

QUESTIONS AND ANSWERS

PROJECT # 12-49

LANDSCAPING AND GROUNDS MAINTENANCE

Date: September 6, 2012

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 – Request for Proposals (RFP) for Landscaping and Grounds Maintenance

The following written questions regarding subject RFP were received in the Procurement Operations Office prior to the deadline for submitting written inquiries of September 5, 2012.

Question # 1:

Can you supply us with campus site plans to aid our estimators in knowing the boundaries for each property?

HCC Answer:

No. HCC does not have site maps for this landscape project. Estimator should contact the Operations Officer at each College to schedule a time for estimators to visit campus sites. Please notify the Colleges each time you visit a College campus.

Question # 2:

Could you make available in Word format all the required forms that need to be completed?

HCC Answer:

No. HCC releases the RFP and associated required forms in a .pdf format only.

Question # 3:

Stafford campus—soccer field is it finished cut or rough cut?

HCC Answer:

Finished Cut

Question # 4:

Which campuses have color/(seasonal color) included in the contract?

HCC Answer:

All campuses.

Question # 5:

Which beds on those campuses (for color) are included- no maps were provided? Square footage of beds is imperative for accurate bidding.

HCC Answer:

Vendor should contact the Operations Officer at each College to schedule a time for estimators to visit campus sites. Please notify the Colleges each time you visit a College campus.

Question # 6:

What is the process for p.o.'s- If there is an emergency job that needs to be done, and NO P.O. has been issued, how can we assure payment will be received?

HCC Answer:

This question is not related to submitting an RFP. However, HCC issues Requisitions against the awarded contract and a Purchase Order is issued based on the requisition.

Question # 7:

Irrigation..what are YOU responsible to pay for, and what are we responsible to pay for at our expense? **Contract language is very vague...**

My reading of the contract is that we are responsible for ANYTHING we damage. Otherwise we submit a proposal and you pay the cost.

HCC Answer:

Please refer to Scope of Services, Section II., A Pre-Existing/Deficiency List, page 15 of the RFP.

Question # 8:

Are there **certain days of the week** that some sites need to be mowed on. Please specify.

HCC Answer:

No, the awarded Contractor will schedule weekly mowing services with HCC. However, there may be special events that require additional mowing services and will be scheduled accordingly.