



## ADDENDUM NUMBER THREE

September 16, 2020

**RFQu #20-913-29**

### **GRASS CUTTING SERVICES AT HANO VACANT PROPERTIES**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR QUOTES.

#### **ITEM #1 SCOPE OF SERVICES**

**DELETE:** Delete the following paragraph from the "SCOPE OF SERVICES" in the RFQu:

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff with the necessary skill and judgment to perform bi-weekly services at the HANO Vacant Properties specified below. It is anticipated that multiple contracts may be issued resulting from this RFQu. The Contract(s) shall perform bi-weekly cuts to each of the following HANO properties, and as further depicted in the appended maps found in Attachment A:

**INSERT:** Insert the following paragraphs to the "SCOPE OF SERVICES" in the RFQu:

The Contractor(s) shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff with the necessary skill and judgment to perform an initial one-time cut, and subsequent bi-weekly maintenance cuts to the vacant HANO properties specified in the RFQu. It is anticipated that multiple contracts may be issued resulting from this RFQu.

Contractors must review each of the properties listed prior to submitting its quote to perform the initial one-time cuts.

The Contractor(s) shall perform an initial one-time cut, and subsequent bi-weekly maintenance cuts to each of the HANO properties, and as further depicted in the appended maps found in Attachment A:

#### **ITEM #2 COST PROPOSAL FORMS**

**DELETE:** Delete the "COST PROPOSAL FORMS" from the RFQu.

**INSERT:** Insert the REVISED "COST PROPOSAL FORMS" into the RFQu, as attached.

**ITEM #3 EMPLOYEE VERIFICATION AFFIDAVIT**

INSERT: Add the "EMPLOYEE VERIFICATION AFFIDAVIT" into the RFQu, as attached.

**ITEM #4 WRITTEN QUESTIONS RECEIVED**

**Q1: The Certification of Contractor Non-Exclusion document is requiring a Notary seal but the area for the Notary identification is not present on the document.**

A1: A Notary Seal is not required on the Certification of Contractor Non-Exclusion document.

**Q2: The Employee Verification Affidavit document is missing from the bid packet.**

Refer to ITEM #3 of this Addendum.

**Q3: On behalf of Sunshine Landscaping, I recently visited some of HANO properties to assess and value the current conditions. Upon approach, it is obvious that the properties are in poor condition, due to neglect.**

**In order for Sunshine Landscaping to submit an accurate and fair quote, please advise of the following:**

**Will ALL HANO properties receive an initial rough cut prior to regular service?**

A3: Refer to ITEM #1 and ITEM #2 of this Addendum.

**Quotes must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 2:00 p.m., local time on Thursday, September 24, 2020. All terms and conditions shall remain as stated in the original Request for Quotes. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER THREE**

**HOUSING AUTHORITY OF NEW ORLEANS  
 PROCUREMENT AND CONTRACTS DEPARTMENT  
 GRASS CUTTING SERVICES AT HANO VACANT PROPERTIES  
 REQUEST FOR QUOTES # 20-913-29**

**REVISED COST PROPOSAL FORM**

**ONE (1) INITIAL CUT TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform one (1) initial grass cutting service to the HANO property listed below. The initial cutting service at the HANO property listed below shall begin upon the date of execution of the Contract(s). Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)             | APPROXIMATE<br>ACREAGE | COST     |
|---|------------------------|----------|
| B.W. COOPER   | 16 Acres               | \$ _____ |
| <b>TOTAL COST FOR INITIAL CUT</b><br>(One (1) Cut Only) |                        | \$ _____ |

**BI-WEEKLY CUTS TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform bi-weekly grass cutting services at the HANO property listed below. Services shall begin upon the date of execution of the Contract(s) through December 31, 2020, at the HANO property listed below. Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)                    | APPROXIMATE<br>ACREAGE | COST PER CUT |
|--|------------------------|--------------|
| B.W. COOPER  | 16 Acres               | \$ _____     |
| <b>UNIT COST PER CUT</b>                                       |                        | \$ _____     |
| <b>TOTAL BI-WEEKLY COST PER CUT</b><br>(Unit cost per cut x 2) |                        | \$ _____     |

\*Any modification of an offer on this form shall render the offer null and void.

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

\_\_\_\_\_  
 (Name/Title (Printed)) – Authorized Company Representative

By: \_\_\_\_\_  
 Authorized Signature (Signature)

**HOUSING AUTHORITY OF NEW ORLEANS  
 PROCUREMENT AND CONTRACTS DEPARTMENT  
 GRASS CUTTING SERVICES AT HANO VACANT PROPERTIES  
 REQUEST FOR QUOTES # 20-913-29**

**REVISED COST PROPOSAL FORM**

**ONE (1) INITIAL CUT TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform one (1) initial grass cutting service to the HANO property listed below. The initial cutting service at the HANO property listed below shall begin upon the date of execution of the Contract(s). Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)             | APPROXIMATE<br>ACREAGE | COST     |
|---|------------------------|----------|
| CHRISTOPHER PARK  | 10 Acres               | \$ _____ |
| <b>TOTAL COST FOR INITIAL CUT</b><br>(One (1) Cut Only) |                        | \$ _____ |

**BI-WEEKLY CUTS TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform bi-weekly grass cutting services at the HANO property listed below. Services shall begin upon the date of execution of the Contract(s) through December 31, 2020, at the HANO property listed below. Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)                    | APPROXIMATE<br>ACREAGE | COST PER CUT |
|--|------------------------|--------------|
| CHRISTOPHER PARK   | 10 Acres               | \$ _____     |
| <b>UNIT COST PER CUT</b>                                       |                        | \$ _____     |
| <b>TOTAL BI-WEEKLY COST PER CUT</b><br>(Unit cost per cut x 2) |                        | \$ _____     |

\*Any modification of an offer on this form shall render the offer null and void.

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

\_\_\_\_\_  
 (Name/Title (Printed)) – Authorized Company Representative

By: \_\_\_\_\_  
 Authorized Signature (Signature)

**HOUSING AUTHORITY OF NEW ORLEANS  
 PROCUREMENT AND CONTRACTS DEPARTMENT  
 GRASS CUTTING SERVICES AT HANO VACANT PROPERTIES  
 REQUEST FOR QUOTES # 20-913-29**

**REVISED COST PROPOSAL FORM**

**ONE (1) INITIAL CUT TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform one (1) initial grass cutting service to the HANO property listed below. The initial cutting service at the HANO property listed below shall begin upon the date of execution of the Contract(s). Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)             | APPROXIMATE<br>ACREAGE | COST     |
|---|------------------------|----------|
| FLORIDA   | 18 Acres               | \$ _____ |
| <b>TOTAL COST FOR INITIAL CUT</b><br>(One (1) Cut Only) |                        | \$ _____ |

**BI-WEEKLY CUTS TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform bi-weekly grass cutting services at the HANO property listed below. Services shall begin upon the date of execution of the Contract(s) through December 31, 2020, at the HANO property listed below. Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)                    | APPROXIMATE<br>ACREAGE | COST PER CUT |
|--|------------------------|--------------|
| FLORIDA  | 18 Acres               | \$ _____     |
| <b>UNIT COST PER CUT</b>                                       |                        | \$ _____     |
| <b>TOTAL BI-WEEKLY COST PER CUT</b><br>(Unit cost per cut x 2) |                        | \$ _____     |

\*Any modification of an offer on this form shall render the offer null and void.

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

\_\_\_\_\_  
 (Name/Title (Printed)) – Authorized Company Representative

By: \_\_\_\_\_  
 Authorized Signature (Signature)

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
GRASS CUTTING SERVICES AT HANO VACANT PROPERTIES  
REQUEST FOR QUOTES # 20-913-29**

**REVISED COST PROPOSAL FORM**

**ONE (1) INITIAL CUT TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform one (1) initial grass cutting service to the HANO property listed below. The initial cutting service at the HANO property listed below shall begin upon the date of execution of the Contract(s). Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)             | APPROXIMATE<br>ACREAGE | COST     |
|---|------------------------|----------|
| PRESS PARK  | 14 Acres               | \$ _____ |
| <b>TOTAL COST FOR INITIAL CUT</b><br>(One (1) Cut Only) |                        | \$ _____ |

**BI-WEEKLY CUTS TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform bi-weekly grass cutting services at the HANO property listed below. Services shall begin upon the date of execution of the Contract(s) through December 31, 2020, at the HANO property listed below. Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)                    | APPROXIMATE<br>ACREAGE | COST PER CUT |
|--|------------------------|--------------|
| PRESS PARK   | 14 Acres               | \$ _____     |
| <b>UNIT COST PER CUT</b>                                       |                        | \$ _____     |
| <b>TOTAL BI-WEEKLY COST PER CUT</b><br>(Unit cost per cut x 2) |                        | \$ _____     |

\*Any modification of an offer on this form shall render the offer null and void.

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

\_\_\_\_\_  
(Name/Title (Printed)) – Authorized Company Representative

By: \_\_\_\_\_  
Authorized Signature (Signature)

**HOUSING AUTHORITY OF NEW ORLEANS  
 PROCUREMENT AND CONTRACTS DEPARTMENT  
 GRASS CUTTING SERVICES AT HANO VACANT PROPERTIES  
 REQUEST FOR QUOTES # 20-913-29**

**REVISED COST PROPOSAL FORM**

**ONE (1) INITIAL CUT TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform one (1) initial grass cutting service to the HANO property listed below. The initial cutting service at the HANO property listed below shall begin upon the date of execution of the Contract(s). Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)             | APPROXIMATE<br>ACREAGE | COST     |
|---|------------------------|----------|
| THE ETATES (FORMERLY DESIRE)                            | 41 Acres               | \$ _____ |
| <b>TOTAL COST FOR INITIAL CUT</b><br>(One (1) Cut Only) |                        | \$ _____ |

**BI-WEEKLY CUTS TO VACANT PROPERTY**

The Contractor shall furnish sufficient organization, equipment and supplies, qualified personnel and management staff having the necessary skill and judgment to perform bi-weekly grass cutting services at the HANO property listed below. Services shall begin upon the date of execution of the Contract(s) through December 31, 2020, at the HANO property listed below. Contract(s) shall be awarded to the Contractor(s) offering the lowest cost per property.

| LOCATIONS<br>(REFER TO MAPS - ATTACHMENT A)                    | APPROXIMATE<br>ACREAGE | COST PER CUT |
|--|------------------------|--------------|
| THE ETATES (FORMERLY DESIRE)                                   | 41 Acres               | \$ _____     |
| <b>UNIT COST PER CUT</b>                                       |                        | \$ _____     |
| <b>TOTAL BI-WEEKLY COST PER CUT</b><br>(Unit cost per cut x 2) |                        | \$ _____     |

\*Any modification of an offer on this form shall render the offer null and void.

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

\_\_\_\_\_  
 (Name/Title (Printed)) – Authorized Company Representative

By: \_\_\_\_\_  
 Authorized Signature (Signature)

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
GRASS CUTTING SERVICES AT HANO VACANT PROPERTIES  
REQUEST FOR QUOTES # 20-913-29**

**EMPLOYEE VERIFICATION AFFIDAVIT**

(Employer)

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ Being duly sworn, attests and says that:  
(Authorized Signatory)

\_\_\_\_\_ a private organization,  
(Name of Private Company/Employer)

duly registered in the aforementioned state, and contracted to perform work within the State of Louisiana, herein attests that I/we (the employer) are in compliance with the United States Department of Homeland Security's "E-Verify" program, which is mandated pursuant to La RS 38:2212.10. I further attest that I/we are registered in a status verification system to verify that all new employees in my/our (the employer) employ are legal citizens of the United States, or are legal aliens. Further, I/we shall continue to utilize a status verification system to confirm the legal status of all new employees assigned to this project during the term of this contract. In further compliance with the Immigration Reform and Immigrant Responsibility Act of 1996 administered by the U.S. Department of Homeland Security, I/we shall require all subcontractors to submit to me/us (the employer) a sworn affidavit verifying its compliance with the Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324(a).

Signature of

\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
(Printed Name/Title of Authorized Signatory)

Sworn to and Subscribed before me:

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_