



ADDENDUM #1
REQUEST FOR BIDS
No. 2016-003

Effective: July 27, 2015

Project: Residential Loose Leaf Collection Services 

Issued By: Wes Rhodes, Procurement Manager
City of Gaithersburg
Division of Procurement
31 South Summit Avenue
Gaithersburg, Maryland 20877

Below are the questions submitted by Bidders and the City's answers thereto for the above named project. The City is not responsible for the content of questions and has provided the most comprehensive answers based on interpretation of the questions. Duplicate questions are shown and answered only once.

Q-1: Does the City want the Contractor to "Fill & Switch, Fill & Switch"?

A: The solicitation specifies two (2) trucks with leaf boxes and leaf vacuum. The intent is two have the empty truck take over for the full truck when it needs to dump. Then repeat process.

Q-2: What is the budgeted amount?

A: We have a budgeted amount of \$40,000.00 for FY16 supplemental residential loose leaf contract services.

Q-3: How many weeks will the Contractor be needed?

A: The length of time the contractor will be used depends on the necessity of the work and hourly contract amount. The necessity of the work is at the discretion of the City of Gaithersburg.

Q-4: Will the City use more than one company for services?

A: No, the City will contract with only one company for residential loose leaf collection services.

Q-5: How many miles will the Contractor trucks be driving during leaf collection.

A: In the past the City has kept the leafing contractor in neighborhoods that are near the Montgomery County Transfer Station for ease and efficiency of dumping operations. Neighborhoods off of East Deer Park and West Deer Park are most common. It is at the City's discretion where the leaf removal contractor is used.

Q-6: Who was the City's previous contractor?

A: C & C Custom Lawncare, Inc. was the previous contractor.

Q-7: What was the date/year of the previous bid to this one (#2016-003 for Residential Loose Leaf Collection Services). What was the awarded bid amount for that bid? - Eric Lapinski, Lapinski's Landscaping Inc.

A: The previous bid was IFB No. 2013-005 – Loose Leaf Collection Services. This Bid happened in calendar year 2012. The awarded bid amount was \$200.00 per hour to C & C Custom Lawncare, Inc.

Q-8: For the submissions of certificates of insurance: It says name the city as insured, what does that mean? Also, if I understand correctly only the commercial general liability insurance has to list the city as additionally insured. If that is the case, is there any specific wording that needs to be expressed with or is the general sentence ok. - Eric Lapinski, Lapinski's Landscaping Inc.

A: See the below example.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)	
The City of Gaithersburg is included as an additional insured with respect to the General Liability Policy as required by written contract.	
CERTIFICATE HOLDER	CANCELLATION 30 Days / 10 Days Non Payment
City of Gaithersburg Attn: Sean Stevens 31 S. Summit Ave. Gaithersburg MD 20877	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 