



## INVITATION FOR BID

City of Suffolk

IFB # 2014-00101-AT

June 11, 2014

Purchasing Division  
441 Market Street, Room 105  
Suffolk, VA 23434

Phone: (757) 514-7520 Fax: (757) 514-7524

<http://www.suffolkva.us/purchasing>

# Grass Cutting Services-Fleet Management and IT Annual Contract

## Addendum 2

**Additional requirements to Fleet Management Department:**

**Maintaining Flower Beds**

**Tree trimming and shrubbery maintenance**

**Scope of Work:** The intent of this Invitation for Bid is to hire contractor(s), to provide all labor, equipment, transportation, and associated insurance required to provide annual grass cutting services on an as needed basis for all City agencies/departments in accordance with all specifications, terms, and conditions herein.

**Bid Due: 3:00 p.m., July 9, 2014**

**Contract Officer:** *Amy Trahan*  
Amy Trahan, Buyer I, [atrah@ Suffolkva.us](mailto:atrah@ Suffolkva.us)

*The Buyer I, Amy Trahan is the Contract Officer for the City of Suffolk with respect to this IFB. All questions and/or comments should be directed to her at this email address: [atrah@ Suffolkva.us](mailto:atrah@ Suffolkva.us). The respondents to this IFB shall not contact, either directly or indirectly, any other employee or agent of the City regarding this IFB. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the bidder from the procurement.*

Sealed bids subject to the conditions and instructions contained herein, will be received at the office of the Purchasing Agent listed above, until the time and date shown above (local prevailing time), for furnishing the items or services described in the bid.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

**Requirements specific to Fleet Management Department:**

Fleet Management Facility shall be cut and trimmed on a seven to ten day cycle during the warmer months of the growing season or as directed by the Fleet Management Department. Cutting requirements may decline or stop altogether during the late fall and winter months.

All locations listed herein shall be cut on an as needed basis only. Quantity of cuttings, regularity of cutting schedule, grass height requirements, etc. are entirely at the discretion of the Fleet Management Department. Cutting locations may be deleted (and re-started again) at any time during the contract period.

**Flower Beds:** Wherever flower beds are a part of the site being cut for the Department of Fleet Management, the Contractor will be required to weed and maintain the flower beds and edge around the borders. If new mulch is required, it will be supplied by the City of Suffolk. Consult with individual department contacts for further details and delivery schedules.

**Tree trimming and shrubbery maintenance:** Wherever there are trees and shrubs at the locations, Contractor shall be required to prune and maintain any trees and shrubbery and remove all debris from the property after work is complete. Consult with individual department contacts for further details and maintenance schedules.

**Fall and winter season:** During the months that grass cutting is not required; the Contractor shall be required to remove leaves and debris from any and/or all locations upon request by individual department contacts. This service will be on an as need basis and is solely at the discretion of the individual department.