

REQUESTS FOR PROPOSALS
GROUNDS MAINTENANCE SERVICES
RFP-2023-1-RM
ADDENDIUM #1

PROPOSAL DUE DATE

Due to closures related to Tropical Storm Idalia, the response to questions and the proposal due date have been extended as follows.

Solicitation at a Glance	Original Date	Extension Date
Response to Questions	August 30, 2023	September 5, 2023
Due Date	September 6, 2023 – 2:00 PM	September 11, 2023 2:00 PM Local time

QUESTIONS AND ANSWERS

1. What services are to be included in our 'Price Per Service' response?

Pricing should include the basic maintenance services including removal of debris; grass cutting; and trimming as needed. All other services will be requested on an as needed basis.

2. Do we have to bid every property in the RFP?

No, vendors may bid on any of the properties listed in the solicitation and do not have to bid on all properties. It is the intent of Columbia Housing to award more than one contract.

3. Is irrigation inspections included? If so, at what locations?

Irrigation inspections are part of the solicitation but are not part of the basic services. A separate task order will be issued to the selected vendor for each property where irrigation services are needed.

4. What locations have flower beds? Are replacement flowers included in our price at these locations?

Flower beds are to be maintained at the office and/or community building locations, not at residential locations.

5. Is mulch included in our price?

No, mulch is part of the solicitation but is not part of the basic services. A separate task order will be issued to the selected vendor for the each property where mulch services will be needed.

6. Is the main office, 1917 Harden Street, included in this RFP?

Yes, the main office at 1917 Harden Street is included in the solicitation. Please see list of locations.

7. Is 2133 Walker Soloman Way included in this RFP?

Yes, this location is the Resident and Family Service Center and it is included in this solicitation. Please see list of locations.

8. Are we expected to remove cigarette butts each visit?

Yes, we expect removal of all debris prior to any cutting which includes cigarette butts.

9. Are the properties at 1511 & 1515 McDuffie Ave. included in this RFP?

There are no locations on McDuffie Street included in the base services. Please see list of locations.

10. Do you have an address for Congaree Vista 2?

Please see list of locations. Congaree Vista 2 has an address of 602 Richland Street.

11. When you guys list the location for a Property, and it's listed as '2101-2113 Read Street' or 540-640 Superior Street', do we service every location (address) within that street range and all the common areas included in that street range?

The addresses provided are the City/USPS addresses. Services would be for all common areas at each address.

12. How often would do grass and properties need serviced?

Bids should be based on services provided every two weeks. Columbia Housing reserve the right to decrease or increase service timing based on weather conditions.

13. The grass grows very fast in certain of the year, dormant months we usually cut the grass every two weeks and in the spring time from March to September we do once a week.

See response above under #12.

14. How often is payment made?

Contractors are required to submit monthly invoice and payment is net 30 days from receipt of invoice.

15. Who do we report to if we have a problem or situation with one of the properties?

There will be a contract administrator assigned to the contract and that person will be your contact.

16. Are there set times that my company may begin working on the properties; ie. May we start at approximately 7 AM in the summertime?

Working hours would be reasonable hours so as to not disturb residents. Normally this would be 8:00 am – 6:00 pm. However, Columbia Housing is flexible in discussing working hours.

17. If we have any problems dealing with the environment, who do we report to?

See response to #15 above.

18. Is the error and omissions and professional liability insurance required for lawn contract?

Yes, see insurance requirements set forth in the solicitation.

ACKNOWLEDGEMENT OF ADDENDA

All vendors must complete the attached acknowledgement form and submit with your response to the solicitation.

END OF ADDENDUM #1

**COLUMBIA HOUSING PROPERTY LOCATIONS
LAWN CARE SERVICES - LOCATIONS AND PRICING SHEET**

LARGE APARTMENT COMPLEXES		
PROPERTY NAME	LOCATION (Columbia unless noted)	PRICE PER SERVICE
Arrington Manor	2225 College Street	
Dorrah Randall	1038 Oakland Avenue	
	(Include Dorrah Street and Randall Avenue)	
Lewis Scott Court	105 - 454 Lewis Scott Court, Eastover	
	117 Henry Street, Eastover	
Hammond Village	921 Marlboro Street	
Latimer Manor	100 Lorick Circle	
Oak Read Highrise	2211 Read Street	
Reserves at Farway	1914 - 2113 Faraway Drive	
English Meadows	5610 Farrow Road	
	Include 2 Units on Willease Street	
Windsor Pointe I & II	234 Windsor Pointe Road	
	434 Berkshire Drive	

SMALL APARTMENT COMPLEXES		
PROPERTY NAME	LOCATION	PRICE PER SERVICE
Archie Drive	101-115 Flora Way	
	116-126 Archie Drive	
Arsenal Hill	701 - 709 Richland Street	
Atlas Rd. / Fountain Lake	401 - 426 Fountain Lake Court	
Celia Saxon Lower	2006 Harden Street	
	2101 - 2113 Read Street	
	2201 - 2211 Elmwood Avenue	
Celia Saxon Upper	2103 - 2106 Sligh Street	
	2104 - 2106 Georgia Elam Lane	
	2104 - 2109 Ithica Street	
Congaree Vista	1818 - 1822 Pulaski	
	514 - 610 Richland Street	
	600 Blanding Street	
Congaree Vista 2	602 Richland Street	
Elderly Cottages	2011 - 2025 Oak Street	
	2212 - 2220 Elmwood Avenue	
Fair Street	4403 - 4435 Fair Street	
Fontaine Place	301 - 326 Fontaine Place	
Greenfield Road	215 Greenfield Road	
Overbrook/Thornwell	3834 - 3836 Overbrook Drive	
	3906 Thornwell Court	
Pine Forrest	1060 Sparkleberry Lane	
Pinewood Terrace	6632 Satchelford Road	
	6639 Satchelford Road	
St. Andrew Terrace	1610 St. Andrews Terrace	
The Corners	1003 - 1013 Old Satchelford Road	
Waverly	2210 Waverly Street	
Wheeler Hill	1520 Rice Street	
Yorktown	1 - 6 Yorktown Court	

ADMINISTRATIVE BUILDINGS

PROPERTY NAME	LOCATION (Columbia unless noted)	PRICE PER SERVICE
Central Office	1917 Harden Street	
Resident Services	2133 Walker Solomon Way	

**COLUMBIA HOUSING
REQUEST FOR PROPOSALS
GROUNDS MAINTENANCE SERVICES**

ACKNOWLEDGEMENT OF ADDENDA

The undersigned offeror hereby acknowledges that they have checked the Columbia Housing website: <https://www.columbiahousing.org/> for all addenda issued related to the Request for Proposals for Audit Services.

Addendum Number: _____ Date Received: _____

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Addendum Number: _____ Date Received: _____

Name of Firm: _____

Name of Authorized Representative: _____

Signature: _____ Date: _____