



## BID ADDENDUM NO. 1

April 1, 2022

### Grounds Maintenance - Cemeteries Bid Number 9074-041222-1

The following changes, additions, and/or deletions are considered as Addendum No. 1, and are hereby made a part of the solicitation contract documents. All bidders are required to base their bid upon the information furnished in this addendum; and as required in the solicitation contract documents. The Contractor is required to include this signed Addendum No. 1 in their company bid proposal. Failure to include this signed addendum in the bid submission will result in the bid being declared non-responsive.

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The bid submission due date scheduled for **Tuesday, April 12, 2022 at 8:00 AM** in the office of the Purchasing Agent has not changed.

Attached are the following documents to be acknowledged with each contractor bid package as part of Addendum No. 1.

Attachments to this addendum are as follows:

1. Mandatory Pre-Bid Conference Attendance Sign-In Sheet
2. Agenda
3. Mandatory Pre-Bid Conference Minutes

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

Signature: \_\_\_\_\_

If you have any questions, please contact Amanda Gann at [agann@tuscaloosa.com](mailto:agann@tuscaloosa.com).

Thank you,


A handwritten signature in black ink, appearing to read 'Amanda Gann'.

Amanda Gann  
Purchasing Agent



#### ACCOUNTING & FINANCE

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City of  
**TUSCALOOSA**  
 INFRASTRUCTURE & PUBLIC SERVICES

BID - GROUND MAINTENANCE - CEMETERIES

WEDNESDAY MARCH 30, 2022 10:00 A.M.

**MANDATORY PRE-BID CONFERENCE**

NO.	NAME	COMPANY	PHONE	EMAIL
1	Micaela Juan	Hernandez Lawn Maintenance	(205) 860-8647	micaelajuan2017@gmail.com
2	Gerald Jones	G. Jones Property Services LLC	205-246-4934	landron88@yahoo.com
3	Brandon Stegall	Rotolo Consultants (RCI)	404.991.9622	bstegalle@rotoloconsultants.com
4	Rolanda Bishop	ABC Lawn Care Services	(205) 233-6038	abcbishop37@yahoo.com
5	Paul Rainey	Rainey's Lawn Pros	205-657-5316	Raineyslawnpros@gmail.com
6	Allen Smith	Gibson Landscape	205-407-0529	asmith@gibsonls.com
7	Jame Butler	Gibson Landscape LLC	404.991.1864	jbutler@gibsonls.com
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## **City of Tuscaloosa – Infrastructure & Public Services**

### **Tuscaloosa Cemeteries – Caretaker Contract**

**Location:** Evergreen Cemetery – 12<sup>th</sup> Street Cemetery Entrance Gate

**Date:** March 30, 2022

**City Representatives:** Selvin Greene, Jeff Bryant, and Amanda Gann

**Time:** 10:00 a.m.

#### **Call to order**

-City of Tuscaloosa

-Introductions

#### **Attendance**

-Mandatory Site Visit

-Sign In

#### **Agenda**

-City of Tuscaloosa Cemetery properties included in contract:

- a) Alberta Cemetery; and,
- b) Evergreen Cemetery; and,
- c) Greenwood Cemetery; and,
- d) Pine Ridge Cemetery; and,
- e) West Highland Cemetery

-Changes in contract expectations: Caretaker Contract

-The care and maintenance is expected to be carried out with the utmost respect for the deceased, their survivors, and their graveside markers.

-Equipment modifications for protecting marble markers

-Contractor is responsible for materials and any damage to property

-Schedule & Notifications

#### **Adjournment**

-City of Tuscaloosa adjourned the meeting at: 10:26 a.m.

# GROUNDS MAINTENANCE - CEMETEREIS

**BID NO. 9074-041222-1**

## MEETING MINUTES

**Wednesday, March 30, 2022**

**CONVENED 10:00 a.m. at Evergreen Cemetery**

### CITY STAFF MEMBERS PRESENT

Amanda Gann, Purchasing Agent  
Jeff Bryant, IPS Operations Manager  
Kim King, Associate City Attorney  
Lori Lietch, Accounting Assistant  
Oto Tuamokumo, Associate City Attorney  
Selvin Greene, Director of IPS

**BUSINESS CONDUCTED:** Reviewed Pre Bid Meeting Agenda, Answered questions presented from attendees.

### QUESTIONS & ANSWERS:

Q. Is the perimeter outside of the fence at Evergreen Cemetery included in the scope of work?

**A. Areas of the perimeter/ROW (right of way) to include maintenance for each cemetery is as follows:**

- **Evergreen Cemetery: include maintenance of the ROW on the south side (12th St.) of the property**
- **Alberta Cemetery: include maintenance of the ROW on the south side (13th St. East) of the property**
- **West Highland Cemetery: include maintenance of the ROW on the north side (21st St.) and east side (39th Ave.) of the property**
- **Greenwood Cemetery: include maintenance of the ROW on all sides of the property, maintaining entire block curb to curb**
- **Pine Ridge Cemetery: include maintenance of the ROW on the east side (MLK Blvd) of the property**

Q. How can I obtain the bid response information from the previous bid contract?

**A. There is a formal process to request this information. Please contact the City Clerk's office for a public record request. The website for the city clerk is <https://www.tuscaloosa.com/government/city-clerk>. You can enter your request at the website or call 205-248-5011 or email [cityclerk@tuscaloosa.com](mailto:cityclerk@tuscaloosa.com). Please be advised that the current bid contract language and scope of work is different from the prior contract.**

Q. Who are the City department contacts for the awarded bidder?

**A. There are 3 contacts within the IPS department that have a role in the administration of this contract.**

- **Jeff Bryant**
- **Matt Odum**
- **Selvin Greene**

Q. Are fertilizer and liners provided by the contractor?

**A. Mulch, Fertilization, Pesticide materials are to be provided by the contractor. All turf areas are to be treated.**

Q. When are the gates open at the Evergreen cemetery?

**A. The electronic gate at Evergreen Cemetery opens daily from 7am-7pm. The exception to this accessibility is the gate is closed on UA home football game days. All other cemeteries in this IFB (invitation for bid) have manual gates that can be accessed at all times.**

Q. Is there a place to store equipment on site?

**A. No, there are no storage areas or facilities to store any equipment safely on site.**

Q. Can the bid be awarded to more than one bidder?

**A. The language in the bid states, "to establish a term contract with one qualified vendor".**

Q. Does all of West Highland Cemetery need to be maintained?

**A. Please refer to the cemetery diagrams (Attachment No 1) in the bid packet. The area of the cemetery to be maintained at West Highland Cemetery is in an L-Shape, not the entire cemetery. There are also small markers located in the cemetery to help distinguish the area.**

**ADJOURNED 10:26 a.m.**

Lori Lietch  
Accounting Assistant