

July 23, 2026

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 1
BID # 26-253, Grounds Maintenance Services - Cemeteries**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: questions and answers received, revisions & additions

To retrieve documents on the FTP site, please follow the directions below:

Go to <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevondor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**Bid 26-253, Ground Maintenance Services - Cemeteries.zip**", select "Open" or "Save As" to download the documents.

Addendum 2 forthcoming.

Respectfully,

Colin Burke

Colin Burke
Procurement Analyst
Procurement Division

**This Addendum sheet should be signed and submitted with your
bid submittal. This is the only acknowledgment required.**

Signature

Printed Name:

Title:

Company:

BID # 26-253, Grounds Maintenance Services - Cemeteries Addendum # 1

Question 1: Can I please see the last winner bid for this?

Answer: Yes, the awardees for Bid 21-535-SM are as follows:

Zone A: Extra Effort Lawn Services (until terminated 07/29/2022)
Stag Industries (re-awarded 08/08/2022)

Zone B: Stag Industries

The bid proposals, bid package, addendums & amendments for Bid 21-535-SM can be found on the FTP site. See page one of this addendum for instructions on navigating the FTP site.

The previous bid information attached to this addendum is provided for informational purposes only. It is not incorporated into and does not form a part of this solicitation.

Question 2: I was wanting to see about getting the previous bid analysis on the contract.

Answer: The bid analysis for Bid 21-535-SM can be found on the FTP site. See page one of this addendum for instructions on navigating the FTP site.

Question 3: How long is the contract for?

Answer: Please refer to page 34 of the bid package, Special Conditions, Item #2. The period of performance for this bid is from the notice to proceed date through July 31, 2029.

Question 4: How will the cemetery bid be awarded?

Answer: Please refer to page 34 of the bid package, Special Conditions, Item #1. "Award of this bid will be made to the lowest responsive and responsible bidder meeting all qualifications and specifications for each zone. A single company/vendor may be awarded both Zones A and B if it is the lowest responsive and responsible bidder for each zone. Bidders must submit pricing for all locations within any zone on which they choose to bid. However, bidders are not required to bid on both Zones A and B for their bid to be considered responsive."

Question 5: Can you please post previous bids?"

Answer: Please see answer to question 1 above.

Question 6: Can you please provide the current contract for this bid?

Answer: Please see answer to question 1 above.

Question 7: What is the value of the current contract?

Answer: The 2024/2025 fiscal year spend for the current contract was \$200,626.73. However, we do not guarantee a minimum or maximum spend.

Question 8: Who is the current contractor for this bid?

Answer: Please see answer to question 1 above.

Question 9: Is there a previous bid tab for this bid, if so, could you please provide it?

Answer: Please see answer to question 2 above.

Question 10: Can the sign-in sheet from the non-mandatory pre bid meeting be provided?

Answer: The attendance sheet can be found on our website at <https://www.polkfl.gov/wp-content/uploads/2026/07/Bid-26-253-Pre-Bid-Attendance-NON-MANDATORY.pdf>

Question 11: Please confirm that there are no bond requirements for this bid.

Answer: No bond is required for this bid.

Question 12: Please confirm if the frequency is 24 visits or 26 visits.

Answer: The number and frequency of visits is 24 visits, as there will be two visits per month.

Question 13: Can you please provide the online bidding instructions for this bid?

Answer: A video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for Bid Submittals: https://youtu.be/vkn_7AHgioE

Question 14: Are you able to provide the parameters and value of the most recent contract for these services?

Answer: Please see answer to questions 1 & 7 above.

Question 15: If not the parameters of the contract, please provide any additional information regarding budget/previous award amount.

Answer: Please see answer to question 7 above.

Question 16: Please provide any previous associated change orders for the most recent/current contract and their value.

Answer: There are no change orders on the current bid.

Question 17: During the call, it was mentioned different kinds of grass need to be mowed at different heights. Are the different kinds of grass clearly noted in each mowing area?

Answer: No, they are not noted. Each location may have different types of grass. It is recommended that bidders visit locations prior to submitting their bid.

Question 18: Could you clarify what is meant by the need for the winning contractor to have an employee with a Polk County tax sheet?

Answer: Employees are not required to have a Polk County Business Tax Receipt. The vendor should have one in the company name.

Question 19: How will the performance of this contract be evaluated? Please provide specifics.

Answer: Please refer to page 42 of the bid package, Specifications, Item #9. Performance is evaluated by how well the vendor meets the scope and specifications.

Question 20: Can more specifics regarding the frequency of service be provided?

Answer: Please see Revision 1 of this addendum below.

Question 21: When will the bid winners be notified?

Answer: We anticipate three to four weeks after the bid opening. A notice of recommendation of award will be emailed to all bidders and posted to our website.

Revision 1

Delete in its entirety:

Replace with:

Month: _____ **Year:** _____

Vendor: _____ **Zone:** _____ **Contract #:** _____

[illegible]

BID # 26-253, Grounds Maintenance Services - Cemeteries

Addendum # 1

Addition 1

Bid Package, Scope of Work, No. 17, Page 40

Changes to Service Schedule: Vendors must immediately notify Facilities Management Representative if they are unable to service their Zone or unable to service a location on the scheduled date. Email must be sent to Facilities Management Representatives with makeup date the locations will be serviced.

Addition 2

Bid Package, Scope of Work, No. 18, Page 40

Incident Reporting: Vendor is responsible for reporting any preexisting or newly discovered damage (s) found to the Facilities Management Representative within 24 hours. Vendor will submit photos with full details of the damage.

Addition 3

Bid Package, Specifications, No. 15, Page 42

Cemetery Safety and Etiquette Protocols: Vendor is to perform ground maintenance services with the highest level of care and respect around all monuments, graves, headstones, and/or markers. Vendor is to preserve a perimeter around all headstones, markers, and/or any historic monuments. Additionally, vendors shall:

- Keep heavy mowers away from the edges of markers and upright stones.
- Help prevent rock chips and/or damages to property
- Do not mow over any markers
- Do not lean or sit on headstones
- Do not place any equipment on graves, markers, or headstones.

Addition 4

Bid Package, Special Conditions, No. 11, Page 35

Repairs to Damaged Property: Vendor will be held responsible for any damage to headstones, monuments, markers and/or other property caused by the vendor or their employees. Any cost associated with damage to property is the responsibility of the vendor.