

Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5204 phone
301-644-5213 fax



Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Agent
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Manager
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November 10, 2021

ADDENDUM 2
BID 22M3, GRASS MOWING SERVICES

DUE DATE: DECEMBER 9, 2021 at 2:00 P.M.

Please be advised of the following clarifications and changes to the bid language.

1. Will receiving reports still be used?
Please see page 29, Invoicing Completion. Also note, this portion of the bid language is being revised. See the below.
2. In the past we have received complaints about SWMP and Bush hog areas needing more cuts. Concerns about Johnson Grass going to seed in the fields and Ponds. Is it possible to receive 3 cuts in the spring and 3 in the fall?
We have reviewed the number of cuts per location. There will be no changes to any SWMP or Bush Hog areas at this time. If additional mowing's are needed, the awarded vendor of that cluster will be notified during the life of the contract.
3. Lincoln A: Will the area between the sidewalk and curb need to be maintained along Center Street and Washington Street?
The area between the sidewalk and curb along both streets will need to be maintained.
4. SECTION II: INVOICING COMPLETION (Page 29)

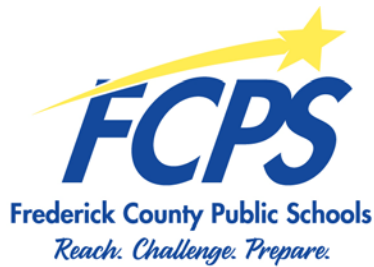
Remove the following:

- d. ~~Receiving Reports will no longer be used. The Lead Custodian or a school administrator will verify that the service was performed and notify the Operations Department of any issues or damage. FCPS retains the right to utilize security cameras installed at the schools to verify the time of arrival and departure of snow removal contractors. Intentional falsification of invoices will be grounds for termination of contract.~~

Insert the following:

6. INVOICING COMPLETION

- d. The Operations Department shall provide the successful contractor(s) with copies of the Grass Mowing Receiving Report (Attachment 2 - Sample). Requests for additional copies of the Receiving Reports should be directed to Patty Jae in Operations, Contact Patty Jae, Secretary, at 301-644-5150 or patricia.jae@fcps.org.
- e. Each school site has in the vicinity of the loading dock, a white mailbox to drop off the Receiving Report. Every contractor or sub-contract performing grass mowing services must complete a Receiving Report each time a service is performed and leave it at the school. In the event that the appropriate school system representative is not available to complete the bottom portion of the form, the vendor should mark the bottom of the form: "No one available" and note the time, then drop a copy in the designated mail box.



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- f. The Lead Custodian then will review the receiving report for accuracy and verification of service, and forward it to the Operations Department. Operations will match the receiving report up with the invoice copy and send it to Finance for payment for payment. FCPS policy is to pay its invoices within 30 days.
- g. Payments are net 30 days as long as billing format and content are correct.
- h. Contractors shall provide a separate invoice for each purchase order with services list by school. You may only bill twice a month, from the first of the month to the 15th and the 16th through the end of the month.
- i. The purchase order number appearing on the purchase order must be shown on all invoices. Additionally, invoices must include the following information, or they will be returned and payment will be delayed:
- School name
 - Date(s) of service and the arrival and departure times
 - Flat pricing for scheduled moving
 - If optional services have been authorized by the Operations Manager, they should be listed separately on the invoice with description of service, unit price, hours, and total cost of each service.
- j. Invoices are to be mailed or emailed to:
Accounts Payable Office
Accounts.payable@fcps.org
Frederick County Public Schools
191 South East Street Frederick, MD 21701
- k. Questions regarding payment status should be made directly to Accounts Payable, Christie Williams, Accounts Payable Officer, (301)-644-5049.

Sincerely,

Shane Ryberg

Shane Ryberg, Purchasing Agent
shane.ryberg@fcps.org

Attachments: Attachment 2 - Receiving Report Sample

SR/kl

cc: Larry Phillips, Custodial Services Manager
Bid File

FREDERICK COUNTY PUBLIC SCHOOLS
HAYWARD COMPLEX – OPERATIONS DEPARTMENT
7446 HAYWARD ROAD
FREDERICK, MARYLAND 21702

RECEIVING REPORT

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TO BE COMPLETED BY THE CONTRACTOR:

BUILDING/SCHOOL NAME: _____

BUILDING/SCHOOL NUMBER: _____

DATE OF SERVICE: _____

CONTRACTOR OR COMPANY NAME COMPLETING SERVICE: _____

SIGNATURE OF EMPLOYEE THAT PERFORMED SERVICE: _____

DESCRIPTION OF SERVICE BEING PERFORMED: _____

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TO BE COMPLETED BY THE LEAD CUSTODIAN:

DID YOU OBSERVE THE PERFORMANCE OF THE SERVICE? YES NO

WAS PERFORMANCE SATISFACTORY? YES NO

IF NO, PLEASE EXPLAIN: _____

NAME OF FCPS EMPLOYEE: _____
(PLEASE PRINT)

SIG NATURE OF FCPS EMPLOYEE: _____