

ADDENDUM 1

REQUEST FOR PROPOSAL (RFP) NO. PW 01-32-07-26 LANDSCAPE MAINTENANCE AND INSTALLATION SERVICES Issued July 24, 2026

The purpose of this Addendum is to formally modify the original agreement. This Addendum outlines specific changes, additions, or deletions to the terms of the original contract, ensuring clarity and mutual understanding.

Key Modifications

1. The deadline for questions and clarifications has been extended to no later than **2:00 PM EST, Thursday, July 30, 2026.**

Page 2, paragraph 4

Any questions or clarifications concerning the RFP specifications must be submitted in writing directly to: Willie Hall, Public Works Director, via email, whall@cityofokeechobee.com no later than **2:00 PM EST, Thursday, July 30, 2026**

Page 4, 1.4 Schedule of Events, No. 3

3	Closing Date for Company Questions	07/30/2026	2:00 PM EST
---	------------------------------------	------------	-------------

Page 6, 1.8 Requests for Information and Clarification; Addenda

Any questions or clarifications concerning the RFP specifications must be submitted in writing directly to: Willie Hall, Public Works Director, via email, whall@cityofokeechobee.com no later than **2:00 PM EST, Thursday, July 30, 2026**

2. Scope of Services now includes **Tree Trimming and Pruning** (second bullet item)

Page 2, 1.2 Scope of Services, General Description

- Mowing, trimming and edging
- **Tree trimming and pruning**
- Symmetrical trimming of hedges/shrubs
- Weed removal
- Edging along sidewalks
- Installation of mulch when needed
- Application of fertilizer (with exception of palmetto plants)
- Application of insecticide as needed
- Trash/debris removal

3. Exhibit “B” Scope of Services updates include:
 - a. Addition of **Tree Trimming and Pruning** (second bullet item)
 - b. Addition of **Governing Specification Section** to include more detailed instructions regarding the Scope of Services
 - c. Specific information for clarification to (3) service locations are bolded and pictures are updated
 - Page 25 Service Locations*
 - Page 30 picture*
 - Page 31 both pictures*
 - Page 34 bottom picture only*
4. Exhibit “C” Rate Schedule was not included in original bid documentation.
 - Page 36*

Questions and Answers

The following questions were posed during the Pre-Submittal Meeting held on July 20, 2026. This Addendum serves to answer each question to better inform all the companies who anticipate submitting an offer for said contract.

**Questions 1 through 7, were emailed or called in to the Director of Public Works, Willie Hall. No questions were answered until the Mandatory Pre-Submittal Meeting.*

1. Can we provide previous bid tabulation?

[2023-06-06-approved-minutes.pdf](#)

2. Is irrigation included in the contract?

No. The “Contractor” will be held responsible for any damage caused and will need to notify the Public Works Department before “Contractor” completes the repairs. Should the “Contractor” find an issue that needs to be addressed, contact Public Works and we will address the issue.

3. Can you share the budget established for landscape maintenance and installation services?

The budget for Fiscal Year 2026-2027 has not yet been finalized.

4. Will chosen supplier have the opportunity to perform other landscaping projects?

Yes, there are some projects coming up. If it is a small service that does not require a bid then we may just request it, but for the most part we would go through the bid process. [Chapter 2 - ADMINISTRATION | Code of Ordinances | Okeechobee, FL | Municode Library](#). Sec 2-285

5. Is there a form for pricing to submit in the RFP?

During the meeting, it was stated that there was not an established form; however, there has been a Bid Form drafted and placed in the Addendum.

6. Is the current bid posted online already?

Yes, the current RFP has been posted on the City of Okeechobee website.

7. How do I get the information?

[City of Okeechobee FL | Open Solicitations](#)

*Questions 8 through 25 were asked by those in attendance.

8. What are the sites that are new to this bid compared to the previous contract?

There are (3) three new locations included in this RFP:

- ROW between SE 8th St and SE 9th St, beginning at to SE 9th Ave west to Taylor Creek
- Raulerson Cabin, 811 SW 2nd Ave
- Primitive Baptist Church, 1003 SW 3rd Ave

9. Do you give a local preference? How much is that?

Yes, at (5%) five percent. [Chapter 2 - ADMINISTRATION | Code of Ordinances | Okeechobee, FL | Municode Library](#). Sec 2-290

10. Is tree work included? If so, how tall and up to what height?

No, it is not currently included, however will be included in the Addendum.

11. The scope of work does not include specifically where to add mulching and/or fertilizer.

A Revised Scope will be in the Addendum.

12. Do we trim and maintain the palmettos in Flagler Park?

No.

13. Does the trash & debris removal happen weekly – even in the winter? Are we responsible for doing these things even when we are not mowing weekly?

No, the trash & debris removal is “Contractor’s” responsibility on the days of actual service.

14. Does insecticide mean spraying whole lawns or spots as needed?

This means to apply insecticide as needed, as spot treatment if necessary.

15. How many cuts per year do you require?

We expect 40 to 43 cuts with a minimum of 38 to include prep for special events.

16. Is there a mowing height that is preferred?

Municipalities preferred height is 2-3 inches.

17. What if there is excessive amount of trash than the normal trash pickup, are we responsible for that?

Any excessive trash will be handled by Public Works.

18. What are your specifications for mulch – color and depth and locations?

Red mulch, not less than 3 inches. Full instruction and locations will be included in the Addendum.

19. How many times a year do you want areas to be mulched?

Twice a year.

20. Do we remove old mulch or layer on top?

Yes, remove the old mulch and add the new.

21. How often do you want fertilization, and is it liquid or granular?

Twice a year with granular.

22. Will there ever be an emergency call?

No, Public Works will address emergency calls.

23. When will you have the addendum available?

Expected by the end of this week.

24. Can the questions deadline be extended for this RFP?

Yes, we will extend the deadline for questions until July 30, 2026, at 2:00pm.

25. Do you still want the fertilizing and mulching breakdown in the pricing?

Yes

ADDENDUM 1
REQUEST FOR PROPOSAL (RFP) NO. PW 01-32-07-26
LANDSCAPE MAINTENANCE AND INSTALLATION SERVICES

EXHIBIT "B"
REVISED SCOPE OF SERVICES

Scope of Services are those contained in the Response dated _____, 20, attached hereto and incorporated herein by reference.

Under the general supervision of the Public Works Director, the company will perform any of the Services listed below. The successful company shall be qualified to perform the following Services:

Under the general supervision of the Public Works Director, the Company will perform Landscape Maintenance and Installation Services. These services will include, but are not limited to:

- Mowing, trimming and edging
- Tree trimming and pruning
- Symmetrical trimming of hedges/shrubs
- Weed removal
- Edging along sidewalks
- Installation of mulch when needed
- Application of fertilizer (**with exception of palmetto plants**)
- Application of insecticide as needed
- Trash/debris removal

Governing Specifications

1. **Mowing:** Turf areas shall be maintained in a healthy, growing, green, trim condition. All grass areas should be mowed no less than 38 times a year, with an expected 40 to 43 to include prep for special events. Mowing height shall be maintained by about 2-3 inches or as conditions require.

Trimming: Grass shall be trimmed during, or as an immediate operation following mowing. Turf will be trimmed at the same height as adjacent turf. Areas requiring trimming include but are not limited to trees, sprinklers, edges, plant beds, and all other objects as required by designee.

Edging: Edging of all turf edges abutting sidewalks, flush paved surfaces, curbs, drives, patios, decks will be completed during each mowing. Edging shall be performed to result in neat vertical uniform lines and uniform depth.

2. **Tree trimming and pruning:** The Contractor shall perform routine canopy lifting and removal of low-hanging branches as part of landscape maintenance. Tree pruning shall be limited to minor maintenance pruning and shall not exceed twenty-five percent (25%) of the live canopy during any twelve-month period.

Minimum clearances shall be maintained as follows:

- Eight (8) feet over sidewalks and pedestrian walkways
- Ten (10) feet over parking areas
- Fourteen (14) feet over streets, roadways, and alleys

Branches shall also be pruned as necessary to maintain visibility of traffic control devices, street name signs, lighting fixtures, security cameras, and landscaping features. All pruning shall conform to current ANSI A300 pruning standards and applicable ISA Best Management Practices.

3. **Symmetrical trimming of hedges:** Hedges shall be maintained with symmetrical lines and uniform appearance. Formal hedges shall be trimmed to maintain consistent height, width, and shape throughout the length of the hedge. Hedge sides shall be plumb and evenly tapered, with the top slightly narrower than the base to promote adequate sunlight penetration and healthy growth. Shrubs shall not obstruct sidewalks, pedestrian pathways, signs, lighting, utilities, intersections, or sight distances. Dead, damaged, diseased, or unsightly branches shall be removed during each maintenance cycle. All debris generated from trimming operations shall be removed from the site on the same day service is performed. Contractor shall avoid excessive shearing that damages plant health or natural growth habits.
4. **Weed Removal:** All weeds shall be manually removed or treated with approved herbicides as necessary. Landscape beds shall be maintained in a weed-free condition at all times. Grass encroachment into planting beds shall be removed during each service visit. Sidewalks, curbs, gutters, and paved surfaces shall be blown clean following maintenance activities.
5. **Edging Along Sidewalk:** All turn areas adjacent to sidewalks, curbs, pedestrian pathways, driveway, and other hardscape surfaces shall be edged to maintain a clean, neat, and professional appearance.
6. **Mulch Installation when needed:** Existing mulch should be removed before new red mulch is installed. Red mulch shall be applied uniformly to a finished depth of 3 inches. Mulch shall be maintained at a consistent depth throughout all planting beds. Contractor shall remove excess mulch from sidewalks, curbs, pavement, and turf immediately following installation.

Areas to avoid mulch installation:

- Playground at Centennial Park

- Palmettos in Cattleman's Park
- Primitive Baptist Church
- Raulerson Cabin

7. Application of Fertilizer when needed: Fertilizer shall be granular commercial-grade products appropriate for the plant material being maintained. Applications shall comply with all applicable federal, state, county, and municipal regulations. Turf areas, shrubs and tree plantings shall receive fertilizer applications sufficient to maintain healthy growth and appearance.

Areas to avoid fertilizer application:

- Playground at Centennial Park
- Palmettos in Cattleman's Park
- Primitive Baptist Church
- Raulerson Cabin

8. Application of Insecticide as needed: Contractor shall inspect landscape areas during each service visit for evidence of insect infestation, disease, or other pest-related damage. Insecticides shall be EPA-registered and applied in accordance with label direction and all applicable regulations.

9. Trash/Debris Removal: On the day of each service, the Contractor is responsible for all trash/debris/clippings to be removed from property location.

These essential job functions are not to be construed as a complete statement of all duties to be performed. Company may be required to perform other job-related duties as required.

All services shall be performed and completed in compliance with the Florida Law, Florida Building Code, the City of Okeechobee Charter and Code and all other applicable codes and standards governing the Services.

**City of Okeechobee
Landscape Maintenance & Installation Service
Locations**

Landscape maintenance, City Hall, City Hall Park, Police Department, Chamber of Commerce, Flagler Park, Centennial Park.

Landscape maintenance, medians; South Parrott Ave (US HWY 441), South Park ST, South to South 23rd ST, including median flower/shrub/tree beds.

Landscape maintenance, medians; North Parrott Ave (US HWY 441), North Park ST (SR 70), to **North 14th ST**, including median flower/shrub/tree beds.

Landscape maintenance, medians; North Park ST (SR 70), **West, from NW 3rd Ave to NW 4th Ave, including median flower/shrub/tree beds (approx. 324' X 23')**.

Landscape maintenance, medians; North Park ST (SR 70), **East, between SE 8th Ave to SE 10th Ave (East end of median approx. 513' X 3 1/2')**, **between SE 10th Ave to SE 13th Ave (East end of median approx. 267' X 13 1/2")**.

Landscape maintenance, planting beds and sidewalks; South Park ST, West 6th AVE to East 2nd AVE.

Landscape maintenance, SW 7th AVE planting bed in 100 block.

Landscape maintenance, medians on SW 5th AVE, SW 3rd ST, SW 4th ST, SW 6th ST, SE 4th ST.

Landscape maintenance, mowing unimproved ROW, NW 9th AVE and NW 6th ST, (adjacent to CenturyLink property).

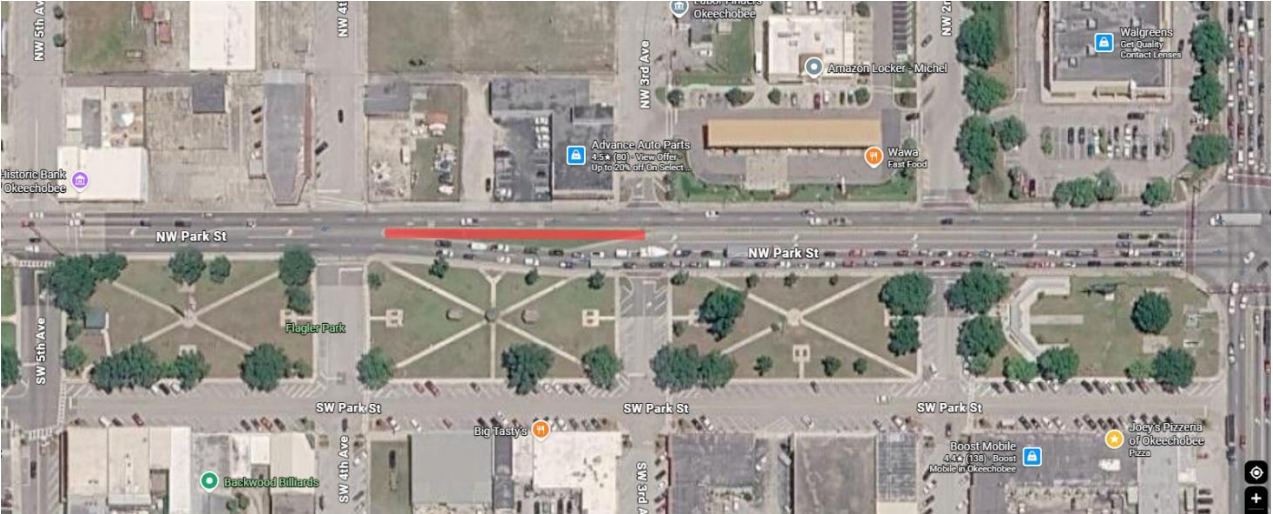
Landscape maintenance, island on NW 5th AVE and North Park ST (SR 70 West).

Landscape maintenance, mowing unimproved ROW between SE 8th ST and SE 9th ST, **beginning at SE 9th Ave, east to Taylor Creek.**

Landscape maintenance, Raulerson Cabin, 811 SW 2nd Ave

Landscape maintenance, Primitive Baptist Church, 1003 SW 3rd Ave





Landscape maintenance, North Park ST (SR 70 West), West, from NW 3rd Ave to NW 4th Ave, including median, approx. 324' X 23'



Landscape maintenance, North Park ST (SR 70 East), East, between SE 8th Ave to SE 10th Ave (east end of median approx. 513' X 3 1/2'), between SE 10th Ave to SE 13th Ave (East end of median approx. 267' X 13 1/2').



Landscape maintenance, island on NW 5th AVE & North Park ST (SR 70 West).



Landscape maintenance, mowing, unimproved ROW between SE 8th ST & SE 9th ST, **beginning at SE 9th Ave East to Taylor Creek**

ADDENDUM 1
REQUEST FOR PROPOSAL (RFP) NO. PW 01-32-07-26
LANDSCAPE MAINTENANCE AND INSTALLATION SERVICES

EXHIBIT "C"
RATE SCHEDULE

Company Name _____

RFP No. PW 01-32-07-26

Description	Monthly Cost	Annual Cost
Landscape maint: City Hall, Police Dept. Chamber of Commerce		
Landscape maint: City Hall Park, Centennial Park, Flagler Park		
Landscape maint, medians: South Parrott AVE (US HWY 441), South Park ST, South to South 23 rd ST, including median flower/shrub/tree beds		
Landscape maint, medians: North Parrott AVE (US HWY 441), North Park ST (SR 70), to North 14 th ST, including median flower/shrub/tree beds		
Landscape maint, medians: North Park ST (SR 70) West, From NW 3 rd Ave to NW 4 th Ave, including median flower/shrub/tree bed (approx. 324' X 23')		
Landscape maint., medians: North Park ST (SR 70) East, between SE 8 th Ave to SE 10 th Ave (east end of median approx. 513' X 3 1/2'), between SE 10 th Ave to SE 13 th Ave (east end of median approx. 267' X 13 1/2')		
Landscape maint.; planting beds and sidewalks; South Park ST, West 6 th AVE to East 2 nd AVE		
Landscape maint.: SW 7 th AVE planting bed in 100 block		
Landscape maint., medians: SW 5 th Ave, SW 3 rd ST, SW 4 th ST, SW 6 th ST, SE 4 th ST		
Landscape maint.; mowing unimproved ROW, NW 9 th Ave and NW 6 th ST, (adjacent to Centurylink property)		
Landscape maint.; island on NW 5 th Ave and North Park ST (SR 70 West)		
Landscape maint.: mowing unimproved ROW between SE 8 th ST and SE 9 th ST, beginning at SE 9 th Ave west to Taylor Creek		
Landscape maint.: Raulerson Cabin, 811 SW 2 nd Ave		
Landscape maint.: Primitive Baptist Church, 1003 SW 3 rd Ave		
Description		
Fertilizer		
Insecticide		
Mulch		
	TOTAL BIDDING PRICE	
Terms for Payment:		

ADDENDUM 1 ACKNOWLEDGEMENT
REQUEST FOR PROPOSAL (RFP) NO. PW 01-32-07-26
LANDSCAPE MAINTENANCE AND INSTALLATION SERVICES

The undersigned acknowledges receipt of Addendum No. 1 dated July 24, 2026 and certifies that the contents of this addendum have been reviewed and incorporated into this proposal.

The proposer further acknowledges that Addendum No. 1 includes, but is not limited to:

- Responses to questions received during the mandatory pre-submittal conference.
- Revised Scope of Services (Exhibit B).
- Rate Schedule Form (Exhibit C).

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____