



## **SPOKANE INTERNATIONAL AIRPORT**

BUSINESS PARK AND FELTS FIELD

9000 W AIRPORT DRIVE, SUITE 204  
SPOKANE, WA 99224

### **LANDSCAPE MAINTENANCE SERVICES**

**Project #18-41-9999-003**

## **Addendum No. 1**

**DATE OF ADDENDUM: January 17, 2018**

The following changes, additions, and/or deletions are considered as Addendum No. 1, and are hereby made a part of the contract documents. All bidders are required to base their bid upon the information furnished in this addendum; and as required in the contract documents. The Contractor is required to acknowledge Addendum No. 1 in their company proposal. Failure to acknowledge addendum on the bid form will result in bid being declared non-responsive.

---

The bid submission due date scheduled for **January 23, 2018 at 2:00 pm** at the Spokane International Airport has not changed.

#### **Questions and Answers:**

- Q. In previous year's flowers were installed in front of the Water Feature on the inbound side. Will we include this on this bid?
- A. Yes, contractor shall plan for 3,200 flowers total.
- Q. Field weed whacking for area between inbound Airport Dr. & outbound Airport Dr., Spotted Rd and Flint Rd. How many times per year will this be required?
- A. This question is refereeing to the highlighted section in exhibit B; the contractor shall plan to weed eat these areas 6 times annually.
- Q. Where do we submit our Qualification as per Attachment A section 2.3?
- A. Submit Qualification documents with your bid in your bid package. The Bidders Check List provides more clarification.
- Q. Will there be a Bidders Check List?
- A. The Bidders Check List is in the bid documents located between the Sample Contract and the Benefit Code Key. The completed Bidders Check List is required to have a responsive bid.
- Q. On the exhibit B map, the Red section in the middle of the map between Airport Drive and west of Spotted Road looks like the whole section is mowed down, or do we just mow where the sections are on the map?
- A. Contractor is only responsible for the highlighted sections in exhibit B.

- Q. Will the bright orange and yellow safety shirts be allowed instead of the safety vests?
- A. Contractor minimum requirement should be reflective clothing; type and color is discretionary.

**Attachments:**

Attached are the following documents to be acknowledged with each contractor bid package as part of Addendum No. 1.

Attachments to this addendum are as follows:

1. Mandatory Pre-Bid Conference Minutes
2. Mandatory Pre-Bid Conference Attendance Sign-In Sheet

**End of Addendum No. 1**

# ATTACHMENT 1

## LANDSCAPE MAINTENANCE SERVICES PROJECT #18-41-9999-003 MANDATORY PRE-BID MEETING, Thursday, January 11, 2018

### Minutes:

Meeting started exactly at 10:00am.

See attached Sign-in Sheet for Attendance

1. Important dates
  - a. Bidders Check list – This must be included with your bid submission.
    - i. Submission of Questions - Tuesday, January 16, 2018 2:30 PM All questions from this point forward must be in writing or email.
    - ii. Responses to Questions - Wednesday, January 17, 2018 3:30 PM via an addendum.
    - iii. Bid/Quote due date - Tuesday, January 23, 2018 2:00 PM in the SIA Boardroom.
  - b. Board approval date - Thursday, February 22, 2018.
2. Important Items
  - a. This is a Public Works job, prevailing wage is required.
  - b. Retainage – Five percent (5%) retainage will be withheld until final project closeout. Please see the Supplement to General Conditions § 2.04 for additional information.
  - c. A 5% Bid Bond is required; must be in the form of a bond. Anything else will render the bid non-responsive.
  - d. Certificate of insurance requirement is \$1M
3. NEW LAW
  - a. Please notice the Wage Compliance Certification. It is on the checklist and is a requirement.
4. Addendums will be issued via email to those on the sign in sheet. Additionally, they will be posted on our web page for the project.
5. Special Provisions to Instructions to Bidders. Please be sure to review as this makes adjustment to the Instructions to Bidders.

PM – Jeff Mitchell

1. Due to weather, the tour was not conducted. Since the subject area is outside of the secured area it can be visited by the bidder at other time without escort. Please feel free to look when you can, take measurements and look at the condition.
2. The maps are dated, there will be some minor adjustments. Square footage will not change.
3. Page 2 of the drawings, highlighted areas show large plant beds that do not have gravel. They have trees and shrubs, these need weed eating. It is part of this contract and there is a possibility of doing a lot of weed eating in these areas.
4. It is the contractor's responsibility to monitor, control and repair. You have two work days to correct deficiencies. If we have to call someone else out to make the correction you will be billed.
5. Warrantee. If the sod starts to die; the contractor is responsible for replacing.
6. You will have one day to mow SIA and one day for the business park.

## ATTACHMENT 1

### Q&A

- Q. Can you explain retainage? Do we have to pay in advance?
  - A. No. Retainage is withheld from payments in accordance with state law.
- Q. Do you want the labor built into the contract for whatever repairs are necessary?
  - A. No. you can charge for repairs to our system that was not caused by you.
- Q. How do we check/monitor?
  - A. The means and systems used to monitor are yours.
- Q. With the regards to base line, is the entire project upgraded to base line?
  - A. No. It's about 30%. The awarded contractor will be on line with the system and be able to see the entire mapping.
- Q. Do you still want to keep the invoice plus 10?
  - A. A set upcharge for parts is not part of the contract.

*END OF PRE-BID MEETING NOTES*

