



<input checked="" type="checkbox"/>	AMENDMENT OF SOLICITATION
<input type="checkbox"/>	MODIFICATION OF CONTRACT

City of New Braunfels
Purchasing
551 Landa Street
New Braunfels, Texas 78130

1. Solicitation No. CSP 21-025 Cemetery Maintenance Services for the City of New Braunfels, TX	2. Contract No.	3a. Addendum No. 2	4. Effective Date of this Action August 17, 2021
		3b. Modification No.	

5. Name and Address of Offeror or Contractor	6. For Information Call: (No collect calls or Fax offers accepted) Purchasing: Debbie Kimball Phone No.: 830-221-4081 Fax No.: 830-608-2112	7. Amount of Contract/Order is: Increased by: Decreased by: New Total: <input type="checkbox"/> Unchanged
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8. THIS BLOCK APPLIES TO AMENDMENTS OF SOLICITATIONS ONLY:
The above numbered solicitation is amended as set forth in Block 10 below.
The date and time specified for receipt of offers IS NOT extended.
 THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO: AUGUST 27, 2021, 3:00
Offerors must acknowledge receipt of this amendment prior to the date and time specified in the solicitation or as amended, by one of the following methods:
(i) By completing Blocks 5 and 11 and returning this Addendum in the number of copies specified for the solicitation;
(ii) By acknowledging receipt of this Addendum on each copy of the bid submitted; or,
(iii) By separate letter, telegram, or fax referencing the solicitation and addendum.
If by virtue of this Addendum offeror desires to change an offer already submitted, such change may be made by letter, telegram, or fax, provided each such notice makes reference to the solicitation AND this Addendum, and is received prior to the date and time specified.
NOTICE: NON-RECEIPT OF YOUR OFFER AND THIS ADDENDUM AT THE DESIGNATED PLACE WITHIN THE DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY.
The above numbered Contract, Delivery, or Purchase order is modified as set forth in block 10 below.
 This Change Order is issued in accordance with authority granted by instrument referenced in block 2.
 The instrument in Block 2 is modified to reflect administrative changes.
 This Supplemental Agreement is entered into pursuant to the Authority of:
 Other (Specify type of modification and authority): _____
 CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPY WITH PROPOSAL.
 Contractor is not required to sign this document but is requested to acknowledge receipt.

10. DESCRIPTION OF CHANGES - This Addendum No. 1 is being issued due to specification change and to answer questions received during the inquiry period.

A. THE BID OPENING DATE HAS BEEN CHANGED TO: **AUGUST 27, 2021, 3:00P.M. CST**

B. Specification Change: **See Revised Attachment A - Cost Proposal (page 3 of this addendum).**
A square foot rate is being added to capture costs associated with Contractor resetting or rebalancing headstones and other related objects, as requested by the City. This work is to receive prior written approval by City prior to work being performed by Contractor.

C. Inquiry Questions and City Answers are provided on page 2 of this Addendum.

Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.

11a. SIGNATURE OF OFFEROR OR CONTRACTOR	CITY OF NEW BRAUNFELS, TEXAS	
	<i>Debbie Kimball</i>	August 17, 2021
11b. PRINTED NAME AND TITLE	11c. DATE	
	Debbie Kimball Contract Administrator	Date

ADDENDUM NO. 2 – CSP 21-025 CEMETERY MAINTENANCE SERVICES FOR THE CITY OF NEW BRAUNFELS - PAGE 2

INQUIRY QUESTIONS AND CITY ANSWERS:

Question No. 1:

Under the Scope of Work 6.2.1 A paragraph #6 “Record Keeping” states “records are to be maintained according to Owners standards including a digital copy to be updated monthly”. Historically these updates have been submitted monthly in a written report form filled out by the cemetery sexton and hand delivered to the city. Will this process continue to be acceptable to the city and if not, will the city provide any necessary technology and supporting hardware at the cemetery to enable the contractor to comply with digital copies?

Answer No. 1:

The City will provide the successful contractor with a form to be completed and submitted via email electronically to designated City staff. The City will not provide technology or supporting hardware at the cemetery.

Question No. 2:

Under the Scope of Work 6.2.3 Contractor Responsibilities paragraph #3 requires the contractor to assume responsibility for “minor adjustments to headstones and other related objects should they need to be reset and /or rebalanced”. Installation and maintenance of improvements to an individual’s private burial plots(curbing and monuments) is the financial responsibility of the individual and may not be performed by the city or it’s agent without permission from the property owner excepting only those cases where the condition of the monument or other object poses a “public health and safety issue”, in which case the city has the authority to make corrections and charge the property owner for such repairs. Resetting and/or rebalancing of leaning monuments is a service typically provided by monument companies and/or cemetery service providers such as myself and has an associated service charge typically arranged for by the plot owner. The unpredictable nature of the frequency, occurrence, and extent of the necessary corrective action renders approximating the associated costs of assuming that responsibility extremely difficult. Would the city consider allowing prospective bidders to quote a per square inch (the traditional pricing format) cost to be applied whenever the occasion and circumstances require such actions?

Answer No. 2:

The City has added a square foot rate to Attachment A – Cost Proposal Form. See REVISED ATTACHMENT A – COST PROPOSAL FORM made a part of this ADDENDUM.

Please submit your square foot rate price on the REVISED FORM. All work is to receive prior written approval from the City before work is performed.

REVISED ATTACHMENT A – COST PROPOSAL

CSP 21-025 – CEMETERY MAINTENANCE FOR THE CITY OF NEW BRAUNFELS

Proposer is to quote a *firm* annual cost, payable on a monthly basis, to provide general caretaker services to include all record keeping, labor, materials, superintendence, technical personnel, machinery, apparatus, insurance, supplies and other incidentals to provide general cemetery services, assist funeral homes and gravesite contractors prior to gravesite services over the contractual period, as outlined within this competitive sealed proposal. It is the responsibility of the Proposer to visit the job sites to ensure they are aware of all necessary materials, equipment, etc. needed to perform all duties outlined in the solicitation.

ITEM DESCRIPTION	ANNUAL COST (PAYABLE MONTHLY)
Year one (1) Services to be performed during the period of October 1, 2021 through September 30, 2022	\$
Year two (2) Services to be performed during the period of October 1, 2022 through September 30, 2023	\$
Year three (3) Services to be performed during the period of October 1, 2023 through September 30, 2024	\$
Year four (4) Services to be performed during the period of October 1, 2024 through September 30, 2025	\$
Year five (5) Services to be performed during the period of October 1, 2025 through September 30, 2026	\$
SQUARE FOOT RATE – EFFECTIVE FOR ENTIRE CONTRACT:	SQUARE FOOT PRICE
This square foot rate is for Contractor to perform minor adjustments to headstones and other related objects in the cemeteries, should they need to be reset and/or rebalanced. Prior written approval of work to be performed must be obtained from the City by the Contractor.	\$ _____, IF APPLICABLE.