Procurement Services