



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

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

INVITATION FOR BIDS

PARKS LANDSCAPE SERVICES

ANNUAL CONTRACT

BID NUMBER: 12WCA052

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 NON- MANDATORY PRE-BID CONFERENCE WILL BE HELD ON FRIDAY, JULY 22, 2011 AT 10:00 AM—MEETING WILL BE AT THE FLAGPOLE- AT WILLIAMSON COUNTY SOUTHWEST REGIONAL PARK, 3005 CR 175, LEANDER, TX

BID SUBMISSION

DEADLINE: Bids must be received in the Williamson County Purchasing Department on or before **1:30pm on Tuesday, August 2, 2011.** Bids will be publicly opened on **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, 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 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 and name of representative.

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 maybe 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 government's 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, Jim Rodgers, Williamson County Parks & Recreation Director, shall be the contract administrator with designated responsibility to ensure compliance with

PARKS LANDSCAPE SERVICES BID

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 Wednesday, July 26, 2011**. Every effort will be made to answer questions within 24 hours of receiving them, 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) 943-16546
khancock@wilco.org

TECHNICAL CONTACT:

Randy Bell
Parks & Recreation
350 Discovery Blvd. – Suite 201
Cedar Park, TX 78613
(512) 260-6517
randybell@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 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 S406.096) - 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 Conditions

1.0 PURPOSE AND CLASSIFICATION

1.1 Purpose

Williamson County, hereinafter referred to as the County, seeks bids from landscape maintenance firms, trained, experienced, and qualified in providing professional landscape maintenance services.

1.2 Classification

The landscape maintenance services will be performed at:

- Williamson County's Regional Park located at 3005 CR 175, Leander
- Champion Park located at 3900 Brushy Creek Road, Cedar Park
- Lake Creek Trail located at 9505 Braes Valley, Austin
- Berry Springs Park located 1801 CR 152, Georgetown

2.0 SCOPE OF WORK

- 2.1 The landscape maintenance services shall be provided as deemed necessary to meet the contract requirements. The contractor shall provide landscape maintenance services as described herein and shall provide all labor, material, and equipment. Contractor's services shall provide clean, attractive, and safe areas for the locations described herein.
- 2.2 The schedule of work hours for accomplishment of the maintenance service will not interfere with the normal work of County employees and be coordinated with Parks staff.
- 2.3 The Contractor shall furnish and maintain all equipment necessary for the proper maintenance of each location. Contractor shall provide an equipment inventory list to be submitted with the bid, identifying all equipment by age and condition to be used in the performance of this contract. The County reserves the right to make inspection of equipment to be used in the performance of this contract. Any equipment found to be in poor condition must be pulled from service and replaced at the Contractor's expense.
- 2.4 Materials and supplies used by the Contractor shall conform to the requirements listed herein. No material shall be used which will damage the turf, trees, shrubs, or fixtures. Where a specific product is specified there shall be no deviation without the express permission of the County, in which case samples of all materials proposed for use shall be submitted and approval thereof received before the material represented by the samples are used in the work to be performed. Upon request, the Contractor shall submit a list of all materials to be used in providing the landscape services. (The County may approve or disapprove any product prior to or during the term of the contract period.). All spent chemical and fertilizer containers shall be disposed of in an approved environmentally safe and acceptable manner.
- 2.5 The Contractor shall comply with all county, state, and federal regulations applicable to performing work within public thoroughfares and right-of-ways. The Contractor shall be licensed to do business in the State of Texas and shall provide copy of License with bid.

3.0 DEFINITIONS

- 3.1 Inspector shall mean the duly authorized representative of the Director of Parks and Recreation who shall monitor the contractor's progress.
- 3.2 Trash and Litter shall mean any debris within the grounds such as paper, bottles, cans, limbs three (3) inches or smaller in diameter, rocks etc. which is not intended to be present as part of the landscape. Inclusive of the parks, medians and triangles, streets, sidewalks, curbs, hillsides, ditches, etc. Removal of debris will require sweeping of hard surface areas such as sidewalks and curbs.

- 3.3 Trimming shall refer to the proper cutting or removal of all plant material immediately adjacent to or under park structures, trees, poles, tables, signs, fences, and shrub bed. Also includes removal of all plant material from expansion joints and any other cracks in curbs, sidewalks, driveways, and any other hard or concrete surface.
- 3.4 Shrub Beds shall mean any area purposefully planted in domestic or ornamental plant growth.
- 3.5 Foreign Growth shall include all weeds, thickets, and noxious plants.

4.0 FIELD and PARK MAINTENANCE

4.1 Mowing and Trimming

- The contractor shall mow and trim all turf areas as indicated by work schedule, Attachment A.
- The contractor shall remove all litter from the entire area prior to initiating any mowing of the turf area.
- All game fields shall be mowed with a reel mower or an approved equal.
- All mowing equipment shall be equipped with sharp blades so as not to tear, but cleanly cut the blades of the grass.
- All grass on ball fields shall be cut at a height of one (1) inch.
- Grass in the general areas may be cut at a height of 2-3 inches
- All park structures, trees, poles, tables, signs, fences, and shrub beds are to be trimmed. Special care should be given to trimming around small trees as not to inflict damage to the bark of the trees.
- All trimming must be accomplished concurrently with mowing operations.
- Turf shall be cut in a professional manner varying mowing patterns.
- Any material discharged onto any paved surface such as streets, curb and gutters, parking lots, sidewalks, and/or onto adjacent properties shall be removed immediately prior to proceeding with mowing of other areas (all trash and litter removed shall be disposed of by the contractor to an off-site location).
- All plant growth in cracks, seams and joints of paved areas such as sidewalks curbs, medians, triangles, and driveways shall be cut down to the pavement surface during the completion of each mowing cycle. The use of herbicides to control such growth may be permitted, with prior written approval and in accordance with all federal, state and local regulations.

4.2 Shrub and Bed Maintenance

- Contractor will be responsible throughout the contract period to clean basins & berms, to manually remove all foreign growth from shrub beds, to fertilize shrubs & trees. Attachment A indicates all services to be provided.

5.0 LOCATIONS

The attached park diagram indicates where work is to be performed. The successful bidder shall perform landscape services to all areas in the frequency indicated in attachment A. General turf areas shall be mowed once a week. All roadways, trails, fields, abutting general or native areas shall be mowed once a week with 24-48 inch width adjacent to the roadway or trail.

6.0 CONTRACTOR PERSONNEL

- 6.1 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.
- 6.2 The vendor must comply with all Immigration and Naturalization Laws as are currently in force on each potential employee.
Employee or Subcontractors are to be registered with the United States Citizenship and Immigration Service. The successful bidder will provide a photocopy of the Alien Registration Card to Williamson County prior to any of its employees/subcontractors being permitted to work under this contract on

Williamson County Property. The vendor must also inform Williamson County of all Immigration and Naturalization status changes and arrests of its employee/subcontractors working under this contract on County property for the duration of the contract.

6.3 Employees and subcontractors are subject to background check at any time

7.0 OMISSION

It is the intent of this specification to acquire complete Landscape Maintenance services for the specified areas in the Regional Park. Any services that have been omitted from this specification which are clearly necessary for complete Landscape Services shall be considered a requirement although not directly specified or called for in this specification.

8.0 CONTACT ON MOWING DAYS

The contractor must make contact with the assigned Inspector or designated alternate on the days that the contractor will be performing services under this contract. This contact is for the purpose of discussing areas to be maintained, contractor's work schedule for the day, areas that need to be inspected for approval, possible rain postponements, and work orders that need to be signed. Failure to contact the assigned inspector or designated alternate on a daily basis will constitute a breach of contract.

9.0 DAMAGE TO PROPERTY

Any property (trees, turf, irrigation heads, etc.) damaged by the contractor's actions shall be repaired, reimbursed, or subtracted from payment in an amount equal to the damage.

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.

10.0 INSURANCE

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:

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

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

11.0 MOWING SCHEDULE

The attached spreadsheet indicates planned mowing schedules **NOTE:** The contract manager has the authority to cancel or alter the scheduled mowing cycle on a week-to-week basis. The cancellation will be based upon need, prevailing weather conditions, and available funding.

12.0 PRE-BID INSPECTION

Prior to the submittal, bidders must visually inspect and be familiar with all park areas for which they intend to bid. If in the pre-bid inspection the bidder determines any discrepancies he/she should inform the Parks and Recreation Department.

13.0 ACCEPTABILITY OF WORK

The Parks and Recreation Department shall be the undisputed judge of the acceptability of all work performed. If conditions are not acceptable, the Contractor will be requested to visit the facility and review and correct all problem areas immediately. Please note attached LANDSCAPING MAINTENANCE INSPECTION CHECKSHEET as an example of requirements.

14.0 CONTRACTOR'S REPRESENTATIVE

Contractor shall designate a responsible representative or representatives who will be accessible during the Contractor's opening hours. The Contractor will be required to contact the Parks and Recreation Department representative on the days that the Contractor will be performing services under this contract for review and inspection of work performed.

15.0 MAINTENANCE AGREEMENT TERM

The term of this agreement shall be for one (1) year, beginning on the date of Commissioners Court approval of this contract. This agreement may be extended for up to two (2) additional one (1) year periods, subject to the approval of the Contractor and the County.

16.0 BID EVALUATION

Evaluation of the bids received will be based on the following criteria. Criteria must be met to be considered for bid.

- Lowest and Reasonable Mowing Price
- Three (3) commercial references for similar services in the past three (3) years;
- One commercial reference shall be for an equal (or higher) valued contract as that contained in this bid.
- On site Inspection of Contractor's equipment for capability to perform; if in the County's judgment the Contractor cannot perform adequately, then Contractor must show proof of intent to purchase equipment necessary to perform.

ATTACHMENT A

LIST OF MACHINERY AND EQUIPMENT

It is required that a Contractor be able to perform landscape maintenance services as specified in this document. It is represented as part of this proposal that all of the equipment listed below is available for use on the work covered by the General Conditions.

As a part of the bid evaluation a team from the Parks and Recreation Department will inspect the availability and capability of the equipment of the Contractor(s) submitting the apparent low bid(s).

UNITS

TYPE OF EQUIPMENT

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, typical of notebook paper or a template for writing practice. There are no margins, text, or other markings on the page.

_____ (signed)

_____ (date)

LANDSCAPING MAINTENANCE INSPECTION CHECKSHEET

Area: _____ Date: _____

Sample Draft

Grass Area	Standard	Yes	No	%
Litter	All litter picked up before mowing?	___	___	___
	After mowing?	___	___	___
Height of grass	All grass cut at appropriate height?	___	___	___
	Any scalping?	___	___	___
Edging	Areas crisply edged?	___	___	___
Trimming	Neatly trimmed?	___	___	___
	Damaged trees?	___	___	___
	Grass in concrete joints?	___	___	___
Appearance	Grass clumps?	___	___	___
	Tree limbs?	___	___	___
	Tracks or ruts?	___	___	___
	Curb line neat?	___	___	___
	Overall?	___	___	___
Equipment	Clean cut, neat appearance?	___	___	___
	Blades sharp?	___	___	___
	Leaking fluids?	___	___	___
Herbicides	Used this cycle?	___	___	___
Safety	Any problems noticed?	___	___	___
Personnel	Neat, Productive, Polite?	___	___	___
Comments:				

ATTACHMENT B

Pre-Bid Inspection

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

_____ (signed)

_____ (company)

_____ (date)

REFERENCES

Bidder must submit **three (3)** commercial references for similar contracts in size and scope 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 _____

ATTACHMENT C



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
PARKS LANDSCAPE SERVICES
ANNUAL CONTRACT
BID NUMBER: 12WCA052**

NAME OF BIDDER: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

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

BID AMOUNT

Total Amount Bid _____

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 10 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

