COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**January 12, 2017**

**ADDENDUM NO. 1**

**Request for Proposal: #16-1280-10CS**

**Subject: Athletic Field Maintenance and Repair Services Annual Contract**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal:

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://www.henrico.us/purchasing**](http://www.henrico.us/purchasing) **To receive an email copy of this document, please send a request to: bar10@henrico.us**

**Page 16, Section VIII, C.2 currently reads:**

* + Provide documentation to show a minimum of ten (10) years’ experience with maintenance of Bermuda athletic fields, five (5) years’ experience with maintenance of Patriot Bermuda athletic fields, and annual gross revenue from athletic field maintenance in excess of one million dollars ($1,000,000.00) for the last three (3) calendar years.

**Page 16, Section VIII, C.2 change to read:**

* + Provide documentation to show a minimum of ten (10) years’ experience with maintenance of Bermuda athletic fields, five (5) years’ experience with maintenance of Patriot Bermuda athletic fields, and annual gross revenue from athletic field maintenance in excess of five hundred thousand dollars ($ 500,000.00) for the last three (3) calendar years.

**Page 24, Attachment E, Page 24 currently reads:**

* Hydraulic blading per 1000 square

**Page 24 Attachment E, page 24 change to read:**

* Laser guided hydraulic blading per 1000 square

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

[Sto05@henrico.us](mailto:Sto05@henrico.us)

804-501-5685

8600 Staples Mill Road /PO BOX 90775/HENRICO VIRGINIA 23273-0775

(804) 501-5660 FAX (804) 501-5693

**RFP # 16-1280-10CS**

**REQUEST FOR PROPOSAL**

**ATHLETIC FIELD MAINTENANCE AND REPAIR SERVICES**

**COUNTY OF HENRICO, VIRGINIA**

**Questions & Answers**

**January 12, 2016**

**Q1. Is the firm expected to provide mowing services for all County fields on a regular basis or only as needed and requested?**

**As needed and requested**

**Q2. Page 16, Section VIII. C. requires Offeror to provide repair and maintenance services for synthetic athletic fields. Please provide additional information as to what maintenance services are expected to be provided?**

**The County would expect the maintenance services provided to be limited to snow removal and grooming.**

**Q3. Page 16, Section VIII.C.3 requires Offeror to provide evidence of financial stability. Please provide information on what is acceptable in order to meet this requirement.**

**Firms can provide various forms of evidence of financial stability such as audited financials statements. Firms can declare this information proprietary and confidential and complete the information required on Attachment C, page 22.**

**Q4. Page 16, Section VIII.C.1 refers to pages x to x. Please provide additional information as o what pages are referenced.**

**This was an omission by the County. The pages are 2 through 4 under Scope of Services.**

**Q5. Will the County require the Successful Offeror to be able to provide on-going emergency services as necessary and requested?**

**There may be situations that arise within the County that the services under this contract would be utilized on an emergency basis.**

**Q6.    How will mowing services be invoices such as weekly, monthly per request?**

**Mowing services that are contracted would be billed per the contract pricing, per request and on a per acre basis.**

**Q7. Equipment List – Attachment H – Are Offeror’s required to have the exact equipment required in this Attachment?**

**Offeror may propose alternative equipment in Attachment H for consideration as long as the equipment proposed is situated for the intended purpose.**