



November 18, 2024

**AFFILIATED
AGENCIES**

*Orange County
Transit District*

*Local Transportation
Authority*

*Service Authority for
Freeway Emergencies*

*Consolidated
Transportation
Service Agency*

*Congestion
Management
Agency*

NOTICE TO ALL BIDDERS

Gentlemen/Ladies:

SUBJECT: Invitation for Bids (IFB) 4-2492 “Tree Maintenance and Pruning Services”

This letter shall serve as **ADDENDUM No. 1** to the above subject IFB issued by the Orange County Transportation Authority (OCTA).

Response to questions received from Bidders submitted by November 13, 2024, deadline.

1. Can a C-27 license be added to the requirement to bid on this project? This classification is the oldest of all classification regarding landscaping which includes all tree service work as well as the planting of new trees which is included in this package?

Answer: No.

2. A. Will traffic control plans be required? B. If so, how will this be charged?

Answer: A- If access to any trees is necessary from any public street, the contractor must make that determination. Traffic control plans will need to be determined by the Safety Plan submitted and by the contractor holding the C-31 license. B- Contractor will need to determine in your overall cost for the service in the price summary sheet.

3. If special equipment is required such as a crane or loader, how is this charged?

Answer: This should be all inclusive with the cost for the service.

4. Will there be a site provided for parking of vehicles & equipment and or staging of materials ?

Answer: Only if space is available and anything left overnight. OCTA is not responsible for any damage or theft of the Contractor's equipment.

5. Is the Contractor required to collect a new inventory as part of this contract?

Answer: This is not OCTA's decision. It is expected that the contractor will have the necessary equipment to do the work.

6. Are the rates to remain fixed for the three-year period? Or will the Authority all a cost adjustment based on the Consumer Price Index?

Answer: No, firm-fixed pricing is required for the three-year term.

7. Are bidders allowed to include pricing for additional services that are not listed in the IFB?

Answer: No.

8. Will work be required on the weekends?

Answer: This depends on the location and the availability of parking for OCTA staff. There must be a suitable amount of space available for the work to be performed safely and without damaging OCTA and their employees parking.

9. How is work appropriated or assigned?

Answer: Work is assigned per location and scheduled throughout the OCTA Facilities Project Manager/Supervisor for each site.

10. How is work scheduled throughout the year?

Answer: Work is scheduled annually for each site and scheduled per optimum benefit to the trees being pruned so they remain healthy.

11. Who from the Authority assigns the tree work, trimming, removals, etc.?

Answer: The work is scheduled, approved and assigned through the OCTA Facilities Supervisor of each location and email is the preferred method of communication.

12. Can contractors trim or remove any tree they deem necessary?

Answer: With the approval of the annual trimming from the OCTA Facilities Project Manager/Supervisor, including removal and stump grinding.

13. Will additional ISA certifications, such as a certified Tree Worker or Board-Certified Tree Worker or Board-Certified Master Arborist, be required?

Answer: Yes.

14. Can the required C-31 license be subcontracted?

Answer: Yes, bidder must use the Exhibit F "List of Subcontractors Form, Page 46 and submit with bid.

15. Does an International Society of Arboriculture (ISA) Certified Arborist need to be present while work is being performed?

Answer: Yes. All work will be performed under the supervision of an ISA-certified arborist. This Arborist will be available to discuss any concerns with the Authority's Project Manager on job sites.

16. Are the trees listed as dead" under the bid scheduled to be removed or pruned?

Answer: Any dead tree (s) shall be scheduled for removal from the OCTA Facilities Project Manager/Supervisor.

17. Does the Small, Medium and Large Tree removal pricing include stump removal?

Answer: Yes, the price for each removal will include stump grinding.

18. A recommendation has been made to update the inventory and to add hourly labor to the Scope of Work.

Answer: No, we are not changing the Scope of Work or Price Summary Sheet.

19. Exhibit A, Item 5 states the company needs to have a licensed horticulture specialist, and what agency this license need to be from. Please define a "licensed horticulture specialist"?

Answer: The licensed horticulture specialist will be removed. See "Revised Exhibit A Bid Form" included as part of this ADDENDUM No. 1.

Bidders are reminded to acknowledge the receipt of this Addendum No. 1 and use the "Revised Exhibit A "Bid Form", Page 27 when bidding. All bidders are advised that all changes addressed in Addendum No.1 shall be incorporated into the final Blanket Purchase Order.

Questions regarding this Addendum No. 1 should be directed to the undersigned at (714) 560-5610.

Bidders are reminded that bids must be received in OCTA's office at or before 11:00 a.m. on December 4, 2024.

Sincerely,

Susan Rosenkranz

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Sr. Buyer

Contracts Administration and Materials Management

REVISED BID FORM

INVITATION FOR BIDS NUMBER:	4-2492
DESCRIPTION:	TREE MAINTENANCE AND PRUNING SERVICES
BIDDER'S NAME AND ADDRESS	<hr/> <hr/> <hr/> <hr/>
NAME OF AUTHORIZED REPRESENTATIVE	<hr/>
TELEPHONE NUMBER	<hr/>
FAX NUMBER	<hr/>
EMAIL ADDRESS	<hr/>
I acknowledge receipt of IFB and Addenda Numbers:	<hr/>
AUTHORIZED SIGNATURE TO BIND BID:	<hr/>
PRINT SIGNER'S NAME AND TITLE:	<hr/> <hr/>
DATE SIGNED:	<hr/>

BLANKET PURCHASE ORDER

Effective for a three (3-)-year term from January 1, 2025, through December 31, 2027, for the Authority's requirements on an "as-needed" basis, with no guaranteed usage as specified in Section III, entitled 'Scope of Work". Bidders must bid on all line items, for three years for the services listed in Exhibit B, "Price Summary Sheet" or will be deemed non-responsive. Prices quoted shall remain firm for the term of the Blanket Purchase Order.

ADDENDUM NO. 1 TO IFB 4-2492
EXHIBIT A

All freight costs to be included in the bidder's price as the terms shall be F.O.B. destination.

Any purchase order awarded as a result of this IFB will be awarded to the lowest priced, responsive and responsible Bidder and shall be on a lump sum basis, in accordance with the requirements in this IFB.

All certifications and documents requested herein are attached and properly completed.

The following completed licenses, certifications and forms are included in the bid:

- 1. California C-31**
- 2. California C-49**
- 3. California C61/D49 B C27**
- 4. International Society of Arboriculture Certified Arborist Certification**

YES_____ NO_____

For service locations see Scope of Work, Section III.

Enter the price for each of the items described in the Scope of Work, Section III. Prices shall include direct costs, indirect costs, and profits. The Authority's intention is to award a time and expense contract.

Payment terms are: Net 30 days. This bid shall be in effect for 120 days after the bid close date.