



OCTOBER 18, 2024

ADDENDUM NO. 1

ANNUAL LANDSCAPING AND MOWING FOR ENVIRONMENTAL CODE

RFB No. 2025-003

Proposers are directed to revise and incorporate into their responses the following answers to questions posed during the allotted Q & A timeframe:

QUESTIONS & ANSWERS:

Question 1: How does the NET30 requirement correlate if Contractors offers a prompt payment discount with bid submittal?

Answer: Please note that NET30 requirement is standard solicitation verbiage, as it complies with Texas Prompt Payment Act via Government Code, Chapter 2251. The City of Mesquite gladly accepts all additional incentives offered by Contractor bid submittals.

Question 2: Could you provide clarification on picture requirements?

Answer: Please reference Contractor Operations section, identified on page 24 of solicitation, which states that all pictures of work should be: "Date and Time stamped for each property; titled before and after."

Question 3: Can the awarded Contractor utilize a tractor?

Answer: Please note that there will be an opportunity to utilize a tractor, however, it is not a requirement and at the discretion of Contractor.

Per Bid sheet, identified on page 25 of solicitation, please reference the following line items:

Line Item 3 - Mowing, trimming/edging of property in excess of one (1) acre (43,560 sq. ft.) to include alley, easement, or parkways.

Line Item 5 - Mowing, trimming/edging of oversized residential or commercial lot over one half acre (21,780 sq. ft.) but less than one acre (43,560 sq. ft.) to include alley, easement, or parkway.

Question 4: Can you provide clarification, template, and or requirements for invoicing?

Answer: Please note that the City does not have a standard template for invoicing.

Please reference Contractor Operations section, Item 5, identified on page 24 of solicitation, which states the following requirements:

Contractor must submit ALL invoices and work orders Done By Others (DBO) by email (or other approved method) of no more than twenty (20) invoices, with separate folders for each address and a DBO folder; and folders must contain:

- Invoice folder(s)
 - Copy of the original work order as a PDF file.
 - Date and Time stamped photos for each property; titled before and after.
 - Contractor's Invoice shall contain Case Number, address, and completed date.
 - Invoice must be submitted as a PDF.
- DBO folder
 - Date and Time stamped photo for each property.
 - Date of DBO written on the work order as a PDF.

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201, or email purchasing@cityofmesquite.com.

Ryan Williams
Ryan Williams, Manager of Purchasing

ACCEPTANCE:

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 1 to RFB No. 2025-003; Annual Landscaping and Mowing for Environmental Code and agree to the instructions herein written.

Company Name

Authorized Signature

Date