



ADDENDUM #1
ITB/RFP NUMBER: 2023011-PW-P
Landscaping Plants & Trees RFP

DATE: October 26, 2022

TO: All Potential Bidders/Offerors

City of Harrisonburg's RFP, is modified as follows:

Attached and made part of this addendum is the RFP Cover Page which was not attached to the posted RFP on the City's website.

1. Question: What size trees are you considering? 15 gallon 1.25-1.5", 25 gallon, 2" caliper or bigger?

Answer: We prefer the 15 gallon 1.25-1.5" tree.

All other requirements, terms and conditions of the ITB/RFP remain unchanged.

Addendum page must be signed and returned with your bid/proposal to acknowledge receipt of this addendum.

Authorized Signature

By: Shane B. Smith
Procurement Manager



CITY OF HARRISONBURG
FINANCE
& PURCHASING

409 SOUTH MAIN STREET, 3RD FLOOR
HARRISONBURG, VA 22801
FINANCE OFFICE (540) 432-7702 • FAX (540) 432-7779
PURCHASING OFFICE (540) 432-7794 • FAX (540) 432-7779

REQUEST FOR PROPOSAL (RFP) COVER PAGE

ISSUE DATE: October 18, 2022	REQUEST FOR PROPOSAL NUMBER: 2023011-PW-P	FOR: Landscaping Plants & Trees
DEPARTMENT: Public Works	DATE/TIME OF CLOSING: November 8, 2022 on or before 3:00pm local time	CONTRACT ADMINISTRATOR: Jeremy Harold, Greenspace Manager
DATE/TIME LAST DAY FOR QUESTIONS: November 1, 2022 on or before 12:00pm (noon) local time	DATE/TIME PRE-PROPOSAL MEETING: N/A	PRE-PROPOSAL MEETING MANDATORY: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by the City of Harrisonburg the items or services offered and accompanying attachments shall constitute a contract.

Sealed proposals, subject to terms and conditions of this Request for Proposal will be received by the City of Harrisonburg Purchasing Office, 409 South Main Street, Third Floor, Harrisonburg, Virginia 22801 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s).

The City does not discriminate against small and minority businesses or faith-based organizations.

VENDOR INFORMATION

Name of Vendor: _____ Telephone #: _____

Address: _____ Federal Employer Identification #: _____

Contact Name: _____ Contact Email Address: _____

By signing this proposal, Vendor(s) certifies, acknowledges, understands and agrees to be bound by the conditions set forth in this RFP.

VENDOR'S LEGALLY AUTHORIZED SIGNATURE

DATE

PRINT NAME

TITLE

Please take a moment to let us know how you found out about this Request for Proposal (RFP) – Check one:

eVA Website Bid Room (Please List) _____

The Daily News Record Newspaper Notified by City Directly Other (Please List) _____