



WILLIAMSON COUNTY
PURCHASING DEPARTMENT
301 SE INNER LOOP - SUITE 106
GEORGETOWN, TEXAS 78626

<http://www.wilco-online.org/ebids/>

INVITATION FOR BIDS

LANDSCAPE MAINTENANCE FOR WILLIAMSON COUNTY

ANNUAL CONTRACT

BID NUMBER: 12WCA018

BIDS MUST BE RECEIVED ON OR BEFORE: August 2, 2011 – 1:30 PM

BIDS WILL BE PUBLICLY OPENED: August 2, 2011 – 2:00 PM

A MANDATORY PRE-BID CONFERENCE WILL BE HELD ON JULY 19, 2011 AT 10:00 A.M. IN THE WILLIAMSON COUNTY HUMAN RESOURCES DEPT., 301 SE INNER LOOP – SUITE 108 GEORGETOWN, TEXAS.

BID SUBMISSION

DEADLINE: Bids must be received in the Williamson County Purchasing Department **on or before 1:30pm on Tuesday, August 02, 2011. Bids will be publicly opened at 2:00 pm or soon thereafter** in the Williamson County Purchasing Department, Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas.

METHODS: Sealed bids may be hand-delivered or mailed to the *Williamson County Purchasing Department, Attn: Kerstin Hancock – Purchasing, Williamson County Inner Loop Annex, 301 SE Inner Loop – Suite 106, Georgetown, Texas 78626.*

FAX/EMAIL: Facsimile and electronic mail transmittals are acceptable. For instructions regarding electronic submissions, please visit:

<http://www.wilco.org/vendorinfo> Failure to follow these instructions may cause your bid to be rejected.

BID REQUIREMENTS

SUBMITTAL: An original bid must be submitted. The bid consists of the COMPLETED AND SIGNED Bid Form and any other required documentation.

SEALED: All bids must be returned in a sealed envelope with the bid name, number, opening date and time clearly marked on the outside. **If an overnight delivery service is used**, the bid name, number, opening date
LANDSCAPE MAINTENANCE FOR COUNTY BID

and time must be clearly marked on the outside of the delivery service envelope.

REFERENCES: Williamson County may require bidder to supply a list of at least three (3) references where like services have been supplied by their firm if vendor has not done business with the County within the past five (5) years. Include name of firm, address, telephone number, name of representative and dates services performed.

LEGIBILITY: Bids must be legible and of a quality that can be reproduced.

FORMS: All bids must be submitted on the forms provided in this bid document. Changes to bid forms made by bidders shall disqualify the bid. Bids cannot be altered or amended after submission deadline.

LATE BID: Bids received after submission deadline will not be opened and will be considered void and unacceptable. Williamson County is not responsible for lateness of mail, courier service, etc.

RESPONSIBILITY: It is expected that a prospective bidder will be able to affirmatively demonstrate bidder's responsibility. A prospective bidder should be able to meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;

- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award.

Williamson County may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

AWARD

THIRTY DAYS: Awards should be made approximately thirty (30) days after the bid opening date. Results may be obtained by contacting the Purchasing Contact.

REJECTION OR ACCEPTANCE: No more than one bid will be awarded for any item, single department or area. Bids may be rejected for some items, departments or areas, even though awards are made for others. The convenience of having a single source for similar items will be taken into consideration together with price in determining the lowest and best bid.

It is understood that the Commissioners Court of Williamson County, Texas, reserves the right to accept or reject any and/or all bids for any or all materials and/or services covered in this bid request, and to waive informalities or defects in the bid or to accept such bid it shall deem to be in the best interest of Williamson County. In determining the overall best bid, the County may exercise the following option granted to local governments under the Texas Local Government Code.

TLGC § 271.907. This option allows the County to evaluate bids and give preference to goods and/or services of a vendor that demonstrates that the vendor meets or exceeds any and all state or federal environmental standards, including voluntary standards, relating to air quality. If the bid being submitted will have an effect on air quality for Williamson County (as it relates to any state, federal, or voluntary air quality standard), then the bidder should provide information in narrative form indicating the anticipated air quality impact. Bidders are expected to meet all mandated state and federal air quality standards.

CONTRACT: This Bid, when properly accepted by Williamson County, shall constitute a contract equally binding between the successful bidder and Williamson County.

The successful bidder may be required to sign an additional agreement containing terms necessary to ensure compliance with the bid.

CONTRACT ADMINISTRATION: Under this contract, Gary Wilson, Facilities Director, Williamson County, shall be the contract administrator with designated responsibility to ensure compliance with contract requirements, such as but not limited to, acceptance,

inspection and delivery. The contract administrator will serve as liaison between Williamson County Commissioner's Court and the successful bidder.

CONTRACT PERIOD(S): The Initial Contract Period is October 1, 2011 through September 30, 2012. Possible extensions include:

October 1, 2012 through September 30, 2013
October 1, 2013 through September 30, 2014

CONTRACT EXTENSIONS: At the end of the current fiscal year, the Commissioners Court reserves the right to extend this contract, by mutual agreement of both parties, as it deems to be in the best interest of the county. This extension will be in twelve (12) month increments for up to an additional twenty-four (24) months, with the terms and conditions remaining the same; and with a price escalation at renewal time each year of no more than the consumer price index, All urban consumers (CPI-U), US City Average, all items, as published by the United States Department of Labor, Bureau of Labor Statistics. The yearly increase in the CPI shall be the latest index published and available one-hundred-and eighty (180) days prior to the end of the contract year. The total period of this contract, including all extensions will not exceed a maximum combined period of thirty-six (36) months. The extension of this contract is contingent on the appropriation of necessary funds by Commissioner's Court for the fiscal year in question. Upon the failure of Commissioner's Court to so appropriate in any year, the Vendor may elect to terminate this agreement, with no additional liability to the County. The County and the Vendor agree that termination shall be the Vendor's sole remedy under this circumstance.

BID CONTACTS

Any questions, clarifications or requests for general information should be directed to the contacts listed below. Question submittals must be made via email, and are **due by 5:00 PM on Tuesday, July 26, 2011**. Every effort will be made to answer questions as soon as possible with an email response.

All submitted questions with their answers will be posted to the Williamson County portal, <http://wilco-online.org/ebids/bids.aspx>. If you do not have access to email or internet please call the Purchasing contact below.

PURCHASING CONTACT:

Kerstin Hancock
301 SE Inner Loop – Suite 106
Georgetown, TX 78626
(512) 943-1546
khancock@wilco.org

TECHNICAL CONTACT:

Christi Stromberg
3101 SE Inner Loop
Georgetown, TX 78626
(512) 943-3377
cstromberg@wilco.org

MISCELLANEOUS

FOB DESTINATION: All of the items listed are to be Free On Board to final destination (FOB Destination) with all transportation charges if applicable to be included in the price, unless otherwise specified in the Invitation for Bids. The title and risk of loss of the goods shall not pass to the County until receipt and acceptance takes place at the FOB point.

FIRM PRICING: All of the items listed are to be on a "per unit" basis, stating a firm price per unit or unit quantity of each item. This price must be good from the date of bid opening for a fixed period of time. Unless the Bid expressly states otherwise, this period shall be until the end of the current fiscal year on September 30, 2012. Bids which do not state a fixed price, or which are subject to change without notice, will not be considered. The Court may award a contract for the period implied or expressly stated in the lowest and best bid, but for no longer than the current fiscal year.

ESTIMATED QUANTITIES: The estimated quantity of each item listed in the notice is only an estimate -- the actual quantity to be purchased may be more or less. The County is not obligated to purchase any minimum amount, and the County may purchase any reasonable amount greater than the estimate for the same unit price. Any limit on quantities available must be stated expressly in the bid.

FUNDING: Funds for payment have been provided through the Williamson County budget approved by Commissioners Court for the October 1, 2011 thru September 30, 2012 fiscal year.

SALES TAX: Williamson County is by statute, exempt from the State Sales Tax and Federal Excise Tax.

STATEMENTS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, plans and/or specifications stated in the various Bid Packages and/or Bid Instructions/Requirements.

DELIVERY: The delivery time and location for the commodity and/or service covered by this bid shall be as stated in the various bid packages.

PURCHASE ORDER: If required by the Williamson County Purchasing Department a purchase order(s) may be generated to the successful bidder for products and/or services. If a purchase order is issued the purchase order number must appear on all itemized invoices and/or requests for payment.

PAYMENT: Payment shall be made by check from the County upon satisfactory completion and acceptance of items and submission of the Invoice to the ordering department for work specified by this Contract Document. All payments owed will be paid no later than thirty (30) days after the goods or services are received OR the date that the invoice is received by the Auditor's Office whichever is later. As a minimum, invoices shall include:

- (1) Name, address, and telephone number of Vendor and similar information in the event the payment is to be made to a different address
- (2) County contract, Purchase Order, and/or delivery order number
- (3) Identification of items or service as outlined in the contract
- (4) Quantity or quantities, applicable unit prices, total prices, and total amount
- (5) Any additional payment information which may be called for by the contract

Payment inquiries should be directed to the Auditor's Office, Accounts Payable Department: Donna Baker, 943-1558.

CONFLICT OF INTEREST: No public official shall have interest in a contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

As of January 1, 2006 Vendors are responsible for complying with Local Government Code Title 5, Subtitle C, Chapter 176. Additional information may be obtained from the County website at the following link:

<http://www.wilco.org/CountyDepartments/Purchasing/ConflictofInterestDisclosure/tabid/689/language/en-US/Default.aspx>

The Williamson County Conflict of Interest Statement is included as Attachment C of this IFB. This form should be completed, signed, and submitted with your bid.

ETHICS: The bidder shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Williamson County.

DOCUMENTATION: Bidder shall provide with this bid response, all documentation required by this bid. Failure to provide this information may result in rejection of the bid.

TERMINATION FOR CAUSE: In the event of breach or default of this contract or any other additional agreement containing terms necessary to ensure compliance with the Bidder's bid, Williamson County reserves the right to enforce the performance of this contract or any

additional agreement by any manner prescribed by law or deemed to be in the best interest of Williamson County. At Williamson County's sole discretion, the Bidder may be given reasonable time to cure its breach or default prior to Williamson County's termination under this provision. Williamson County's option to offer time to cure a default or breach shall, however, in no way be construed as negating the basis for termination for non-performance.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

COMPLIANCE WITH LAWS: The successful bidder shall comply with all applicable federal, state and local laws and regulations pertaining to the practice of the profession and the execution of duties under this bid including the TEXAS HAZARD COMMUNICATION ACT and THE WILLIAMSON COUNTY HAZARD COMMUNICATION PROGRAM POLICY.

WORKER'S COMPENSATION

The Texas Labor Code, §406.096, requires workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity. The rule requires a governmental entity to timely obtain certificates of coverage and retain them for the duration of the project. The rule also sets out the language to be included in bid specifications and in contracts awarded by a governmental entity and the information required to be in the posted notice to employees. The rule is adopted under the Texas Labor Code, §402.061. The information provided below is a result of this rule. By submitting your bid to the county, you are acknowledging that this rule is a part of these bid specifications, and that you will observe and abide by all of the requirements outlined in the rule. You are further agreeing that should your bid or proposal be accepted by the Williamson County Commissioners' Court, the necessary certificates of coverage showing workers' compensation coverage, will be provided to the following name and address, prior to beginning work:

Kerstin Hancock
Williamson County Purchasing Department
301 SE Inner Loop, Ste 106
Georgetown, TX 78626

If you have any questions related to this ruling and/or requirement, you are encouraged to contact either the Williamson County Purchasing Department at (512) 943-1546, or you may call the Texas Workers' Compensation Commission at (512) 804-4000.

Workers' Compensation Insurance Coverage:

A. Definitions: Certificate of coverage ("certificate")-A copy of a certificate of insurance, a certificate of LANDSCAPE MAINTENANCE FOR COUNTY BID

authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in §406.096) - includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

B. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

C. The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

D. If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

E. The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

(1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project;

(2) no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing

extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

F. The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

G. The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

H. The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

I. The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

(1) provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

(2) provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

(3) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

(4) obtain from each other person with whom it contracts, and provide to the contractor:

(a) a certificate of coverage, prior to the other person beginning work on the project; and

(b) a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

(5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

(6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

(7) contractually require each person with whom it contracts, to perform as required by paragraphs (1) - (7), with the certificates of coverage to be provided to the person for whom they are providing services.

J. By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

K. The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

BID SPECIFICATIONS

GENERAL INSTRUCTIONS:

- The work to be performed by the Contractor shall consist of furnishing any and all necessary personnel and equipment, supplies and other expenses necessary to provide adequate landscaping services.
- All bids submitted must be valid for a period of ninety (90) days after bid opening date.
- The successful bid once awarded in Williamson County Commissioner's Court will become a part of the contract between Williamson County and the successful Vendor.
- Prior to submitting bid, bidders are required to examine the bidder instructions, specifications, bid contract, and bid forms carefully. Failure to do so will be at the bidder's risk.
- All costs directly or indirectly related to the preparation of a response to this bid or any oral presentation required by Williamson County to supplement and/or clarify a bid shall be the sole responsibility of the vendor.
- All certificates of insurance coverage must be provided to the following individual within ten (10) days after receipt of award notification AND PRIOR TO beginning work:
 - Kerstin Hancock
 - Assistant Purchasing Agent
 - Williamson County Purchasing Department
 - 301 SE Inner Loop – Suite 106
 - Georgetown, Texas 78626
- Bidder must provide a list of at least three (3) commercial references where landscape maintenance has been provided that is a minimum of 50,000 square feet and similar in scope. (see attachment B)
- Bidder shall provide a list of experience and certifications. This list shall contain a complete account of all industry certifications, association memberships, applicable training, and personnel education for evaluation. This list should clearly demonstrate the Bidder's capacity to perform the scope of work. (see attachment A)
- The Bidder shall visit the sites where the grounds are to be maintained. (see attachment A)
- During the term of this contract additional properties may be added to this bid. Please explain how you calculate properties if added during the contract term (see attachment B)
- The successful bidder shall be responsible for calling the Facilities Landscape Specialist to schedule a meeting in order to discuss the schedule and servicing the sites.
- The successful bidder must provide his own labor, tools, equipment, fertilizers, pesticides, transportation, etc. Preferred equipment includes propane, electric, bio-diesel, or natural gas powered mowers, edging or trimming devices. Williamson County will not provide storage space for the Vendor's equipment. The Contractor will dispose of all trimmings and dead growth. Environmentally approved vegetation killers are permissible in all areas to the extent that they do not adversely affect the plants and trees which have been planted, but must be approved by Williamson County prior to application.
- The Vendor must coordinate fertilizer and herbicide applications with Facilities Landscape Specialist. The Vendor may be asked to provide a grounds maintenance checklist for each site on day work is completed. Such list will be provided at a post award meeting. Problem conditions that are encountered during the normal duties of the vendor shall be reported. Conditions may include, but are not limited to turf grass diseases, fire ant or other pest problems, and necessary irrigation system maintenance.

- The Contract Administrator or designee shall be responsible for acceptability of work. If at any time the Vendor's performance fails to meet expectations the Vendor will be placed on probation for a period of thirty (30) days. The average score must be 3.0 or better. If performance does not improve the contract will be cancelled and the landscape maintenance will be put back out for bid.

Example of Performance Evaluation:

Score scale 1-4:

- 1-unacceptable
- 2- needs improvement
- 3-good
- 4-superior

MAINTENANCE PROCEDURE:

SCORE

Turf Areas Mowed	_____
Walks Edged	_____
Line Trimming	_____
Tree Trimming (clearance and sucker removal)	_____
Shrub Trimming	_____
Beds Weed-free	_____
Three-inch layer of mulch maintained	_____
Tree wells weed free	_____
Debris, trash removal	_____
Hard surface weeds removed	_____

Timely procedures:

Turf Fertilized	_____
Trees Fertilized	_____
Shrubs Fertilized	_____
Pre-emergent Applied properly	_____

- If inclement weather or Ozone Action Days prevents the Vendor from performing a scheduled visit, the work shall be performed as soon as possible at the mutual agreement of the Landscape Specialist and the Vendor.
- On the days declared as an Ozone Action Day, the Vendor shall reschedule at the earliest date, any services requiring the use of gas operated equipment. This does not however relieve the Vendor from performing other scheduled duties of that day where this type of equipment is not required.
- For information regarding ozone action days please refer to the TCEQ website:
www.tceq.texas.gov/airquality/monops/forecast_today.html or www.tceq.state.tx.us/cgi-bin/compliance/monops/ozone_actionday.pl
 To sign up for ozone watch/warning alerts go to www.cleanairforce.org
- Contractor will be required to submit Certificates of Insurance within ten (10) days after receipt of written notification of award of contract and prior to beginning work on the project. Please indicate amount of insurance coverage carried by your firm:

.1	Worker's Compensation	Statutory
.2	Commercial General Liability (including "umbrella coverage") combined single limit bodily and personal injury and property damage	\$1,000,000 Per Occurrence
.3	Automobile Liability (including "umbrella coverage") combined single limit bodily and personal injury and property damage	\$ 500,000 Per Occurrence

.4 Employer's Liability

\$ 500,000
Per Occurrence

The deductible for the insurance policy required shall not exceed \$100,000.

- Contractor personnel will carry contractor identification at all times while on Williamson County property. Contractor personnel will show identification when asked by Williamson County employees or law enforcement officers.
- Contractor vehicles shall be properly marked on outside identifying the company logo, etc. any time a site visit is made.
- The Bidder shall be licensed to do business in the State of Texas and shall provide copy of Licensure with bid.
- All spent chemical and fertilizer containers shall be disposed of in an approved environmentally safe and acceptable manner.
- The Contractor shall accept full responsibility for and shall defend, indemnify and save harmless claims for all loss or damage to property and injury to persons resulting from the negligent execution or performance of this contract as well as for any claims made by or on behalf of Contractor's agents, servants, and/or employees arising out of their employment or work pertaining to the operation.
- The Vendor shall make minor repairs or replace any irrigation equipment damaged due to vendor negligence. Replace any damaged plants due to vendor negligence, with same type and size. Correct defective work or damages to any part of the grounds, when caused by the vendor's employees, equipment or supplies.
- The vendor must comply with all Immigration and Naturalization Laws as are currently in force on each potential employee or Subcontractor to work under this contract on Williamson County property and will not employ or subcontract individuals who are not properly registered with the United States Citizenship and Immigration Service. Employees and subcontractors are subject to background check at any time.
- For auditing purposes, Vendor may be asked to give break out of costs for a specific property or properties.
- The Vendor must first consult and receive final approval from the Landscape Specialist before performing any requests deviating from specifications. Requests are often made by other county employees and the general public and must go through the Facilities Department first.

I. SPECIFICATIONS FOR CLASS-A PROPERTIES:

Turf Area Maintenance

- A. Mowing
All turf areas shall be inspected and policed for litter and debris prior to each mowing, and disposed of. Mowing shall be in accordance with attached schedule. Mowing shall occur as often as necessary to keep all turf areas looking crisp, clean and well-groomed. Mow St. Augustine grass and buffalo grass at a 2 to 3 inch height and mow Bermuda grass at 1 to 1.5 inch height. Mow Zoysiagrass at 1.5 to 2 inch height. Lift mower height, as seasonal growth requires, preventing scalping of the lawn. Make every effort to position and operate equipment such that cutting and debris picked up by rotating assemblies will be directed away from vehicles and buildings. Mowing direction will alternate with each visit to the site.
- B. Edging
All sidewalks curb lines, concrete slabs, bed edges and the immediate high visual areas shall be mechanically edged as needed to maintain a neat, clean appearance. Mechanical edgers will be used at all possible locations.
- C. Trimming or Weed Eating
Trimming shall be performed around all road signs, guard posts, trees, shrubs, utility poles and other obstacles paying special care not to damage trees and shrubs. The grass to be trimmed shall not be trimmed to less than the desired height of cut determined by the mowing operation.
- D. Turf Fertilization
Turf shall be fertilized with a well-balanced slow release fertilizer. Fertilize all lawns in the first two weeks of April with 3-1-2 or 2-0-1 ratio fertilizer with iron additive at a rate of 1.0 pound of actual nitrogen per 1,000 sq. ft (using a slow release source of nitrogen.) Notify the Landscape Specialist prior to application so that we can water the lawn thoroughly after applying the fertilizer. A second application of the same fertilizer should be made the first two weeks in October. Only irrigated areas with established turfgrass will be fertilized.
- E. Weed Control
Pre-emergent for control of winter weeds (i.e. Rescue grass, poa annua, bur clover, etc) shall be applied one time per year, in the fall (by September 15th. Only irrigated turfgrass will receive pre-emergent applications. The pre-emergent herbicide needs to be watered in after application for good control, so Landscape Specialist must be notified prior to application. Vendor shall provide surveillance for detection of all weed infestations in turf areas and shall take timely measures to treat same with appropriate herbicide. All precautions shall be taken in the handling and application of all sprays as stated on the herbicide label. One application with follow up applications as required to attain a kill of 90% of broadleaved weeds shall be required. All irrigation valve boxes are to be kept grass and weed free.
- F. Debris Removal
Contractor shall remove grass clippings from walk, curbs and paving. Grass clippings are to be removed from lawns if in wind rows or if unsightly clumps are left on the lawn (normally created by the inability to mow on schedule because of rain). Fallen limbs or branches shall be removed from sidewalks and lawn areas. Blowers must be turned off when pedestrians are in vicinity. Vendor may be asked by owner employees to cease operation of any equipment in certain areas when needed. Resume when instructed or area is clear.

Tree and Shrub Care

Maintain trees and shrubs in a healthy, growing condition by following accepted horticultural practices and performing all necessary operations including, but not limited to, the following:

- A. Fertilizing of all shrubs, ground cover and other ornamentals to be done once a year with a well-balanced slow release fertilizer. Notify Landscape Specialist prior to application so that proper water may be applied.
- B. Basins (Tree Wells)
Maintain a basin around plants large enough (12"-18" shrubs; 18"-24" trees) to minimize competition for water and nutrients by grass and ground cover and eliminate mechanical injury from mowers and string trimmers. Tree wells may be chemically contained in the event there is no wind to cause drift, and all suckers have been removed prior. Keep herbicide off tree trunks. Keep mulch 6 inches away from root collar.
- C. Pruning of Trees
All cuts shall be made clean and outside the branch collar leaving no stubs or tearing bark. All oak trees must be sealed with pruning paint immediately after the cut is made. Remove branches touching buildings, and those blocking pedestrian and vehicular traffic. Remove dead branches. All suckers are to be continually removed from trees. All major pruning shall take place in the dormant season.
- D. Pruning of Ornamental Plants
Minimal pruning shall be done to enhance natural growth. All major pruning shall be done during the plants dormant season unless an early flowering plant, then prune immediately after flowering. Dead, damaged and diseased portions of the plant will be removed. Pruned shrubbery to maintain proper size in relationship to adjacent plantings and intended function. Prune groundcover plantings as required to restrain perimeter growth to within planting beds areas where adjacent to walks and curbs. Tip prune selected branches of low growing shrub or groundcover masses to maintain even overall heights and promote fullness. Perennials should be cut back after going dormant and trimmed periodically through growing season to maintain manicured look and avoid woody growth. Ornamental grasses shall be pruned back once per year in the dormant season prior to spring growth. Remove growth protruding over sidewalks.
- E. Clearance And Visibility
Trees and shrubs shall be pruned in such a way to avoid blocking the clear view of signs, illumination by light fixtures, the flow of air vents and air conditioner compressors as well as pedestrian and vehicular traffic. Remove lower limbs when obstructing vehicular or pedestrian clearances.
- F. Staking
Maintain tree alignment, provided by guying or staking, in sound condition; periodically check all ties to ensure against injury to the cambium layer. Remove tree stakes and guys when the trees are able to support themselves, typically after a year. Reset and stake trees that have been windblown and are leaning.
- G. Weed Control
Keep basins and shrub beds free of weeds. Avoid excessive soil cultivation which destroys shallow roots and contributes to soil erosion. Bed edges are to be kept clean and weed defined. Control of weed and undesirable grasses shall occur through mechanical means and post-emergence chemicals.
- H. Mulch
Maintain a 3-inch layer of mulch in all plant beds. All planter beds in high traffic areas will be raked through once per quarter to remove debris and promote an attractive appearance. Replace any mulch that has been knocked or washed out of beds.

- I. Debris, Litter & Trash
Litter will be removed from landscape areas, sidewalks and parking lots on each visit. All debris, litter and trash will be disposed of by the use of dumpsters on site, when available. Fallen limbs and branches should be removed from landscaped areas and sidewalks.

Irrigation Equipment

Needs for repairs of irrigation system shall be reported to Facilities Landscape Specialist. Care should be taken around spray heads, rotors and bubblers when using string trimmers.

Parking Lot and Hard Surface Weed Control

Building maintenance strips, concrete expansion joints, curbs, gutters, utility poles, signs and graveled or paved areas will be kept weed and grass free with the use of herbicides which inhibit or eradicate growth.

Miscellaneous

Ditches, retention ponds and ROW must be maintained as if they are part of the property. Volunteer trees, vines and weeds along property lines and fences are to be eradicated. The vendor shall pick up all accumulated litter and debris and remove and dispose of properly.

Emergencies

In the event of severe storm damage on properties such as broken or fallen tree limbs, the Vendor must be available "as needed" to help County Maintenance workers cut and remove the debris and the Vendor may charge additional fees for such services.

LANDSCAPE MAINTENANCE SCHEDULE CLASS A PROPERTIES

FUNCTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mowing Turf Areas	Bi-weekly		Weekly									Bi-Weekly
Edge Walks	Bi-weekly		Weekly									Bi-weekly
Line Trim	Bi-weekly		Weekly									Bi-weekly
Tree Trimming	Major pruning in dormant season; seasonal growth removed when not meeting specifications.											
Shrub Trimming	Major pruning in dormant season; seasonal growth removed when not meeting specifications											
Manual Weed Beds	weekly if necessary											
Fertilize Turf	Twice a Year (April & October)											
Fertilize Shrubs & Ornamentals	Once a Year											
Weed/Grass around tree wells/ signs/ irrigation boxes, etc.	weekly if necessary											
Pre-emergent	Once a Year (by September 15th)											
Property lines, ditches, retention ponds, etc.	Weekly if necessary											

CLASS-A PROPERTIES INCLUDED FOR ABOVE SPECIFICATIONS:

1. Courthouse – 710 Main Street, Georgetown (Under no circumstances may work be performed on Tuesday at Courthouse during Commissioners Court.)
2. Sheriff Administration/Jail, 508 S Rock St, Georgetown
3. Criminal Justice Center, 405 MLK, Georgetown
4. Parking Garage for CJC/Jail, 305 W. 4th, Georgetown
5. Georgetown Tax Office, 904 S. Main, Georgetown
6. Inner Loop Annex, 301 SE Inner Loop, Georgetown (irrigated areas only for fertilizer and preemergents)
7. Juvenile Justice Center, 1821 SE Inner Loop, Georgetown (irrigated areas only for fertilizer & preemergents) (alternate mowing obstacle course & fenced recreation yard)
8. Central Maintenance Facility, 3151 SE Inner Loop, Georgetown (around building only for fertilizer & preemergents)
9. Children's Advocacy Center, 1811 SE Inner Loop, Georgetown
10. Cedar Park Annex, 350 Discovery Blvd, Cedar Park (around building only and front for fertilizer & preemergents)
11. Jester Round Rock Annexes, 1781 & 1801 E. Old Settlers Rd., Round Rock
12. Taylor Annex, 412 Vance St, Taylor
13. JP Pct # 4, 211 West 6th Street, Taylor
14. Hutto Annex, 350 Exchange Blvd, Hutto (around building only)
15. Facilities Services Center, 3101 SE Inner Lp., Georgetown (irrigated areas only for fertilizer & preemergents)

ANIMAL SHELTER

Animal Shelter, 1855 SE Inner Loop, Georgetown (irrigated areas only for fertilizer & preemergents)

II. SPECIFICATIONS FOR CLASS-B PROPERTIES:

Grass Areas:

Mowing and edging must be done every other week, March through October. Mowing must not remove more than one-third of the above ground growth. Mowing height should be determined by type of grass and adjusted accordingly to maintain a healthy turf especially during hot, dry weather conditions. Mowing and edging from November through February will be done once a month to maintain a manicured look. Make every effort to position and operate equipment such that cutting and debris picked up by rotating assemblies will be directed away from vehicles and buildings. Mowing direction will alternate with each visit to the site.

Shrubs and Ground Cover Beds:

Flowerbeds and ground cover beds are to be maintained weed-free. Maintain 3 inch layer of mulch in beds. Hedge type shrubbery must be trimmed and pruned as necessary to maintain a manicured appearance, and to prevent obstructed view of signs. All other types of shrubs must be trimmed and pruned as necessary in accordance with the best horticultural practice and the desired manicured look.

Trees:

Prune trees to remove dead, diseased, or dangerous, branches. Must be pruned and shaped during December or January and maintaining an eight-foot clearance above ground level especially over sidewalks and parking spaces throughout the year. Limbs obstructing view of signs should be removed at trunk or pruned to intersecting branches for best visual appearance. Sucker growth on trees should be kept pruned off at all times. Tree wells should be maintained weed-free of competing grass and broadleaved weeds. Mulch must remain 6 inches from root flare on trunk. Oak trees require pruning paint immediately after pruning cuts are made.

Debris, Trash and Litter:

All accumulated litter and debris must be removed and disposed of properly from all lawns, flowerbeds, sidewalks, parking lots, curbs and landscape areas prior to mowing. Contractor shall remove grass clippings from walk, curbs and paving. Grass clippings are to be removed from lawns if in wind rows or if unsightly clumps are left on the lawn (normally created by the inability to mow on schedule because of rain).

Parking Lot and Hard Surface Weed Control:

Building maintenance strips, concrete expansion joints, curbs, gutters, and graveled or paved areas will be kept weed and grass free with the use of herbicides which inhibit or eradicate growth. Trimming shall be performed around all road signs, guard posts, trees, shrubs, utility poles and other obstacles paying special care not to damage trees and shrubs.

Miscellaneous:

Ditches, ROW and retention ponds must be maintained as if they are part of the property. Volunteer trees, vines and weeds along property lines and fences are to be eradicated.

Emergencies:

In the event of severe storm damage on properties such as broken or fallen tree limbs, the Vendor must be available "as needed" to help County Maintenance workers cut and remove the debris and the Vendor may charge additional fees for such services.

LANDSCAPE MAINTENANCE SCHEDULE CLASS B PROPERTIES

FUNCTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mowing Turf Areas	Monthly		Bi-Weekly									Monthly
Edge Walks	Monthly		Bi-Weekly									Monthly
Line Trim	Monthly		Bi-Weekly									Monthly
Tree Trimming	Major pruning in dormant season; seasonal growth removed when not meeting specifications.											
Shrub Trimming	Major pruning in dormant season; seasonal growth removed when not meeting specifications											
Manual Weed Beds	Bi-weekly if necessary											
Weed/Grass around tree wells/ signs/ irrigation boxes, etc.	Bi-weekly if necessary											
Property lines, ditches, retention ponds, etc.	Bi-Weekly if necessary											

CLASS-B PROPERTIES INCLUDED FOR ABOVE SPECIFICATIONS:

1. Georgetown Health Dept, 100 W 3rd St, Georgetown
2. DPS Driver's License, 516 Pine St, Georgetown
3. TABC/Game Warden, 517 Pine St., Georgetown
4. Lott Building, 107 S Holly, Georgetown
5. Health Dept Environmental, 303 S Main St, Georgetown
6. EMS Headquarters, 305 MLK, Georgetown
7. EMS Administration, 303 MLK, Georgetown
8. Health Dept. Administration, 312 S Main St, Georgetown
9. LifeSteps, 311 S Main St, Georgetown
10. Wireless Radio Shop/EMS Warehouse, 508 Holly, Georgetown
11. Belford Square, 306, 308 & 310 W. 7th St., Georgetown
12. Round Rock Annex Bldg A, 211 Commerce Cove, Round Rock
13. Round Rock Annex Bldg B, 211 Commerce Cove, Round Rock
14. Medic #12, 3800 CR 123, Round Rock
15. Taylor Health Dept, 115 W 6th St, Taylor
16. Constable Pct #4, 2501 Mallard Ln, Taylor
17. Medic 41, 2604 Northlawn, Taylor
18. Medic 42, 1427 N. Main St., Taylor

III. SPECIFICATIONS FOR CLASS-C PROPERTIES:

Grass Areas:

Mowing and edging must be done once a month. Make every effort to position and operate equipment such that cutting and debris picked up by rotating assemblies will be directed away from vehicles and buildings.

Trees:

Prune trees to remove dead, diseased, or dangerous, branches. Must be pruned and shaped during December or January and maintaining an eight-foot clearance above ground level especially over sidewalks and parking spaces throughout the year. Limbs obstructing view of signs should be removed at trunk or pruned to intersecting branches for best visual appearance. Sucker growth on trees should be kept pruned off at all times. Tree wells should be maintained weed-free of competing grass and broadleaved weeds. Mulch must remain 6 inches from root flare on trunk. Oak trees require pruning paint immediately after pruning cuts are made.

Debris, Trash and Litter:

All accumulated litter, debris, and fallen limbs must be removed and disposed of properly from all lawns, sidewalks, parking lots, curbs and landscape areas prior to mowing. Contractor shall remove grass clippings from walk, curbs and paving. Grass clippings are to be removed from lawns if in wind rows or if unsightly clumps are left on the lawn (normally created by the inability to mow on schedule because of rain).

Parking Lot and Hard Surface Weed Control:

Building maintenance strips, concrete expansion joints, curbs, gutters, and graveled or paved areas will be kept weed and grass free with the use of herbicides which inhibit or eradicate growth. Trimming shall be performed around all road signs, guard posts, trees, shrubs, utility poles and other obstacles paying special care not to damage trees and shrubs.

Miscellaneous:

Ditches, ROW and retention ponds must be maintained as if they are part of the property. Volunteer trees, vines and weeds along property lines and fences are to be eradicated.

Emergencies:

In the event of severe storm damage on properties, the Vendor must be available "as needed" to help County Maintenance workers cut and remove the debris and the Vendor may charge additional fees for such services.

LANDSCAPE MAINTENANCE SCHEDULE CLASS C PROPERTIES

FUNCTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Mowing Turf Areas	Monthly											
Edge Walks	Monthly											
Line Trim	Monthly											
Tree Trimming	Major pruning in dormant season; seasonal growth removed when not meeting specifications.											
Weed/Grass around tree wells/ signs/ irrigation boxes, etc.	Monthly											
Property lines, ditches, retention ponds, etc.	Monthly											

CLASS-C PROPERTIES INCLUDED FOR ABOVE SPECIFICATIONS:

1. Block south of Jail/SO
2. Parking lot on MLK, south of Criminal Justice Center
3. Parking lot on MLK next to Warehouses
4. EMS Training, 321 W. 8th St, Georgetown
5. SO Narcotics, 323 W. 8th St., Georgetown
6. Blue Storage Warehouse, 401 W. 8th St., Georgetown
7. Brown Storage Warehouse, 402 W. 7th St., Georgetown
8. Carquest Bldg., 909 S. Austin Ave., Georgetown

BID EVALUATION:

Evaluation of the bids received will be based on, but is not limited to the following:

- Lowest and Reasonable Price
- Three (3) commercial references for similar contracts in size and scope (minimum 50,000 square feet) in the past three (5) years
- One commercial reference shall be for an equal (or higher) valued contract as that contained in this bid
- Availability of manpower
- On site Inspection of Vendor's equipment for capability to perform; if in the County's judgment the Vendor cannot perform adequately, then Vendor must show proof of intent to purchase equipment necessary to perform
- Company Qualifications and Experience (length of time in business, licenses, certifications)
- Methodology (how Vendor will calculate cost of property's added to or removed from contract)

LIST OF MACHINERY AND EQUIPMENT

It is required that a Vendor be able to perform landscape maintenance services as specified in this document. It is represented as part of this bid that all of the equipment listed on Attachment C is available for use on the work covered by this Bid.

As a part of the bid evaluation a team from the Facilities Maintenance Department will inspect the availability and capability of the equipment of the Vendor(s) submitting the apparent low bid(s).

ATTACHMENT A

BIDDER LIST OF EXPERIENCE AND CERTIFICATIONS

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Pre-Bid Inspection

Prior to this submittal, I _____ (print) have visually inspected and am familiar with all landscaping areas contained in this bid. Any discrepancies or questions have been reported in writing to the Facilities Maintenance Department. (Copy attached)

Printed name

Signature

Title

Company Name

Date _____

ATTACHMENT B

REFERENCES

Bidder must submit **three (3)** commercial references for similar contracts in size and scope (minimum 50,000 square feet) in the past three (5) years, Bidder must submit **One (1)** commercial reference which shall be for an equal (or higher) valued contract as that contained in this bid

1. Company Name _____
 Contact _____
 Title _____
 Phone _____
2. Company Name _____
 Contact _____
 Title _____
 Phone _____
3. Company Name _____
 Contact _____
 Title _____
 Phone _____
4. Company Name _____
 Contact _____
 Title _____
 Phone _____

PROPERTIES ADDED OR REMOVED DURING CONTRACT PERIOD

Please explain how you will calculate cost of properties added to or removed from contract

ATTACHMENT C

UNITS

TYPE OF EQUIPMENT

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Printed name

Signature

Title

Date _____

ATTACHMENT D



WILLIAMSON COUNTY CONFLICT OF INTEREST STATEMENT

I hereby acknowledge that I am aware of the Local Government Code of the State of Texas, Section 176.006 regarding conflicts of interest and will abide by all provisions as required by Texas law.

Printed name of person submitting form:

Name of Company:

Date:

Signature of person submitting form:

Notarized:

Sworn and subscribed before me

by: _____

on _____
(date)

WILLIAMSON COUNTY BID FORM
LANDSCAPE MAINTENANCE FOR WILLIAMSON COUNTY
ANNUAL CONTRACT
BID NUMBER: 12WCA018

NAME OF BIDDER: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EmailAddress: _____

Telephone: (_____) _____ Fax: (_____) _____

ALL PROPERTIES EXCLUDING ANIMAL SHELTER

Total amount bid for a twelve (12) month period _____
WRITTEN AMOUNT

NUMERICAL AMOUNT

Employees available for these properties _____
WRITTEN AMOUNT

NUMERICAL AMOUNT

ANIMAL SHELTER:

Total amount bid for a twelve (12) month period _____
WRITTEN AMOUNT

NUMERICAL AMOUNT

Employees available for this property _____
WRITTEN AMOUNT

NUMERICAL AMOUNT

Total amount of employees designated for this contract _____

WRITTEN AMOUNT

NUMERICAL AMOUNT

Number of Years Company has been in business _____

WRITTEN AMOUNT

NUMERICAL AMOUNT

CHECK ONE OF THE FOLLOWING:

☐ low item basis. (Will accept award on "any or all" items.)

☐ "all or none" basis. (Will accept award of "all" items only. If left blank, low item will apply.)

By signing this form:

- The bidder confirms that he/she has read the entire document and agrees to the terms herein.
- The bidder is acknowledging the Conflict of Interest Clause and agrees to follow necessary requirements

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s).

Signature of Person Authorized to Sign BID

Date of BID: _____

Printed Name and Title of Signer: _____

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID

**RETURN PAGES BEGINNING WITH PAGE 16 THROUGH THIS PAGE WITH YOUR BID
PACKAGE AND ALL REQUIRED INFORMATION**

Williamson County Inner Loop Annex

Address:

301 SE Inner Loop
Georgetown, TX 78626

Directions:

From South (Austin, Round Rock)

Take IH-35 Northbound

Exit 259

Stay on frontage road for approximately 2 miles

At stop sign, go right on Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

From North (Georgetown, Jarrell)

Take IH-35 Southbound

Exit 259

At stop sign, go left under the overpass

At stop stay straight onto Inner Loop

Just past Snead Drive, the Inner Loop Annex is on the left

Main entrance is on the side of the building by the flagpoles

INNER LOOP ANNEX FLOOR PLAN

