



DEPARTMENT OF FINANCE
Cecelia H. Stowe, CPPO, C.P.M.
Purchasing Director

COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

February 9, 2017

ADDENDUM NO. 1

INVITATION FOR BID: #17-1309-1LC

SUBJECT: Annual Contract for Tree Removal/Maintenance Services, Department of Public Works

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Invitation for Bid:

This IFB and any addenda are available on the County of Henrico website at: <http://henrico.us/purchasing>. To receive an email copy of this document please contact col119@henrico.us

Page 2, I.A.1. – Currently Reads:

The Successful Bidder shall be responsible to mobilize the proper resources to accomplish the as requested by the Department of Public Works.

Shall be changed to read:

The Successful Bidder shall be responsible to mobilize the proper resources to accomplish the work as requested by the Department of Public Works.

Page 55, II.J.1. - Currently Reads:

The initial contract period shall be from date of award through February 28, 2017. Contract prices shall remain firm for the contract period.

Shall be changed to read:

The initial contract period shall be from date of award through February 28, 2018. Contract prices shall remain firm for the contract period.

Questions and Answers

Q1. Regarding C.2., Tree Trimming/Pruning Services. What is the County's intent when pruning? There is no mention of Crown cleaning, Crown Thinning or Crown elevation. I would not know how to price this category at this time since I do not know whether to thin, remove dead limbs or shape the county trees.

A1. The line items for this Contract do not include specific directions on how to prune the trees. The County will pay for tree removal (diameter based) and then tree trimming/pruning also (diameter based). Any sort of removal of dead limbs or thinning (anything other than removal) would be paid under the tree trimming/pruning pay items for the respective size of tree.

Q2. Can you provide a copy of the pre-bid conference sign-in sheet?

A2. See attached sign-in sheet.

Q3. Can you provide a copy of the previous bid tabulation?

A3. See attached bid tabulation.

Please acknowledge the receipt of Addendum No. 1 dated February 9, 2017 with your Bid Form when returning your bid package. If your Bid package has already been mailed, please return this addendum under separate cover referencing the IFB number, due date and time on the outside of the envelope. **Failure to acknowledge this addendum may result in your bid being declared non-responsive.** All other general terms, conditions and specifications shall remain the same.

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

Very truly yours,

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

Leisel O. Collins
Procurement Analyst
804-501-5687
Col119@henrico.us

Signature

Printed Name

Company Name

Date