



**ADMINISTRATIVE SERVICES  
PURCHASING**

**Mark A Cowart**  
Administrative Services,  
Chief Information Officer

2222 "M" Street  
Merced, CA 95340  
(209) 385-7331  
(209) 725-3535 Fax  
[www.co.merced.ca.us](http://www.co.merced.ca.us)

Equal Opportunity Employer

November 18, 2013

**PRE-BID CONFERENCE**

**November 7, 2013  
10:00 A.M.**

**MERCED COUNTY**

**BID NO. 7025**

**LANDSCAPE MAINTENANCE SERVICES FOR MENTAL HEALTH  
AND PUBLIC HEALTH FACILITIES**

**Attendees:**

Frank Rybka – Merced County Administrative Services-Purchasing  
Amy Gonzales – Merced County Administrative Services-Purchasing  
Karl Stahlhut– Merced County Public Health Department  
Rick Mandujano – Merced County Mental Health Department  
Danny Pelayo – Yard Masters, Inc.  
Marco Rodriguez – Marco’s Construction

**Introduction:**

Frank Rybka of Merced County Administrative Services – Purchasing opened up the meeting. Attendees were required to sign in and agenda was provided to the attendees. Everyone introduced themselves and the companies they represented. The following BID requirements were reviewed:

**ORAL ANSWERS AT THE CONFERENCE WILL NOT BE BINDING. BIDDERS ARE INSTRUCTED TO DISREGARD ANY PROSPECTIVE ORAL REPRESENTATIONS IT MAY HAVE RECEIVED PRIOR TO, AND DURING, THE SOLICITATION PROCESS OF THE BID.**

**General Overview of Bid Requirements:**

- Announcement of Bid
- Contact personnel for information – Frank Rybka: [frybka@co.merced.ca.us](mailto:frybka@co.merced.ca.us)
- Number of copies – One (1) original with signature in blue ink and one (1) copy
- Questions must be submitted in writing
- Deadline for written questions – November 15, 2013
- Closing Date – Tuesday, November 26, 2013 at 4:00 p.m.
- Pre-Bid Conference
- Performance Bond
- Attachments A, B, C, D & E

The group was then led on a walk-through of the facility grounds by Karl Stahlhut for the Public Health Facility and Rick Mandujano for the Mental Health Facilities.

The meeting was opened up for discussion, questions and answers.

**QUESTIONS SUBMITTED TO DATE:**

**Public Health Facility**

**Question 1: On the tree pruning, are we only supposed to go up to the standard ten (10) feet? I know it says to promote growth and thinning. Does that mean total tree service as far as thinning out the trees completely?**

Answer: Up to eight (8) feet for the trees. But for the Photinias, along the 15<sup>th</sup> Street parking lot fence line, you'll have to make an exception to that.

**Marie Green Facility**

**Question 2: Individuals that are going to maintain this, do they have to be Live Scanned?**

Answer: No.

**Question 3: So how does the contractor access the interior landscaping at the Marie Green Psychiatric Center?**

Answer: This is what they've been doing: On Saturday, they come in here and do all this Mental Health site and what happens is, he comes up to the front entrance right here to the Nurse's station and ask to be let in. So any clients that are out here, they bring them out and they usually comes to this back door, right here, that goes out to the yard.

**Question 4: Are they servicing this on Saturdays because it works better for Marie Green?**

Answers: Well, yes because on Saturday there are less people here. Only emergency services are provided on Saturday.

**Question 5: So, you would prefer to have service on Saturdays, continually?**

Answer: Yes. It's usually better because other than that you're going to have Monday through Friday, we have people/clients and we've got everything going in and out. Saturdays are the best or Sundays. That's how they usually do it here.

**Question 6: Do they also maintain these shade trees up to eight (8) feet?**

Answer: It's the responsibility of the contractor up to eight (8) feet. Anything above eight (8) feet you would need to give us a bid for it.

**Question 7: But as far as any of the trees along the roof line or anything like that, if we see a hazard, would that be different?**

Answer: Yes.

**Mental Health Administration (13<sup>th</sup> Street)**

**Question 8: Where is the property line at between Mental Health and the apartment complex?**

Answer: I would say the borderline is that curb right there and goes all the way out there to the street and then, I guess, just go right down the middle because it looks like the housing development has those wooden posts as a border. I believe that this is the top and bottom right here and it goes down the center to the street. But what I can do is, if anything changes, I'll issue an amendment

to change what I just said. I'll just go through and find out where the property line is. I know where to go to verify it.

**Question 9: Shrubs like that, that look dry or dead, do you want to keep it that way or take it out?**

Answer: Well, I don't know. If they're going to take it out, usually they want a bid on it and say how much they're going to charge us for it so that would be extra.

If the incumbent doesn't win the bid, then we'll have to go through the property and bring it up to standard before we turn it over to the new company, if that's what happens here. That shouldn't be sticking out here. That should be taken out as it becomes apparent. That's another issue.

**Question 10: Do they have sprinklers out there?**

Answer: On the outside? No, that just stays like that. They don't have a sprinkler system there, so you just keep it clean.

**Question 11: Anything that's eight (8) or over, we have to put a bid in for it?**

Answer: Right, anything above eight (8) feet.

**Question 12: As far as irrigation repair, how is that going to be handled? Is that going to be included in the bid or is that going to be additional.**

Answer: Irrigation equipment adjustment is covered under the bid. Repairs and replacements are not and you're allowed so much per month without any permission, if there are requirements to repair or replace something, then you have a budget of \$50 per month or something like that. If you have repairs up to \$50, you don't need to ask permission but anything over that you've got to tell them what it is and they have to give their blessing before you go ahead.

Before you do anything that's over that – you can't do it and then give us the bid on it.

**Question 13: So any underground breaks, anything that's over fifty dollars (\$50.00 per month), written permission before.**

Answer: Right. There's no way anyone can forecast what the costs are going to be as you go through time. So it's on an as-needed basis. We've changed that. If you look at the maintenance part of the irrigation, I've changed the wording. Hopefully it works for both of us.

**Question 14: As far as lawn clippings here, is recycling fine or does everything have to be picked up and bagged?**

Answer: Well they pick up everything. Everything they do, they pick it up.

**Question 15: But as far as clippings, do you know if they just use a riding mower?**

Answer: Yes. They use a riding mower.

**Question 16: Okay. So we don't have to bag anything or anything like that.**

Answer: No. Just have it clean, blow the debris off the sidewalks and parking lot.

### **"B" Street Facility**

No questions.

Meeting adjourned at 10:39 a.m.

End of questions.

FR/ag