

Division of Procurement and Contracting

Date: May 23, 2017

Subject: VA Memorial Cemetery Tree Replanting
Solicitation/Bid Number: 6100042771
Opening Date/Time: 05/31/2017 – 10:00 A.M.
Flyer Number: 1

To All Suppliers:

The Commonwealth of Pennsylvania defines a “Flyer” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

Question:

Are there any restrictions for using a small garden tractor with trailer? (Front access to the Memorial)

Answer:

A small garden tractor should not be a problem, I believe the post in the front of the Memorial should be protected in some way to avoid damaging them with the tractor. Be conscious of the weight of the products being hauled, it may lift the pavers if too much weight is on them. Protective matting or plywood may be necessary if they are hauling heavy material.

Question:

Will Cemetery Maintenance aid the awarded contractor with plywood to protect the facility? Whom is the Maintenance Director? Name, location & phone number?

Answer:

The awarded Contractor should provide plywood to protect the facility.

James Metcalfe (Director)/John Jernigan (Maintenance and Operations Supervisor) - Maintenance building IGNC 717-865-9395.

Question:

Where & with whom does the awarded vendor check in & out each day?

Answer:

At the Cemetery it will be John Jernigan - Maintenance and Operations Supervisor, 717-865-9395, Maintenance building IGNC. For DMVA it will be Brian Natali – Veterans Affairs, 717- 861-9418, HQs Bldg S-0-47.

Question:

Whom is the awarded vendors specific Point of Contact for this service? Name, location & phone number?

Answer:

Brian Natali – Veterans Affairs, 717-861-9418, HQs Bldg S-0-47.

Question:

What is the size/age of tree required for replanting?

Answer:

The trees shall be no more than 2” – 2.5” caliber which should put them at about roughly 6-8 ft. in height and most importantly, they need to be single-trunk, not multi stemmed. The idea is for them to be more upright based on where they will be planted, not bushy and spreading. It is recommended trying to find the cultivars “Summer Snow”, “Ivory Silk” or “Regent” as they have a more uniform growth habit. We want to have them a little on the smaller side when they are installed and give them time to grow vs. trying to put too large of a plant in. Remember, we are working with specific space, enclosures and limitations.

Question:

Whom will contact awarded contractor when the removal is complete and replanting can begin?

Answer:

Brian Natali or John Jernigan

Question:

Will the awarded contractor be required to replace the mulch after replanting? Reuse or new mulch required?

Answer:

Contractor should provide new mulch and install

Question:

Will the tree plots be totally prepared for the contractor to replant?

Answer:

There should be no removal of fill or debris for install contractor. Contractor should be responsible to bring in clean fill to set height of tree and compact clean fill around root bulb (Wire cages must be removed from root bulb, trees must be planted to recommended height)

Question:

Will the awarded contractor be required to provide additional soil & fertilizers when replanting new trees?

Answer:

Yes, Contractor will have empty sockets/plots when arriving to plant

Question:

Does the Cemetery have underground sprinkling system for the tree plots?

Answer:

NO

Question:

Will the awarded contractor be required to maintain a watering schedule for the new trees? If so, for how long?

Answer:

Cemetery staff is willing to maintain a watering schedule unless it will create a conflict with any warranty in which case the contractor shall be required to maintain an appropriate water schedule probably 4-6 weeks.

Question:

Is a Guarantee required for the new trees?

Answer:

Yes, if possible I would prefer a minimum of 3-5 year warranty but with the ongoing tree issues at the memorial long term warranty would be the better way to go, 10-20 years.

For electronic solicitation responses via the SRM portal:

- Attach this flyer to your solicitation response. Failure to do so may result in disqualification.
- To attach the Flyer, download the Flyer and save to your computer. Move to “My Notes”, use the “Browse” button to find the document you just saved and press “Add” to up load the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to flyers issued subsequent to the initial advertisement of this bid opportunity

Except as clarified and amended by this Flyer, the terms, conditions, specifications, and instructions of the solicitation and any previous flyers, remain as originally written.

Very truly yours,

Name: Rebecca J. Jacovino-Smith
Title: Chief, Procurement and Contracting
Email: rjacovino@pa.gov

Contact Name:
Phone:
Email:

Contractor's Signature