



February 9, 2026

**Addendum #2
FOR IMMEDIATE ATTENTION**

ADDENDUM NO. 2 TO ALL BIDDERS:

Reference – Invitation for Bids: IFB #008-0-2026/HM
Tree Cutting, Removal & Related Services
For Delivery To: Newport News Public Schools
Bid Submittals Due: February 19, 2026 at 9:00 AM EST

Responses to Bidders questions are as follows:

1.
 - a. Question: Does the District have a preference for self-propelled stump grinders versus tow-behind units for school properties?
Answer: No.
 - b. Question: When evaluating hourly rates, will consideration be given to equipment productivity, such as higher-horsepower equipment completing work in fewer hours?
Answer: No. The award is based on the Overall Total for line items 1-4, Standard Hourly Rates. It is the awarded Contractor's responsibility to determine hourly rates using their knowledge and expertise.
 - c. Question: Is there a minimum crew size requirement for stump grinding operations?
Answer: No.
 - d. Question: Is removal and off-site disposal of stump grindings required, or may grindings be retained on site when approved?
Answer: Pricing not required until grinding retainage is determined. This will be quoted additionally should the grindings need to be removed.
 - e. Question: Will topsoil and grass seed be required as part of stump restoration under this contract, or handled separately?
Answer: Handled separately.
 - f. Question: Will work orders be geographically grouped when possible to reduce repeated mobilization?
Answer: Yes, when feasible.
 - g. Question: Will sites be cleared of vehicles and obstructions prior to contractor arrival?
Answer: In the event vehicles are in danger they will be requested to be moved prior to any work commencing.
 - h. Question: When stump grinding be required as part of emergency response, or only after tree removal and VA811 marking are complete?
Answer: After emergency tree removal.



- i. Question: When stump grinding is performed at a site along with other work, how is billable time determined for grinding services?
Answer: NNPS expects that experienced stump grinders will be able to estimate the amount of time it will take to grind each stump by its size.
- j. Question: Will partial hours be rounded up to the nearest hour, or billed in increments (e.g., tenths, quarters, halves)?
Answer: Contractor shall bill NNPS for the exact number of hours for completion of the work. Quarter and half hour increments are acceptable, no rounding up to a full hour will be authorized.
- k. Question: Is there a requirement for stump grinding and tree work to be performed under the supervision of a Certified Arborist?
Answer: No.
- l. Question: Will bidders be required to demonstrate ownership or dedicated access to stump grinding equipment?
Answer: No, it is the expectation of NNPS that all bidders have access to the necessary equipment utilized to perform these services.
- m. Question: Is prior experience with municipal tree and stump grinding work required?
Answer: It is not required, however, it is preferred.
- n. Question: Are there minimum PPE standards required for stump grinding and tree work on school properties (e.g. eye, hearing, head, and high-visibility protection)?
Answer: Those that directly tie to OSHA standards. Stump grinding in Virginia is regulated by the Virginia Occupational Safety and Health (VOSH) program, specifically under **“16VAC25-73, Tree Trimming Operations.”**
- o. Question: How many vendors are awarded the contract? Assuming more than one vendor is awarded the contract, how is the work distributed with the vendors?
Answer: Please refer to the Bidder’s Instructions, subsection L on page 7 and General Terms & Conditions, Clause II on page 16 with regards to issuing multiple awards. If more than one vendor is awarded, designation or primary, secondary, etc. vendors shall be determined during the evaluation process.
- p. Question: What was the total annual expense for tree services in the past 2-3 years?
Answer: Approximately \$70K annually, on average.
- q. Question: What is the anticipated volume or frequency of work?
Answer: Unable to provide a confirmed answer to this question as we cannot make predictions based upon mother nature or other occurrences.
- r. Question: What are the percentages between emergency jobs and regularly scheduled tree services? How are emergency services prioritized compared to routine work?
Answer: Approximately 75% scheduled and 25% emergency. Emergency services are prioritized based upon the severity of the issue.



- s. Question: Please elaborate on "supervisors." Are they required to be on site at all times?
Answer: Supervisors, also referred as foreman, project managers, lead, etc. Yes, they must be on site at all times while work is being performed.
- t. Question: Are bids evaluated strictly based on bid totals?
Answer: Bids will be evaluated on the Overall Grand Total and the Amended Pricing Schedule, which now includes Attachment A.1 "Scenario Exercises."
- u. Question: On "Attachment A," what are the total man hours to complete? What is the total extended price?
Answer: The total man hours to complete is the total number of hours it took for the job/work order to be completed. The total extended price is the unit price multiplied by the total man hours.
- v. Question: Is a 4-5 man crew required?
Answer: No.
- w. Question: Do you want the vendor to estimate hours?
Answer: Yes.
- x. Question: Will vendor proposals containing estimated hours be required for every job?
Answer: No, but a quote must be provided giving the total cost for each job.
- y. Question: If a subcontractor is needed for specialized equipment (i.e. crane), how is the 10-day approval window managed? Certain situations may be difficult due to sudden hazard removals.
Answer: If there is an emergency, the 10-day approval can be waived at NNPS's discretion. Alternatively, if a sub is needed for scheduled work, this requirement will be discussed at the time of occurrence.
- z. Question: The IFB specifies works hours at 7am to 3pm, how would those hours interfere with student/staff arrival and dismissal? Will there be specific protocols that need to be followed such as limited access to certain areas to ensure the safety of students and staff?
Answer: This determination is based upon the scope of work involved. In certain cases, yes, NNPS will specify those protocols.
- aa. Question: For line item 1 and 5, this hourly price should be for a full 4-5 man crew not per single man hour correct?
Answer: Unit price is per single man hour. The total extended price is the unit price multiplied by the total number of man hours needed to complete the work.
- bb. Question: For line item 1 and 5, does the 4-5 man crew per hour include all equipment as well - bucket trucks, chip trucks, loader, dump truck, etc. or is that paid separately?
Answer: Bid prices must be inclusive of equipment used, except as specified on line #4, Crane & Operator.



cc. Question: What should we put in the Total Man Hours to complete? Tree removal varies depending on size and conditions (i.e. a 48" DBH tree typically takes longer than a 16" DBH tree removal or a 24" DBH tree removal in the wide open is much easier and faster than a 24" DBH tree removal between power lines). Tree trimming and pruning could also vary widely in time required depending on quantity, size, etc. so it is hard to compare prices evenly. If this column is eliminated at least we are all bidding the same thing of man hours only.

Answer: Please refer to the responses for questions **aa** and **2**.

dd. Question: All our municipal tree contracts require a certified arborist. Does this contract require a certified arborist?

Answer: No.

ee. Question: I know this is an as-needed contract. Do you have an estimate of how many AROs you expect annually based off previous years?

Answer: An estimate cannot be provided as frequency is dependent upon multiple factors in order to make such a determination.

2. The Pricing Schedule, "Attachment A," has been amended to include A.1 "Scenario Exercises," which will be used as part of the evaluation process for determining award(s). Please note that this must be included with bid responses to be considered for award.
3. All other provisions of the IFB shall remain unchanged.

Sincerely,

Heather M. Medina, VCO, VCCO

Procurement Coordinator

heather.medina@nn.k12.va.us

757-591-4525 x10754

Name of Firm

Signature/Title

Date