

July 31, 2026

**POLK COUNTY, A POLITICAL SUBDIVISION OF
THE STATE OF FLORIDA
ADDENDUM # 3
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.

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

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- Question 1:** Is moss removal specific to hanging moss that can be removed by hand or will pressure washing be required? How often will this need to occur?
- Answer:** Moss removal will only be required by hand, as needed.
- Question 2:** How many trash cans are there at each location that needs to be emptied?
- Answer:** Some locations do not have any trash cans, others may have one or two.
- Question 3:** What herbicide is preferred for fence line spraying?
- Answer:** There is no spraying along fence line. Please refer to Revision #1 below.
- Question 4:** The RFP documents are somewhat vague, and many more specifics were shared in the pre-bid call. To support being able to provide the most detailed and competitive bid possible, will you issue an addendum with the more specific expected tasks and how to deliver the various services to the expected standards?
- Answer:** The questions asked at the pre-bid meeting have been answered via this addendum.
- Question 5:** Which property requires communication with the property owner to visit?
- Answer:** Bethlehem/Pioneer Altmann Cemetery, building #98410.
- Question 6:** Are pre-bid site visits mandatory?
- Answer:** No. However, it is recommended that bidders visit each site. Vendors will not have an opportunity to change their pricing later. You will need to communicate with the County to gain access to Old Homeland Cemetery. Please call (863) 534-5511 to schedule a visit.
- Question 7:** It was mentioned we would not be responsible for servicing the road at the cemetery with gate access. Does this mean mowing?
- Answer:** Referring to Old Homeland Cemetery: No, vendors will only be responsible for servicing the cemetery itself.
- Question 8:** Is there any weekend job performance for the cemeteries?
- Answer:** Work may be performed Sunday through Saturday. However, all work must be performed during daylight hours.
- Question 9:** Are vendors allowed to use subcontractors?

- Answer:** No. Please refer to page 34 of the bid package, Special Conditions, Item #3: **“Performance of Work:** The work required under this bid shall be performed by the entity submitting the bid. Vendors shall have adequate equipment, in good repair, to complete the specified work and be able to supply additional equipment as needed. All equipment must be leased or owned by the successful bidder. **No subcontractors will be allowed to perform any service under this bid.”**
- Question 10:** At New Hope Cemetery, do we need to mow along the entrance road?
- Answer:** Yes, vendors must mow along the entrance road.
- Question 11:** Do we need to do maintenance around each individual headstone?
- Answer:** Yes, vendors must do maintenance around each individual headstone.
- Question 12:** Do we need to bid on both Zones A and B?
- 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 13:** If there is a service going on in the cemetery at the time of mowing, how are we supposed to handle that?
- Answer:** Please refer to page 40 of the bid package, Scope of Work, Item #15. “Successful vendors will be expected to adjust mowing schedule to accommodate funeral services and approved requests from public officials or relatives. Prior notice will be provided for known special events that will alter the regularly scheduled grounds maintenance service. No work is permitted in an area at the time when burial services are being performed. All work shall be performed at a safe distance, following the equipment manufacturer safety requirements and specifications and ensuring it does not interfere with patrons of the occupied area. This includes parking areas occupied by vehicles.”
- Question 14:** Are there any price adjustments to the contract?
- Answer:** Please refer to page 18 of the bid package, General Information, Item #20. **“Price Increase:** The Procurement Director reserves the right to increase/decrease price after the bid has been in place for a minimum of 12 months, when it is in the best interest of the County. Increases/decreases will be determined by the Consumer Price Index (CPI-U) unless otherwise stated in the Special Conditions.”

Question 15: How long is this contract?

Answer: Please refer to the answer to Question 3 on Addendum #1.

Question 16: What license is required and by whom?

Answer: Please refer to page 36 of the bid package, Qualifications, Item #3.
“Vendors must have a minimum of one (1) employee that possesses a State of Florida Limited Commercial Landscape Maintenance (LCLM) Certification issued in the name of the company employee. The employee holding this certification is the only person permitted to use/apply herbicides, insecticides and/or fungicides.

Vendors are not required to have the license at the time of submittal but must have it prior to award. “

Question 17: Where do you get information on obtaining the State of Florida Limited Commercial Landscape Maintenance (LCLM) Certification?

Answer: UF/IFAS Extension Polk County at 1702 South Holland Parkway, Bartow, FL 33830.

Contact: Luis O. Rodriguez Rosado, Extension Agent I, M.S.
lrodriguezrosado@ufl.edu
(863) 519-1049

Addendum # 3

Revision 1

Bid Package, Scope of Work, No. 1, Letter I, Page 38

Delete in its entirety:

Spray County approved herbicides (LCLM certification for herbicides needed) along both sides of fence lines, if possible.

Replace with:

Spray County approved herbicides (LCLM certification for herbicides needed) inside flower beds, walkways and parking lots.

Revision 2

Bid Package, Scope of Work, No. 9, Page 39

Delete in its entirety:

All interior and perimeter fence lines shall be cleared of vines, grasses, low tree limbs, etc. a minimum of two (2) feet on each side as part of the site mow. Herbicide may be used as applicable.

Replace with:

All interior and perimeter fence lines shall be cleared of vines, grasses, low tree limbs, etc., a minimum of two (2) feet on each side as part of the site mow.

Revision 3

Bid Package, Special Instructions, Page 1

Delete in its entirety:

Special Instructions: A **NON-MANDATORY** pre-bid will be held Tuesday, July 14, 2026, 10:00 a.m. in the Procurement Division conference room, located at 330 W. Church St, First Floor, Room 150, Bartow, FL 33830. An authorized representative or agent of the Bidder must be present at this meeting in person or via conference call, as evidenced by their signature on the meeting's sign-in sheet, or the Bidder's submittal will be considered non-responsive. Those attending via conference call will be added to the sign-in sheet by the Procurement office during the conference call. The conference bridge number is 305-224-1968, enter Meeting ID: 846 1228 6292 & Passcode: 515076. Or join the meeting via Zoom at <https://us02web.zoom.us/j/84612286292?pwd=3FULysvKFFyC7WmW1ssFeqic07s1L7.1>

Replace with:

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