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**REQUEST FOR BIDS # 11-14
GROUNDS MAINTENANCE SERVICES,
LANDSCAPING AND SNOW REMOVAL
UNIVERSITY OF MAINE AT MACHIAS
ADDENDUM #1**

This addendum responds to questions submitted by vendors.

The University of Maine

Q1. The bid number on the cover page shows RFB # 11-13. Is that correct?

University of Maine
at Augusta

A1. The correct bid number is RFB # 11-14. The correct bid number is shown everywhere else on the document.

University of Maine
at Farmington

Q2. Do we require flowers planted in the Fall as well as Spring?

University of Maine
at Fort Kent

A2. Yes. Please change Attachment A, paragraph C.3 to read: "The University will purchase flowers (annuals) once in the Spring and once in the Fall. The Contractor will install the flowers as requested by the Director of Facilities. Watering of plants will be the University's responsibility."

University of Maine
at Machias

Q3. Who will do the watering of the flowers?

University of Maine
at Presque Isle

A3. The University will do the watering per amended Attachment A, paragraphs C.3 and A.5. At Attachment A, paragraph A.5 add the sentence: "Watering of the Soccer Field will be the University's responsibility".

University of
Southern Maine

Q4. Who pays for the flowers?

A4. The University per Attachment A, paragraph C.3.

Q5. Who will fix the winter damage to the lawn?

A5. The Contractor per Attachment A, paragraph A.4.

Q6. Is the Labyrinth included?

A6. No, the Labyrinth is not included in the scope of the contract.

Q7. What is required for snow removal along Dublin Street?

A7. The Contract includes the roadway along the Science Building and in front of the Episcopal Church. The sidewalk along Dublin Street is NOT included.

- Q8. Is it allowed to have sub-contractors?
- A8. Paragraph 2.12 of the RFB clearly states that neither party of the Contract shall assign the Contract without the prior written consent of the other....." This provision applies to sub-contractors as well. The University will, consider and not unduly withhold permission for the Contractor to sub-contract, however any such authorization does not relieve the Contractor nor the Contractor's sub-contractor(s) from any of the terms and conditions of the contract. The University's contract shall be with one party – the Contractor. The Contractor is responsible for ensuring that its sub-contractors comply with all terms and conditions of the contract.
- Q9. How will the ice conditions be handled?
- A9. The Contractor will pre-treat all surfaces and reapply treatment as necessary to maintain safe conditions. Attachment A, paragraph E.5 add to the second sentence "for snow and ice events". After last sentence add: "Reapply treatment as necessary to prevent icy conditions."
- Q10. Do we have a recommended ice melt?
- A10. The University uses Ice Cutter by Kissner Salts & Chemicals. Attachment A, paragraph E.5 add to the last sentence: "Ice melt should be similar to Ice Cutter by Kissner Salts & Chemicals."
- Q11. Can they use other than salt/sand mix?
- A11. Yes, if equally effective. Attachment A, paragraph E.5 after the first sentence add: "An equally effective treatment may be allowed with the University's prior approval."
- Q12. Will vehicles be towed for student parking lot clearing? When?
- A12. Yes, by 8 p.m. Attachment A, paragraph E.9 after the last sentence add: "The University will have towed any vehicles not moved from the lot by 8 p.m."
- Q13. Does the road behind Dorward Hall need to be plowed?
- A13. The road on the East side of Dorward Hall does not have to be plowed. Attachment A, paragraph E. 10 after the last sentence add: "The road on the East side of Dorward Hall is not part of the scope of this contract."
- Q14. Is there a fire exit to be cleared in the basement of Dorward that is accessible through the building?
- A14. No. Attachment A, paragraph E.7 add to the last sentence: "The fire exit on the basement level Dorward Hall on the East side of the building will be the responsibility of the University."
- Q15. Will the motor pool vehicles be moved for snow removal?
- A15. Yes. Attachment A, paragraph E.9 add to the end of first sentence: "and the motor pool parking lot." After the last sentence add: "The Motor Pool vehicles will be relocated by 8 p.m. for clearing of the lot as well."
- Q16. What is the campus policy on parking ban during winter months?
- A16. We have a policy which will be attached. Attachment A, paragraph E.11 add: "The University policy on snow days and parking bans is Attachment E." Attachment E is added to the end of this document.

Q17. How will an ice only event be determined?

A17. The Contractor and University will come to an agreement on whether an ice event has occurred. Attachment A, paragraph E.2 after the last sentence add: "The representative from the Contractor and the University's Director of Facilities will mutually agree when an ice event has occurred."

Q18. How many workers has the campus typically used for its snow removal?

A18. About 6 during a work week day and 2 to 4 at other times.

Q19. Can sand be stockpiled on campus?

A19. No. Attachment A, paragraph E.5 add: "Sand cannot be stored on campus."

With the changes in A9, A10, A11 and A19 Attachment A, paragraph E.5 now reads:

Sand shall be in an approximate ratio of 8:1 (sand/salt) for mix stored under cover, and approximately 4:1 (sand/salt) for mix stored outside. An equally effective treatment may be allowed with the University's prior approval. Sand cannot be stored on campus. For snow and ice events, pre-treat all roadways and walkways with chemicals and sand. Use ice melt on walkways and steps within 15 feet of the building entrances, do not use sand or salt. Reapply treatment as necessary to prevent icy conditions. Ice melt should be similar to Ice Cutter by Kissner Salts & Chemicals.

Q20. How will the measurement of the snowfall be done to determine the event pricing?

A20. Contractor and University will use the average of three measurements on campus. Attachment A, paragraph E.1 after the last sentence add: "Contractor and University will determine snow totals for an event by taking the average of three measurements on campus."

Q21. Attachment B. What is the pricing if there is snow removal necessary, such as moving snow banks?

A21. Moving banks and removal is part of the event if done properly. Attachment A, paragraph E. 4, delete the paragraph (E.4).

Q22. Can we clarify the 4.3 requirement?

A22. The University needs to know what the vendor has for equipment and backup equipment in order to assess the vendor's ability to meet the scope and terms and conditions of the contract.

Q23. What is the aeration requirement within the attachment A?

A23. Attachment A, paragraph A.5 is accurate.

Q24. What is the weeding and fertilizing requirement? Where and how often? With what fertilizers?

A24. Soccer field only. Fertilize/weed control as appropriate to maintain a healthy condition. Attachment B, item 3 add: "(Soccer Field only)".

Q25. Can you give us a range for the max and min height of grass to be maintained?

A25. Maintain between 3" and 4.5" grass height. Attachment A, paragraph A.1 replace second sentence with: "Maintain grass height between 3 and 4.5 inches."

Q26. What is the requirement of the Mall during a dry spell considering how poorly it holds moisture?

A26. No special requirement other than mowing per standard service level.

Q27. Is there any requirement to water the lawns?

A27. No.

Q28. Do all trees require mulch to avoid trimmer damage?

A28. Yes, per Attachment A, paragraph B.1.

Q29. What is the extent of edging required?

A29. Delete the requirement. Attachment A, paragraph B. 2 – delete.

Q30. Is weed killer allowed on areas such as brick walkways? If so, are there restrictions or safety considerations?

A30. Yes they are allowed. There are no restrictions or safety considerations except those shown in Section 4.

Q31. How will asphalt damage be assessed and cost of repair be allocated between the parties?

A31. The Contractor and University will come to an agreement on whether asphalt damage has occurred due to plowing. Attachment A, paragraph A.4 after the last sentence add: "The Contractor and University will come to an agreement on whether asphalt damage has occurred due to plowing."



Hal Wells
University of Maine System
Assistant Director of Strategic Procurement

November 15, 2013

Attachments (Two):

Mandatory Pre-Bid List of Attendees

Attachment E to RFB 11-14 University Policy on Snow Days and Parking Bans

**Mandatory Pre-Bid Conference for RFB 11-14
November 13, 2013
List of Attendees**

Earthworks Plus - Brian Ingalls

Jordan Gardens Florist - Garden Center – Landscaping - Wayne Lobley and William Guphill, Jr.

Hanscom Construction - Donald Hanscom

McGuire Seasonal Services - Dean McGuire

T&L Construction - Dale Short

The By "US" Company - James Presley

TRP Logging Snow Removal & Lawn Care - Todd Purington

ATTACHMENT E



UNIVERSITY OF MAINE AT MACHIAS

Office of the Vice President for Administration and Finance
116 O'Brien Avenue
Machias, Maine 04654
207-255-1221

Date: November 13, 2013
To: University Community
From: Thomas Potter, VPAF
Re: Snow Days, Cancellation of Classes, and Winter Parking Regulations

How and when is the decision made to cancel or delay the start of day classes and work? As a general policy, the University makes every effort to keep classes and offices open, no matter what the weather conditions. On questionable days, the decision is based upon consultation with key staff members and reports from weather bureaus, the Maine Dept. of Transportation, the Maine State Police, and physical plant personnel who have traveled to work during the early morning hours. Classes and work are cancelled or delayed only when extreme weather conditions exist over a broad area of the region.

If day classes or work are to be delayed or cancelled, the President will make that final determination by 6:00 a.m. That information will be available by 6:15 a.m. in several ways.

- (1) A recorded message will be available at UMM's campus closings extension at 255-1395.
- (2) A notice will be posted on UMM's Web site at <http://www.machias.edu>
- (3) Broadcast television stations WLBZ 2, WABI 5, and WVII 7, and numerous regional radio stations will be contacted.
- (4) An email will be sent using the campus and student list serves.
- (5) A notice will be sent out on e2campus.

Sign up for e2Campus, UMM's emergency notification system. Registration is quick and easy and ensures that you receive emergency alerts via e-mail and/or text message to your mobile phone. Sign up at www.machias.edu/e2campus.

A decision to cancel evening classes will typically be made by 1:00 p.m. This information is made available in the same several ways as for day classes or work.

What happens if classes or work are delayed, but not cancelled? The announcement will state the time at which classes and work will begin, and our normal schedule will be followed for the rest of that day. For example, if the University doesn't open until 10:00 on a Monday, neither 8:00 nor 9:00 classes will meet on that day. A delayed opening does not mean that classes scheduled for earlier that morning are simply postponed until later in the day; instead, those classes are cancelled.

What about days when UMM operates on a normal schedule despite inclement weather conditions? Students, faculty, and staff must use their own judgment as to whether inclement weather conditions prevent them from attending classes or work. You should not knowingly jeopardize your safety to travel on dangerous and unsafe roads or to travel when the state police advise against it. Conversely, you should not use the weather as an excuse to avoid travel to the University when actual weather and road conditions do not prevent safe travel.

If the University is open and a faculty or staff member is unable to attend work because of inclement weather, it is your responsibility to notify your supervisor or division chair to cover the vacancy. Supervisors and division chairs should plan for this coverage in advance.

UMM offers an Overnight Housing Package for commuter students and others who need a place to stay during inclement weather. The package is \$25 and includes one overnight room with linens, dinner at Kilburn Commons, and breakfast at the Galley. For more information, contact the Student Life Office at 255-1305.

Winter Parking Regulations: Vehicles parked in violation of UMM's winter parking regulations will be towed at the owner's expense. Effective November 15, 2013 to March 30, 2014, including weekends, breaks, and holidays, no parking is allowed on the sides of any campus road or in the major parking lots between the hours of midnight and 7:00 a.m. This does not include the residence lots or the Reynolds Center dirt lot. See winter parking maps posted around campus for more detail.

For students living in the residence halls, when it starts snowing if you are parked in the Sennett Hall front parking lot SE1 move your vehicle to the soccer field parking lot. After a snow storm a schedule for snow removal from residence hall parking lots will be announced by the Physical Facilities Department through the Resident Directors. During class days, snow removal will be scheduled to start at 8:00pm in the evening after classes are over. Students who are away from campus overnight for any reason without their vehicle should move it to either the soccer field lot or the Reynolds Center dirt lot.

Winter Safety Tips: Be sure you have good tires, check for wear and inflation, and check your spare. Make sure your car battery is in excellent condition and that your headlights, taillights, and signal lights are all working. Carry a small shovel, a spare set of warm clothes, and a blanket. Remember to adjust your speed to the road conditions and match the flow of traffic. And, as always, buckle your seat belt. It is important to be prepared! Have a safe winter.