



August 1, 2022

TO: All Bidders under ITB 22-101523 Pond Maintenance Services (Three (3) Year Multiyear Contract)

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. 1

Invitation to Bid (ITB) No. 22-101523 Pond Maintenance Services (Three (3) Year Multiyear Contract), is hereby amended as follows:

- Questions were received and the responses are indicated below:

1.	<p>Question: What are the parameters surrounding citizen engagement with vendors? What will be the process for user department communication with citizens regarding vendor assessment of property and scope of work concerns?</p> <p>Answer: The vendor should be courteous to all residents and only give general answers related to the nature of the work they are performing (pond cleaning/fence repair, etc.). Any resident concerns or more specific questions should be referred to the project manager for response. A right-to-enter form will be obtained by County staff prior to releasing a work order to the contractor.</p>
2.	<p>Question: Will properties that require disturbance in the rear account for front or side access point disturbance for sodding and repair?</p> <p>Answer: All areas of disturbance will need to be accounted for in the estimate. The area is to be returned to same or better condition.</p>
3.	<p>Question: Will an access point be clearly identified by the user department?</p> <p>Answer: If there is an access easement on the plat or property survey, then that will be the point of access. However, if the easement is overgrown or inaccessible due to other conditions then County staff, the contractor and property owner will work together to decide a point of access. A right-to-enter form will be obtained by County staff prior to releasing a work order to the contractor.</p>
4.	<p>Question: Will jobs on hold due to reasons outside of vendor control (i.e. weather, user dept request, etc.) be inspected for completion percentage invoice?</p> <p>Answer: Due to the nature of pond projects, it would be difficult to pay for partially completed tasks. However, this may be considered on a case-by-case basis. The department prefers to pay invoices upon completion of job.</p>
5.	<p>Question: Will there be a line item for backfill dirt and sodding of yard disturbance?</p> <p>Answer: No, this should be accounted for in estimate for disturbed area.</p>
6.	<p>Question: Will photos be provided by the user department of the requested areas of repair?</p> <p>Answer: When possible, photos will be provided. However, contractor should visit site for more accurate estimates as photos may be dated.</p>

7.	<p>Question: Plats and photos should be provided of each assigned location for clear scope of work, is the user department able to do that?</p> <p>Answer: When possible, photos will be provided. When available, plats or maps will be provided.</p>
8.	<p>Question: Will the last known service date be provided for assessment?</p> <p>Answer: Yes, if available. However, this information is not normally readily available.</p>
9.	<p>Question: Can further clarification of "holding water" be given? As well as what will be used to determine whether it is classified as a small, medium, or large area.</p> <p>Answer: County staff will determine size of area holding water prior to submitting to the contractor. If the contractor has a concern about the size determination, the project manager will be available to meet and address.</p>
10.	<p>Question: It is to note, cleaning of drain after a substantial (5+years) of no maintenance, structure will consistently release heavy debris after several heavy rains to fully clear the drainage structure and flowline. Is there anything the vendors need to take into account regarding scope or vendor expectations?</p> <p>Answer: If additional work is needed, beyond initial assessment, contractor will be requested to submit quote for additional work.</p>
11.	<p>Question: Will there be a line item for demo of fence?</p> <p>Answer: There is not a separate line item for fence demolition. Please include cost within your estimate.</p>
12.	<p>Question: How are gates to be assessed for cost, will a line item be added?</p> <p>Answer: There is not a separate line item for cost of gates. Please include cost within your estimate.</p>
13.	<p>Question: For sectional repairs, will photos and/or markings be provided to ensure proper scope expectations?</p> <p>Answer: County staff will provide the contractor with information needed to properly assess the repair. If the contractor has any questions, staff will be available to assist.</p>
14.	<p>Question: Will a line item for fence line clearing be included for repairs and installation of fencing if no pond cutting is requested?</p> <p>Answer: There is not a separate line item. Please include cost within your estimate.</p>
15.	<p>Question: Will vendor submitted photographs (before and after) be used for inspection/evaluation for approval and invoicing?</p> <p>Answer: Vendor photographs are helpful. The photographs can be utilized by County staff during their site evaluation to determine project completion.</p>
16.	<p>Question: What is the timeline for initial inspections for approval? With contingencies in place for: inclement weather, citizens personal home debris, detention/retention pond holding water at time of clearing for verification.</p> <p>Answer: Once the request for verification is received, County staff will be assigned to inspect/evaluate the project. The contractor will be informed of any deficiencies and given the opportunity to address the deficiencies. The inspection/evaluation process will continue until the project is complete.</p>

17.	Question: Will the completion date serve as the invoice date Net 30 terms? Answer: No, all payments are to be made based on contract terms. Invoices may be submitted throughout the project. You may submit an invoice after project completion. Payment is to be made no later than thirty (30) days after submittal of undisputed invoice(s).
18.	Question: Is the prime contractor required to bid on all line items? Or can we select certain line items from the pricing schedule? Answer: No, you do not have to bid on all items. You may bid on select line items.
19.	Question: Can we submit our bid before August 10? Answer: Yes, you may submit your bid prior to 3:00 PM on August 10, 2022. However, continue to check the Purchasing website for updates to the project and/or project deadlines. Solicitation due dates may be extended on the day of the initial bid opening to allow for more competition.
20.	Question: What is the type and/or brand of liner to be furnished by the vendor? Answer: Material brands may be discussed with County project engineer.

2. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this ITB. Please sign and return this addendum. You may contact Sophia Thomas, Procurement Agent, at sdthomas@dekalbcountyga.gov before the bids are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.

Sophia Thomas
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)

CC:st