

NOTICE OF CITY COUNCIL WORKSHOP MEETING

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL, CITY OF ROSENBERG, FORT BEND COUNTY, TEXAS, WILL MEET IN A WORKSHOP SESSION OPEN TO THE PUBLIC AS FOLLOWS:

DATE: Tuesday, August 26, 2014

TIME: 6:30 p.m.

PLACE: Rosenberg City Hall
City Hall Council Chamber
2110 4th Street
Rosenberg, Texas 77471

PURPOSE: City Council Workshop Meeting, agenda as follows:

During a City Council Workshop, the City Council does not take final action on the agenda items and any consideration of final action will be scheduled at a Regular or Special City Council Meeting. Public comments are welcomed at Regular or Special City Council Meetings. No public comments will be received at a Workshop Meeting.

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Title 5, Chapter 551, of the Texas Government Code.

Call to order: City Hall Council Chamber

AGENDA

1. Hear and discuss a presentation by Jess Stuart, Executive Director of the T.W. Davis YMCA regarding the partnership for Outreach sites between the T.W. Davis YMCA and City of Rosenberg, and take action as necessary to direct staff. (Darren McCarthy, Parks and Recreation Director)
2. Review and discuss Council Member term limits, and take action as necessary to direct staff. (Cynthia McConathy, Councilor, At Large Position Two)
3. Review and discuss City Council staggered terms and the order of positions for election, and take action as necessary to direct staff. (William Benton, Councilor, At Large Position One)
4. Review and discuss proposed amendments to Section 6-367 of the Code of Ordinances providing rules and regulations governing the painting of street numbers on curbs, and take action as necessary to direct staff. (Cynthia McConathy, Councilor, At Large Position Two)
5. Review and discuss Avenue I, Avenue H, and downtown Rosenberg utility relocation, and take action as necessary to direct staff. (John Maresh, Assistant City Manager of Public Services)
6. Review and discuss the Parks Grounds Maintenance Contract, and take action as necessary to direct staff. (Darren McCarthy, Parks and Recreation Director)
7. Review and discuss the Seabourne Creek Regional Sports Complex Grounds Maintenance Contract, and take action as necessary to direct staff. (Darren McCarthy, Parks and Recreation Director)
8. Review and discuss the Parks Janitorial Services Contract, and take action as necessary to direct staff. (Darren McCarthy, Parks and Recreation Director)
9. Adjournment.

[EXECUTION PAGE TO FOLLOW]

DATED AND POSTED this the _____ day of _____ 2014, at _____m.,

by _____.

Attest:
Linda Cernosek, TRMC, City Secretary

Approved for Posting:
Robert Gracia, City Manager

Approved:
Vincent M. Morales, Jr., Mayor

Reasonable accommodation for the disabled attending this meeting will be available; persons with disabilities in need of special assistance at the meeting should contact the City Secretary at (832) 595-3340.



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
1	YMCA Outreach Program Presentation and Discussion

ITEM/MOTION

Hear and discuss a presentation by Jess Stuart, Executive Director of the T.W. Davis YMCA regarding the partnership for Outreach sites between the T.W. Davis YMCA and the City of Rosenberg, and take action as necessary to direct staff.

FINANCIAL SUMMARY	ELECTION DISTRICT
-------------------	-------------------

Annualized Dollars: <input type="checkbox"/> One-time <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> N/A	Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Source of Funds: N/A	<input type="checkbox"/> District 1 <input type="checkbox"/> District 2 <input type="checkbox"/> District 3 <input type="checkbox"/> District 4 <input type="checkbox"/> City-wide <input checked="" type="checkbox"/> N/A
--	---	---

SUPPORTING DOCUMENTS:	MUD #: N/A
------------------------------	-------------------

- None

APPROVALS

Submitted by:  Darren McCarthy Parks and Recreation Director	Reviewed by: <input type="checkbox"/> Exec. Dir. of Administrative Services <input type="checkbox"/> Asst. City Manager of Public Services <input type="checkbox"/> City Attorney <input type="checkbox"/> City Engineer <input checked="" type="checkbox"/> Exec. Dir. of Support Services <i>JS</i>	Approved for Submittal to City Council:  Robert Gracia City Manager
---	---	--

EXECUTIVE SUMMARY

This item has been included on the Workshop Agenda to offer City Council an opportunity to discuss the partnership between the T.W. Davis YMCA and the City regarding the Outreach programs offered at Taylor Ray, Meyer and Jackson Elementary schools in Rosenberg with Jess Stuart, Executive Director of the T.W. Davis YMCA.



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
2	Council Member Term Limits Discussion
ITEM/MOTION	
Review and discuss Council Member term limits, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

- 1. None

MUD #: N/A

APPROVALS

Submitted by:

Cynthia McConathy/rl

Cynthia McConathy
Councilor, At Large Position Two

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- (Other)

Approved for Submittal to City Council:

Robert Gracia
City Manager

EXECUTIVE SUMMARY

This Agenda item was requested to provide City Council an opportunity to discuss potential term limits for the Mayor and Council Members.



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
3	Council Member Staggered Terms and Election Position Discussion
ITEM/MOTION	
Review and discuss City Council staggered terms and the order of positions for election, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

1. Code of Ordinances Excerpt – Section 3.01
2. Ballot – 05-11-13

MUD #: N/A**APPROVALS****Submitted by:*****William Benton/ks***William Benton
Councilor, At Large Position One**Reviewed by:**

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- (Other)

Approved for Submittal to City Council:Robert Gracia
City Manager**EXECUTIVE SUMMARY**

This Agenda item was requested to provide City Council an opportunity to discuss staggered terms and the order of positions for election for the Mayor and Council Members.

PART I – THE CHARTER

ARTICLE III. The City Council

Sec. 3.01. Number, selection and term

The legislative and governing body of the city shall consist of the mayor and six (6) council members and shall be known as the "City Council of the City of Rosenberg."

- (a) The mayor and two members of the city council shall be elected from the city at large.
- (b) The mayor shall be the presiding officer of the city council and shall be recognized as the head of city government for all ceremonial purposes and by the government [governor] for purposes of military law but shall have no regular administrative duties. The mayor shall be entitled to vote on all matters under consideration by the city council.
- (c) The mayor and six (6) council members, including two (2) at large council members and four (4) council members elected by districts shall be elected to two-year terms. The mayor and (2) council members shall be elected at-large in odd number years. The two (2) at-large council members positions shall be respectively designated as Position 1 and Position 2. The remaining four (4) council members shall be elected by districts, designated as Districts one (1), two (2), three (3) and four (4), in even numbered years.

At the general election in May 2015, the four (4) designated district positions, one (1), two (2), three (3), and four (4) shall be placed on the ballot for election for a one-year term. The two (2) at-large council member positions and the position of mayor shall be placed on the ballot for election to two-year terms. At the City general election May 2016, the district positions designated as Districts one (1), two (2), three (3) and four (4) shall be placed on the ballot for two-year terms. At the City general election May 2017, the two (2) at-large council member positions and the position of mayor shall be elected to two-year terms.

All positions shall be elected to two-year terms after the foregoing provisions have been effected.

- (d) The four (4) members of the city council elected by districts shall be elected from districts which shall be designated Districts one (1), two (2), three (3) and four (4). The area or territory includable in the district shall be adjusted from time to time or reconfigured as the city may annex or de-annex territory or area within the city. A legal description of all property to be includable in any of the several districts shall be on file in the office of the city secretary of the City of Rosenberg.

**OFFICIAL BALLOT BOLETA OFICIAL
GENERAL AND SPECIAL ELECTION**

Elección General y Especial

Fort Bend County, Texas

Condado de Fort Bend, Texas

May 11, 2013- 11 de mayo, 2013

Precinct Precincto 1010

<p>Instruction Text: Please use a black or blue ink pen only. Completely fill in the box provided to the left of your choice. Make no stray marks on the ballot. Do not use inks that soak through the paper. <i>Nota de Instrucción:</i> <i>Por favor, use solamente una pluma de tinta negra o azul. Llene completamente el espacio cuadrado a la izquierda de su selección. No haga marcas extraviadas. No use tintas que se pueden penetrar el papel.</i></p>	<p>For Council, District No. 4 Vote for none or one <i>Por Concejal, Distrito No. 4</i> <i>Vote por ninguno, o uno</i></p> <p><input type="checkbox"/> Amanda J. Bolf <input type="checkbox"/> George A. Zepeda <input type="checkbox"/> George Arroyos</p>	<p>Proposition No. 4 Should Section 4.02(2) of the City Charter be amended by deleting the words "a man" regarding the qualifications of the police chief? <i>Proposición Nro. 4</i> <i>¿Debería modificarse la Sección 4.02(2) de la Carta Orgánica de la Ciudad y borrar las palabras "un hombre" en relación a las cualificaciones del jefe de policía?</i></p> <p><input type="checkbox"/> YES <i>SÍ</i> <input type="checkbox"/> NO <i>NO</i></p>
<p>CITY OF ROSENBERG GENERAL ELECTION <i>CIUDAD DE ROSENBERG ELECCIÓN GENERAL</i></p>	<p>CITY OF ROSENBERG SPECIAL ELECTION <i>CIUDAD DE ROSENBERG ELECCIÓN ESPECIAL</i></p>	<p>Proposition No. 5 Should Section 4.06 of the City Charter be deleted, thereby abolishing the Department of Health and Sanitation? <i>Proposición Nro. 5</i> <i>¿Debería borrarse la Sección 4.06 de la Carta Orgánica de la Ciudad y en consecuencia abolir del Departamento de Salud y Sanidad Pública?</i></p> <p><input type="checkbox"/> YES <i>SÍ</i> <input type="checkbox"/> NO <i>NO</i></p>
<p>Mayor Vote for none or one <i>Alcalde</i> <i>Vote por ninguno, o uno</i></p> <p><input type="checkbox"/> Vincent M. Morales, Jr.</p>	<p>Proposition No. 1 Should Section 1.01 of the City Charter be amended to add language to permit city council to amend the Charter by ordinance without an election to correct errors if the amendments do not change the meaning of the Charter? <i>Proposición Nro. 1</i> <i>¿Debería modificarse la Sección 1.01 de la Carta Orgánica de la Ciudad, para añadir lenguaje que le permita al consejo municipal enmendar la Carta Orgánica por ordenanza sin una elección para corregir errores si las enmiendas no cambian el significado de la Carta Orgánica?</i></p> <p><input type="checkbox"/> YES <i>SÍ</i> <input type="checkbox"/> NO <i>NO</i></p>	<p>Proposition No. 6 Should Section 5.01 of the City Charter be amended to allow all City elections to be held in May as provided by Texas Election Code and in accordance with the laws of the State of Texas? <i>Proposición Nro. 6</i> <i>¿Debería modificarse la Sección 5.01 de la Carta Orgánica de la Ciudad para permitir que todas las elecciones de la Ciudad se lleven a cabo en mayo según lo dispone el Código Electoral de Texas y en conformidad con las leyes del Estado de Texas?</i></p> <p><input type="checkbox"/> YES <i>SÍ</i> <input type="checkbox"/> NO <i>NO</i></p>
<p>For Council, At-Large Position No. 1 Vote for none or one <i>Por Concejal, En General Posición No. 1</i> <i>Vote por ninguno, o uno</i></p> <p><input type="checkbox"/> Joe Vera <input type="checkbox"/> William Benton</p>	<p>Proposition No. 2 Should Section 3.01(c) of the City Charter be amended to require staggered terms for the City Council? <i>Proposición Nro. 2</i> <i>¿Debería modificarse la Sección 3.01(c) de la Carta Orgánica de la Ciudad para exigir mandatos intercalados para el Consejo Municipal?</i></p> <p><input type="checkbox"/> YES <i>SÍ</i> <input type="checkbox"/> NO <i>NO</i></p>	<p>Proposition No. 7 Should Section 5.07 of the City Charter be amended to canvass election results in accordance with the laws of this state? <i>Proposición Nro. 7</i> <i>¿Debería modificarse la Sección 5.07 de la Carta Orgánica de la Ciudad para realizar el escrutinio de los resultados de las elecciones según las leyes de este estado?</i></p> <p><input type="checkbox"/> YES <i>SÍ</i> <input type="checkbox"/> NO <i>NO</i></p>
<p>For Council, At-Large Position No. 2 Vote for none or one <i>Por Concejal, En General Posición No. 2</i> <i>Vote por ninguno, o uno</i></p> <p><input type="checkbox"/> Laurie Orsak Cook <input type="checkbox"/> Cynthia McConathy</p>	<p>Proposition No. 3 Should Section 3.07 (g) of the City Charter be amended by deleting the words "the zoning plan and"? <i>Proposición Nro. 3</i> <i>¿Debería modificarse la Sección 3.07 (g) de la Carta Orgánica de la Ciudad y borrar las palabras "el plan de zonificación y"?</i></p> <p><input type="checkbox"/> YES <i>SÍ</i> <input type="checkbox"/> NO <i>NO</i></p>	
<p>For Council, District No. 1 Vote for none or one <i>Por Concejal, Distrito No. 1</i> <i>Vote por ninguno, o uno</i></p> <p><input type="checkbox"/> Jimmie Pena <input type="checkbox"/> Juan Salazar</p>		
<p>For Council, District No. 2 Vote for none or one <i>Por Concejal, Distrito No. 2</i> <i>Vote por ninguno, o uno</i></p> <p><input type="checkbox"/> Joe G. Segura <input type="checkbox"/> Susan Kroll Euton</p>		
<p>For Council, District No. 3 Vote for none or one <i>Por Concejal, Distrito No. 3</i> <i>Vote por ninguno, o uno</i></p> <p><input type="checkbox"/> Dwayne Grigar</p>		



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
4	Proposed Curb Painting Amendments Discussion
ITEM/MOTION	
Review and discuss proposed amendments to Section 6-367 of the Code of Ordinances providing rules and regulations governing the painting of street numbers on curbs, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:**MUD #:** N/A

1. Code of Ordinances Excerpt – Section 6-367
2. City Council Meeting Minute Excerpt – 04-22-14
3. City Council Meeting Minute Excerpt – 04-01-14

APPROVALS**Submitted by:**

Cynthia McConathy/rl
 Cynthia McConathy
 Councilor, At Large Position Two

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager for Public Services
- City Attorney
- City Engineer
- (Other)

Approved for Submittal to City Council:

Robert Gracia
 City Manager

EXECUTIVE SUMMARY

On April 01, 2014, and April 22, 2014, City Council held discussions regarding the potential of amending the City's curb-painting regulations to include the Texas flag.

This item has been added to the Agenda to offer City Council the opportunity to discuss the potential amendment of the rules and regulations governing the painting of street numbers on curbs. You will find a copy of the current Code Section 6-367 attached for your information and review.

PART II - CODE OF ORDINANCES
Chapter 6 - BUILDINGS AND BUILDING REGULATIONS
ARTICLE XIII. SIGN REGULATIONS

Sec. 6-367. Painting street numbers on city curbs.

The public works director or his designee is hereby authorized to issue a permit for limited periods of time, not exceeding ninety (90) days, stated in the permit, authorizing the permittee to paint street numbers, according to the specific standards set forth below, on the curb showing the correct street number of abutting property. Such permit shall be expressly conditioned upon the permittee's obtaining the consent of the abutting property owner before painting the address applicable to such abutting property, and such permit shall be revocable by the public works director or his designee upon violation of this section. Prior to issuance of a permit hereunder, a permittee shall be required to pay a permit fee of twenty-five dollars (\$25.00). A property owner may paint street numbers on the city curb abutting his or her private property in accordance with specifications hereinafter provided, but shall be exempt from the requirement of obtaining a permit and payment of the twenty-five dollar (\$25.00) permit fee.

All street numbers shall be written in a block numbering style, shall be four (4) inches in height, and the width shall be in proportion to the height or approximately two and one-half (2½) inches in width. A one-inch distance shall be maintained between figures. The color of the painted street curb shall be a reflective paint with black numbers on a white background. The background shall be rectangular in shape and should not extend more than one (1) inch above and below the numbers and not more than two (2) inches on each side. The rectangular background shall be no more than twenty (20) inches in length. No other letters, symbols, or emblems shall be painted on city curbs. The street numbers shall be positioned in front of the abutting property designated by such street number.

Painted street numbers, including flags and other symbols, existing on the date of adoption of this section, nonconforming to the requirements hereof, shall be permitted, provided that any future painting of street numbers on the curb shall be in accordance with the requirements of this section; however, if a curb has been painted with a name in violation of this section, then the property owner shall have ninety (90) days, from the date this section is adopted, to remove such name. If a property owner fails to remove any name in violation of this section within the ninety-day time period specified above, then the property owner will be in violation of this section and the city may take any necessary action to remove the painted name in violation of this section.

(Ord. No. 2011-07, § 1, 5-3-11)

Key discussion points:

- Councilor Benton had the item placed on the agenda for consideration and discussion.
- A brief discussion was held on the item.
- Councilor Grigar stated the item needs to be taken to the Planning Commission for discussion.
- Mayor Morales stated there is a concern with this but not to the degree of over restricting the neighborhood. He agrees the item needs to be taken to the Planning Commission.
- The general consensus of Council was to have the Planning Commission review.
- No action was taken on the item.

8. **REVIEW AND DISCUSS PROPOSED AMENDMENT TO SECTION 6-367 OF THE CODE OF ORDINANCES PROVIDING RULES AND REGULATIONS GOVERNING THE PAINTING OF STREET NUMBERS ON CURBS, AND TAKE ACTION AS NECESSARY TO DIRECT STAFF.**
Executive Summary: On April 01, 2014, City Council held discussions regarding the potential of amending the City's curb-painting regulations to include the Texas flag.

This item has been added to the agenda to offer City Council the opportunity to discuss the potential amendment of the rules and regulations governing the painting of street numbers on curbs. A copy of the current Code Section 6-367 was attached in the agenda packet.

Key discussion points:

- Councilor Benton placed the item on the agenda for consideration and discussion.
- Discussion was held and concerns expressed regarding the size of lettering and restriction to only the Texas flag.
- Lora Lenzsch reiterated the fact that it is unconstitutional to restrict it to the Texas flag. You cannot hold people criminally liable for painting other flags. The County Attorney would have to seek an Attorney General opinion on this.
- Councilor Grigar stated his intention was for staff to research it to see what kind of situation we are looking at. He expressed concern that the item was brought back by a Council Member and no backup provided. He would like to leave the ordinance the way it is currently.
- Mayor Morales stated the general consensus of Council is for staff to bring the item back with the Austin ordinance criteria. We can review this potential ordinance again after the budget process.
- No action was taken on the item.

9. **ADJOURNMENT.**

There being no further business Mayor Morales adjourned the meeting at 9:40 p.m.


Linda Cernosek, TRMC, City Secretary

- Mayor Morales stated a format needs to be established. He feels like we have a committee setup with committee members that work with our Finance Director. This needs to be treated like any other committee and others could apply for it.
- Robert Gracia, City Manager suggested that Council may want to consider the number of volunteers and setup guidelines and accept applications and go through an interview process.
- No action was taken on the item.

9. REVIEW AND DISCUSS PROPOSED AMENDMENTS TO SECTION 6-367 OF THE CODE OF ORDINANCES PROVIDING RULES AND REGULATIONS GOVERNING THE PAINTING OF STREET NUMBERS ON CURBS, AND TAKE ACTION AS NECESSARY.

Executive Summary: This item has been added to the Agenda to offer City Council the opportunity to discuss the potential amendment of the rules and regulations governing the painting of street numbers on curbs. You will find a copy of the current Code Section 6-367 attached for your information and review.

Key discussion points:

- Councilor Benton asked for Council input amending the ordinance to allow the painting of the Texas flag on curbs.
- Mayor Morales asked about the Home Owners' Associations (HOA's).
- Tonya Palmer, Building Official stated curb painting is enforced by the City not the HOA's.
- Lora Lenzsch, City Attorney pointed out that when you start carving out areas and colleges, etc., you are regulating signage and you are treading on a tight rope. You cannot say only the Texas flag is allowed. People are very creative and they come up with other types of signage.
- Councilor McConathy stated if the numbers are clearly painted for first responders she can support it. She is in favor of the Texas flag.
- Councilor Bolf agreed she can support the Texas flag if it is clearly marked for first responders but no murals all the way down the curb.
- Councilor Grigar stated with this ordinance if you painted the Texas flag and address would it be in compliance with the ordinance? With the specifications in our City Code for the lettering, there would not be room left to paint the Texas flag.
- Councilor Euton asked if someone wanted to paint on the driveway would it be in violation of the code.
- Travis Tanner, Executive Director of Community Development stated this ordinance applies to city curb only. He is not aware of any rules but it would probably fall under the HOA.
- Wade Goates, Fire Chief stated he does not have a problem with the Texas flag but from first responders point he would caution about night reflection. Our main concern is visibility and we want the numbers clear with a white background with reflective material.
- Dallis Warren, Police Chief reiterated the need for the numbers to be clear for visibility.
- Mayor Morales stated the numbers need to be where they are today regarding size. There needs to be some design graphics on this.
- Councilor Euton stated this needs to be discussed at a workshop. The ones out there now may not be in compliance with the ordinance.
- The item will be brought back to a workshop.
- No action was taken on the item.

10. CONSIDER MOTION TO ADJOURN FOR EXECUTIVE SESSION.

Action: Councilor Benton made a motion, seconded by Councilor McConathy to adjourn for Executive Session at 7:03 p.m. The motion carried by a unanimous vote of those present.

11. HOLD EXECUTIVE SESSION TO DELIBERATE THE POTENTIAL PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY PURSUANT TO SECTION 551.072 OF THE TEXAS GOVERNMENT CODE; AND, TO DELIBERATE THE EMPLOYMENT, EVALUATION AND



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
5	Utility Relocation Discussion
ITEM/MOTION	
Review and discuss Avenue I, Avenue H, and downtown Rosenberg utility relocation, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

District 1

District 2

District 3

District 4

City-wide

N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Alford Correspondence – 08-06-14

APPROVALS

Submitted by:

John Maresh
Assistant City Manager of
Public Services

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- (Other)

Approved for Submittal to City Council:

Robert Gracia
City Manager

EXECUTIVE SUMMARY

On August 08, 2014, the City Manager received correspondence from the Texas Department of Transportation (TxDOT) providing notice of a road project that will include US 90A (Avenue H) and FM 1640 (Avenue I) from Spur 529 to Millie Street. The project is scheduled for a December 2014 letting. Per the correspondence, the City will need to take the appropriate action to relocate or replace underground utility lines that may be impacted by the project.

The City recently completed a sanitary sewer line replacement project along Avenue H, Avenue I and the Downtown area of the City within the limits of the TxDOT project. The City does have numerous water lines located underneath the pavement, particularly along Avenue H. The lines have exceeded their life expectancy and numerous leaks have been repaired. In addition, several fire hydrants along Avenue H near the Downtown area have been damaged and not replaced due to their close proximity to the traffic lanes and the lack of main line valves that prevent the water from being turned off in order to make the needed repairs. It would be most cost effective and in the best interest of the City to replace the deficient water lines in this general area prior to the TxDOT project. This would improve the reliability of the water distribution system, increase system capacity and improve fire protection.

This item has been placed on the Agenda to offer City Council the opportunity to discuss the need to replace the water lines and direct staff as necessary.



Texas Department of Transportation

P.O. BOX 1386 • HOUSTON, TEXAS 77251-1386 • (713) 802-5000

August 6, 2014



Robert Gracia
City Manager
City of Rosenberg
PO Box 32
Rosenberg, Texas 77471-0032

RE: US 90A - One-Way Pair from Spur 529 to Millie Street (CSJ: 0027-06-056)

Dear Mr. Gracia:

We understand the City of Rosenberg has utilities underneath the subject roadway that need to be modified prior to construction of the subject project. The purpose of this letter is to advise you that the subject project is currently scheduled for a December 2014 letting. The schedule may slide slightly pending ROW acquisition. However, it will be let within the 2015 fiscal year. Please arrange to have this non reimbursable utility work completed prior to startup of the proposed construction.

If additional information is required, please contact William R. Brudnick, Director of Transportation, Planning and Development, at (713) 802-5617.

Sincerely,

Michael W. Alford, P.E.
District Engineer
Houston District

cc: The Honorable Victor M. Morales, Jr., Mayor of City of Rosenberg
William R. Brudnick, P.E., Director of Transportation, Planning and Development, Houston District

THE TEXAS PLAN

REDUCE CONGESTION • ENHANCE SAFETY • EXPAND ECONOMIC OPPORTUNITY • IMPROVE AIR QUALITY
PRESERVE THE VALUE OF TRANSPORTATION ASSETS

An Equal Opportunity Employer



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
6	Parks Grounds Maintenance Contract Discussion
ITEM/MOTION	
Review and discuss the Parks Grounds Maintenance Contract, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Parks Grounds Maintenance Technical Specifications Bid No. 2014-13 – Redlined
2. Notice to Bidders – Draft
3. Parks and Recreation Board Meeting Draft Minute Excerpt – 07-24-14

APPROVALS

Submitted by:

Darren McCarthy
Parks and Recreation Director

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- Exec. Dir. of Support Services *ST*

Approved for Submittal to City Council:

Robert Gracia
City Manager

EXECUTIVE SUMMARY

This item has been included on the Workshop Agenda to offer City Council an opportunity to discuss the Parks Grounds Maintenance Services currently being provided for Brazos, Community, Harwood and Riverbend Parks. Attached for City Council's review is a draft of the redlined Technical Specifications as proposed by staff. If so directed by City Council, staff will issue an invitation to bid on Sunday, August 31, 2014, for these services in order to receive and review responses and select a firm before October 02, 2014, when the current Contract ends.

Staff recommends issuing an invitation to bid for Parks Grounds Maintenance Services.



**CITY OF ROSENBERG
PARKS GROUNDS MAINTENANCE
TECHNICAL SPECIFICATIONS
BID NO. 2014-13**

HARWOOD PARK

A. STATEMENT

1. Harwood Park is located at 1005 Frances Drive. The park is approximately 0.3 of an acre.
2. The Contractor will maintain all the turf area within the fenced in park as well as the drainage ditch areas outside of the fence and sidewalk area around the park along Frances Drive and Timber Lane.
3. The Contractor shall provide the City with an acceptable maintenance schedule and monthly performance report. The Contractor will immediately contact the Parks and Recreation Department if inclement weather has materially affected the maintenance schedule.

B. GENERAL GROUNDS MAINTENANCE

February through October

1. The Contractor will maintain Harwood Park grounds on a 1-week schedule of mowing and weed eating.
 - a) Weed eat all curbs and sidewalks
 - b) Weed eat around all horticulture material
 - c) Weed eat around all objects
 - d) Weed eat around playgrounds
 - e) Pull weeds and grass from playground mulch
 - f) Pull weeds from all landscape areas
 - g) Mow the entire area at a height minimum of one-inch with a maximum of two-inches
2. During the hottest and driest part of the season, the Contractor will maintain the grass at a minimum of one-inch with maximum of two-inches.

November through January

The Contractor will maintain Harwood Park grounds on a 2-week schedule of mowing, edging and weed eating. Refer to the items a, b, c, d, e, f and ~~g~~ above.

C. TRASH CLEANUP

The Contractor shall police the entire area each time for loose trash. It is the responsibility of the Contractor to remove and dispose of trash, pruned material and other foreign objects.

D. PUBLIC ACTIVITY

The Contractor will provide all materials such as fuels and maintenance equipment.

E. STORMWATER POLLUTION MANAGEMENT

The Contractor shall maintain a “spill-kit” with each work crew, minimum 5-gallon capacity, in order to contain or mitigate any small fuel or oil spills that may occur while performing the work. The Contractor shall be responsible to promptly pick up and legally dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with federal, state, and local laws.

BRAZOS PARK

A. STATEMENT

1. Brazos Park is located on the west side of FM 723 adjacent to the south of the Brazos River. The park is approximately 13.34 acres.
2. The Contractor will maintain all the turf area within the park as well as the drainage area parallel to FM 723.
3. The Contractor shall provide the City with an acceptable maintenance schedule and monthly performance report. The Contractor will immediately contact the Parks and Recreation Department if inclement weather has materially affected the maintenance schedule.

B. GENERAL GROUNDS MAINTENANCE

February through October

1. The Contractor will maintain Brazos Park grounds on a 1-week schedule of mowing and weed eating.
 - a) Weed eat all curbs and sidewalks
 - b) Weed eat around all horticulture material
 - c) Weed eat around all objects
 - d) Weed eat around playgrounds
 - e) Pull weeds and grass from playground mulch
 - f) Pull weeds from all landscape areas
 - dg) —Mow the entire area at a height minimum of one-inch with a maximum of two-inches
 - h) Keep trails grass and weed free
2. During the hottest and driest part of the season, the Contractor will maintain the grass at a minimum of one-inch with maximum of two-inches.

November through January

The Contractor will maintain Brazos Park grounds on a 2-week schedule of mowing, edging and weed eating. Refer to the items a, b, c, d, e, f, g and h above.

C. TRASH CLEANUP

The Contractor shall police the entire area each time for loose trash. It is the responsibility of the Contractor to remove and dispose of trash, pruned material and other foreign objects.

D. PUBLIC ACTIVITY

The Contractor will provide all materials such as fuels and maintenance equipment.

E. STORMWATER POLLUTION MANAGEMENT

The Contractor shall maintain a “spill-kit” with each work crew, minimum 5-gallon capacity, in order to contain or mitigate any small fuel or oil spills that may occur while performing the work. The Contractor shall be responsible to promptly pick up and legally dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with federal, state, and local laws.

COMMUNITY PARK

A. STATEMENT

1. Community Park is located at 2000 Avenue A. The Contractor will maintain the 4.84 acres of Community Park as well as the two City parcels adjoining the park, each approximately 2 acres. The total acreage is approximately 9 acres. Refer to the attached map for the specific area to be maintained.
2. The Contractor will maintain all the turf areas around the basketball pavilion and within the fences of the park. Both adjoining properties are outside of the fenced park areas. The Contractor will also maintain the drainage ditch along Avenue A.
3. The Contractor shall provide the City with a maintenance schedule and monthly performance report. The Contractor will immediately contact the Parks and Recreation Department if inclement weather has materially affected the maintenance schedule.

B. GENERAL GROUNDS MAINTENANCE

February through October

1. The Contractor will maintain Community Park and adjacent property grounds on a 1-week schedule of mowing and weed eating.
 - a) Weed eat all curbs and sidewalks

- b) Weed eat around all horticulture material
- c) Weed eat around all objects
- d) Weed eat around playgrounds
- e) Pull weeds and grass from playground mulch
- f) Pull weeds from all landscape areas
- g) Mow the entire area at a height minimum of one-inch with a maximum of two-inches

- 2. During the hottest and driest part of the season, the Contractor will maintain the grass at a minimum of one-inch with maximum of two-inches.

November through January

The Contractor will maintain the grounds on a 2-week schedule of mowing, edging and weed eating. Refer to items a, b, c, d, e, f and g above.

C. TRASH CLEANUP

The Contractor shall police the entire area each time for loose trash. It is the responsibility of the Contractor to remove and dispose of trash, pruned material and other foreign objects.

D. PUBLIC ACTIVITY

The Contractor will provide all materials such as fuels and maintenance equipment.

E. STORMWATER POLLUTION MANAGEMENT

The Contractor shall maintain a “spill-kit” with each work crew, minimum 5-gallon capacity, in order to contain or mitigate any small fuel or oil spills that may occur while performing the work. The Contractor shall be responsible to promptly pick up and legally dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with federal, state, and local laws.

RIVERBEND PARK

A. STATEMENT

- 1. Riverbend Park is located at 2601 Avenue A and is approximately 14.85 acres. It includes a large fenced baseball field. Mowing includes the adjacent area under the power lines and approximately 1 acre across Avenue A containing concrete foundation pads. Refer to the attached map for the specific area to be maintained.
- 2. The Contractor will maintain all the turf areas within the fences of the park. Both adjoining properties are outside of the fenced park areas. The Contractor will also maintain the drainage ditch along Avenue A adjoining the City property.
- 3. The Contractor shall provide the City with a maintenance schedule and monthly

performance report. The Contractor will immediately contact the Parks and Recreation Department if inclement weather has materially affected the maintenance schedule.

B. GENERAL GROUNDS MAINTENANCE

February through October

1. The Contractor will maintain Riverbend Park and adjacent property grounds on a 1-week schedule of mowing and weed eating.
 - a) Weed eat all curbs and sidewalks
 - b) Weed eat around all horticulture material
 - c) Weed eat around all objects
 - d) Mow the entire area at a height minimum of one-inch with a maximum of two inches
2. During the hottest and driest part of the season, the Contractor will maintain the grass at a minimum of one-inch with maximum of two-inches.

November through January

The Contractor will maintain the grounds on a 2-week schedule of mowing, edging and weed eating. Refer to items a, b, c, and d above.

C. TRASH CLEANUP

The Contractor shall police the entire area each time for loose trash. It is the responsibility of the Contractor to remove and dispose of trash, pruned material and other foreign objects.

D. PUBLIC ACTIVITY

The Contractor will provide all materials such as fuels and maintenance equipment.

E. CONTACT PERSONNEL FOR ANY ISSUES

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-802-8804
E-mail: paulr@ci.rosenberg.tx.us

F. STORMWATER POLLUTION MANAGEMENT

The Contractor shall maintain a “spill-kit” with each work crew, minimum 5-gallon capacity, in order to contain or mitigate any small fuel or oil spills that may occur while performing the work. The Contractor shall be responsible to promptly pick up and legally dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with federal, state, and local laws.

Quote Worksheet

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until **10:00 a.m., on Wednesday, September 17, 2014** and all bids will be opened and publicly read in the City Hall Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for Parks Grounds Maintenance.

The Contractor may submit in person or by mail for consideration. The reference sheet must accompany the quote worksheet. No quotes will be considered without the completed reference document.

The City reserves the right to request additional information or to meet with representatives from proposing organizations or individuals to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

DESCRIPTION	APPROX QTY	UNIT	UNIT PRICE	EXTENSION
1. Complete Parks Grounds Maintenance for Brazos, Community, Harwood and Riverbend Parks. One (1) year term with the option to renew at the same price for an additional one (1) year extension.	1	Each	\$ _____	\$ _____
			Total Bid Amount	\$ _____

ACCEPTANCE OF WRITTEN QUOTES:

It is understood by the undersigned that the right is reserved by the City to reject any or all written quotes for this service.

DATE: _____

BIDDER: _____

ATTEST/SEAL (if a corporation):
WITNESS (if not a corporation):

BY: _____

NAME: _____

TITLE: _____

Company's Name

BY: _____
Signature

Printed or Typed Name

Street Address

City, State & Zip Code

Area Code and Phone

BIDDER CERTIFICATION

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid proposal submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this bid invitation. Bidders agree that the bids submitted shall remain firm for ninety (90) days following the date specified for the opening of bids.

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY: _____

AGENTS NAME: _____

AGENTS TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

AUTHORIZED SIGNATURE: _____

DATE OF BID: _____

BIDDER INFORMATION

FULL LEGAL FIRM/COMPANY NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS FAX NUMBER: _____

COUNTY: _____ MINORITY OWNED: _____ #OF EMPLOYEES _____

CORPORATION: ___ PARTNERSHIP: ___ PROPRIETORSHIP: ___ L.L.C. ___ L.L.P. ___

YEAR EST. ___ NO. OF YEARS IN BUSINESS ___ FEDERAL ID NO. _____

NATURE OF BUSINESS: _____

PRINCIPALS:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

BANK REFERENCE: _____

NAME OF BANK OFFICER: _____

ADDRESS / CITY / STATE / ZIP: _____

PHONE NO: _____

BIDDER CUSTOMER / CLIENT REFERENCES

1. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

LENGTH OF CONTRACT: _____

NAME OF CONTACT: _____

2. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

LENGTH OF CONTRACT: _____

NAME OF CONTACT: _____

3. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

LENGTH OF CONTRACT: _____

NAME OF CONTACT: _____

EXHIBIT A

POLICY FOR BIDDING PROJECTS

Price Quotations and Purchase Awards

- 1) Procedures of Negotiated Purchases Not Subject to Competitive Bidding. Purchase requisitions for \$5,001 to \$50,000. Purchases in excess of \$5,000 will require written competitive price quotations from at least three (3) vendors. Failure of the vendor to provide price quotations in writing may be grounds for exclusion of that vendor from the purchasing request.
 - a) Purchases between \$5,000 and \$50,000 will require a certificate of insurance on award of contract for General Liability coverage naming the City of Rosenberg (City) as an additional insured.
 - b) No bidders' bond or cashiers' check will be required as bid security.
- 2) Purchase Subject to Competitive Bidding. Purchases in excess of \$50,000 shall be competitively bid and awarded by the City Council, except as otherwise provided in the Purchasing Policy. Such purchases shall be solicited by formal competitive bids or proposals. Purchases exceeding \$50,000 during any fiscal year period shall be deemed as meeting the competitive bidding requirements of the Purchasing Policy.
 - a) For one time jobs in excess of \$50,000, the City will require \$500,000 General Liability coverage, as well as Employers' Liability coverage, with the City being named as an additional insured.
 - b) For more significant work, (i.e. infrastructure construction, etc.), the City will require \$1,000,000 in General Liability coverage minimum combined single-limit General Liability coverage per occurrence and \$2,000,000 General Aggregate for bodily injury and property damage coverage, as well as Employers' Liability coverage. If the work will exceed \$1,000,000 these limits may be increased upon recommendation of the City Manger. The City will be named as an additional insured.
 - c) Workers' Compensation coverage will be required as set forth by State Law.
 - d) Vehicle Liability Insurance coverage will be required as the same limits as General Liability coverage for any Contractor who uses his own vehicles in the course of the work (not just driving to and from, but actually performing the work).
 - e) For work in an amount greater than \$50,000 (rather than the \$25,000 current requirement in our Purchasing Manual), an Official Bidders' Bond signed by the Surety and Bidder, Cashiers' Check, Certified Check, or a letter of credit from an FDIC insured bank in an amount equal to five (5) percent of the total cost of the project will be required with each submitted proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with time and specifications of the Request for Proposal.

Procurement of Professional Services

Procurement of Professional Services shall remain the same with the following exception*:

- a) Although contracts for professional services may not be awarded on the basis of competitive bids, the City Council must authorize any professional service contract which will exceed \$50,000, on the basis of the above criteria.
- b) Professional services rendered to the City which do not exceed \$50,000 in any fiscal year must be approved for payment by the Department Head of the user department, the Finance Director, and the City Manager, as provided herein.

* The only change is to increase the bidding limit from \$25,000 to \$50,000.



NOTICE TO BIDDERS

City of Rosenberg Parks Grounds Maintenance Bid No. 2014-13

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 Fourth Street, Rosenberg, Texas 77471, until **10:00 a.m., on Wednesday, September 17, 2014**, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for:

City of Rosenberg Parks Grounds Maintenance

All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with return address and clearly marked "BID NO. 2014-13 City of Rosenberg Parks Grounds Maintenance". The bidder's firm name shall appear on the outside of the envelope.

Specifications may be obtained from the Parks & Recreation Department, 3720 Airport Avenue, Rosenberg, Texas 77471, between the hours of 8:00 a.m., and 5:00 p.m., Monday through Friday.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier' Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it. Bids shall remain valid for ninety (90) days.

To obtain results, copies of the bid sheets, specifications, bidding documents or you have other questions, please contact:

City of Rosenberg
Darren McCarthy, Parks and Recreation Director
Telephone: 832-595-3960
Fax: 832-595-3961
E-mail: darrenm@ci.rosenberg.tx.us

Linda Cernosek, City Secretary, TRMC

DRAFT

- Gazebo rentals for the month of June 2014 totaled \$150.00

Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

11. HEAR AND DISCUSS PAVILION AND FIELD RESERVATION RATES.

Key Discussion: Darren McCarthy, Parks and Recreation Director, reminded the Board of the current rental fees of \$9.00 per hour for pavilions and fields without lights, and \$25.00 per hour for fields with lights. He reminded Members that the last time rental fees were reviewed and updated was in August 2010. In order to make sure that current fees were competitive, staff had created a spreadsheet on prices for local and comparably sized cities. The results show that Rosenberg is very competitively priced and even less expensive when compared to other cities. He explained that no action was needed; the discussion was simply an update.

Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

12. REVIEW AND DISCUSS THE PARKS GROUNDS MAINTENANCE CONTRACT, AND MAKE RECOMMENDATIONS AS NECESSARY TO DIRECT STAFF.

Key Discussion: Darren McCarthy, Parks and Recreation Director, reviewed the current Grounds Maintenance Contract with Board Members. He explained that in 2010, following a downturn in the economy, the former City Manager asked for ideas on how to reduce staff size. One solution that Darren came up with was to use a contracted mowing company for certain City properties, thereby reducing the annual \$100,000 cost of two full-time employees to \$40,000 per year for the mowing contract. Ray Kueck asked if it was a single vendor providing the mowing service and Darren confirmed that it is. He also explained that the "heavy" mowing areas were kept in-house because they sometimes require mowing two times a week. Teresa Bailey asked what the length of the current contract was and Darren replied that it's for one (1) year with an option for a one (1) year extension. He said that although he's very pleased with the current company, the item would go out for bid in September in accordance with City policy. The general consensus of the Parks and Recreation Board was to recommend the Parks Grounds Maintenance Contract be rebid as presented for FY2015. Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

13. REVIEW AND DISCUSS SEABOURNE CREEK REGIONAL SPORTS COMPLEX GROUNDS MAINTENANCE CONTRACT, AND MAKE RECOMMENDATIONS AS NECESSARY TO DIRECT STAFF.

Key Discussion: Darren McCarthy, Parks and Recreation Director, also reviewed the Grounds Maintenance Contract for SCRSC, noting that this was another area where it was more economical to hire a contractor than do the work "in house". He explained that the area inside the fences of the fields at the sports complex require specialty mowing with a reel mower, which is similar to cutting the field grass with a razor. In order for Parks staff to accomplish this task, it would require a mower, valued at \$150,000 and four (4) staff members to complete. In the first two (2) years of the mowing contract, the annual fee was \$50,000; however, the fee has since been negotiated to \$39,000 and the current contractor also handles all irrigation work and repairs. Darren reminded the Board that the irrigation system at SCRSC is fed from the grey water that comes from the water treatment plant on Hwy. 36 and goes to a holding pond at the park. From there the irrigation system is able to not only handle the sports complex, but also the wetlands and the lake. Rudy Guerrero asked who uses the sports complex. Darren answered that its primarily used by Rosenberg National Little League and the Rosenberg Roughnecks. Lydia Acosta added that in the past two years, several other groups have become regular renters, including the Fort Bend Chargers, a home school, flag football league, Living Waters Christian School and Holy Rosary Catholic School. William Allen asked how many soccer fields there were and Darren answered that there are two. The general consensus of the Parks and Recreation Board was to recommend the



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
7	Seabourne Creek Regional Sports Complex Grounds Maintenance Contract Discussion

ITEM/MOTION

Review and discuss the Seabourne Creek Regional Sports Complex Grounds Maintenance Contract, and take action as necessary to direct staff.

FINANCIAL SUMMARY

Annualized Dollars:

One-time
 Recurring
 N/A

Budgeted:

Yes No N/A

Source of Funds: N/A

ELECTION DISTRICT

District 1
 District 2
 District 3
 District 4
 City-wide
 N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Bid No. 2014-14 - Seabourne Creek Regional Sports Complex Grounds Maintenance Technical Specifications – Draft
2. Notice to Bidders – Draft
3. Parks and Recreation Board Meeting Draft Minute Excerpt – 07-24-14

APPROVALS

Submitted by:

Darren McCarthy
Parks and Recreation Director

Reviewed by:

Exec. Dir. of Administrative Services *gr*
 Asst. City Manager of Public Services
 City Attorney
 City Engineer
 Exec. Dir. of Support Services *ST*

Approved for Submittal to City Council:

Robert Gracia
City Manager

EXECUTIVE SUMMARY

This item has been included on the Workshop Agenda to offer City Council the opportunity to discuss the Grounds Maintenance Services currently being provided at Seabourne Creek Regional Sports Complex (SCRSC). The mowing and maintenance of the sports fields is a specialized process that requires specialized equipment in order to keep the fields in prime playable condition.

For City Council's review, attached is a draft of the Technical Specifications as proposed by staff. If so directed by City Council, staff will bid the services for FY2015 and issue an invitation to bid on August 31, 2014, in order to receive responses and select a firm before October 16, 2014, when the current Contract ends.

Staff recommends issuing an invitation to bid for SCRSC Grounds Maintenance Services.



**SEABOURNE CREEK REGIONAL SPORTS COMPLEX – GROUNDS MAINTENANCE
TECHNICAL SPECIFICATIONS
BID NO. 2014-14**

1.0 QUALIFICATIONS

- 1.1 Bidders must establish the firm's work experience and abilities through a minimum of three (3) verifiable clients within the Fort Bend County or Greater Houston area. References must be for clients with two (2) years or more successful service.
- 1.2 Verification of ability and experience to perform scope of services will be established by the number of available full-time employees who are experienced in sports field maintenance services and are licensed by the Texas Department of Agriculture as Certified TPCL License Holder. COPIES OF LICENSES WILL BE REQUIRED WITH TABULATION SHEET.
- 1.3 The bidder may be required to show proof of financial stability by providing financial statements.
- 1.4 The bidder must be able to comply with the City's policy for Bidding Projects.

2.0 SPECIFICATIONS - SPORTS FIELD MAINTENANCE

- 2.1 Mowing to be complete for four (4) ball fields using an eight (8) blade reel mower at 7/8" two (2) times per week.
- 2.2 Maintain nine (9) pitching mounds to playable condition. Pitching mounds will need to be replaced with clay to prevent divots. Grass encroaching pitching mound circles will need to be removed.
- 2.3 Assist in preventing lip build-up one (1) time per week on each field by using a blower around grass edges.
- 2.4 Monitor and maintain all settings for the irrigation system. The City of Rosenberg will be responsible for any unplanned repairs that have to be done to the irrigation system. Any problems will need to be reported to the City of Rosenberg Parks Director.
- 2.5 Fertilization will be done every six (6) weeks dependent on soil test results. Soil test results will be provided by the Contractor and given to the City of Rosenberg Parks Director.
- 2.6 Pre-emergent herbicide will be done two (2) times per year. Contractor may use dry granular or a spray method of treatment. This will need to be scheduled with the City of Rosenberg Parks Director.
- 2.7 Insect and Fire Ant Control will be done two (2) times per year for the four (4) sports fields. Contractor will schedule with the City of Rosenberg Parks Director.
- 2.8 Apply sixty (60) bags of conditioner to four (4) infields using: Mule Mix 516 conditioner, annually.
- 2.9 Perform aerification 3"- 4" deep with 1/2-3/4" tines, two (2) times per year as specified by

the City of Rosenberg Parks Director.

- 2.10 Blend and force material into aeration holes with mat drag after bi-annual aeration.
- 2.11 Maintain and edge all infields to prevent grass encroaching into the infield.
- 2.12 Post-emergent herbicide will be applied as needed to keep all fields and bullpen areas weed free.
- 2.13 Top dress infields two times per year and outfield as needed.
- 2.14 Verticut fields twice annually.
- 2.15 Pressure wash pitching mound and infield grass edges quarterly.
- 2.16 Repair any holes in the fields and by dugouts.
- 2.17 Add *Red Dog* infield dirt as needed.

3.0 METHOD OF OPERATIONS

- 3.1 The Contractor shall provide a Maintenance Schedule along with an Inspection Report to the City of Rosenberg Parks Director for Complete Sports Field Maintenance. Maintenance will need to be conducted within a Monday – Friday work week, during 7:30 a.m. – 4:30 p.m. for completion.
- 3.2 All operations described in these specifications shall be conducted by the Contractor’s personnel and the expense of all such operations shall solely be the Contractor’s responsibility.
- 3.3 The Contractor shall provide their own equipment, labor, fuel, chemicals and any other materials necessary to complete the required work. The Contractor shall be responsible for the maintenance and repair of their own equipment and the availability, presence and supervision of their employees.
- 3.4 The Contractor is required to have a competent and experienced supervisor/foreman on duty that can speak and understand English, when work is being performed under this Contract.
- 3.5 There shall be no subcontractors used by the Contractor to fulfill any items or conditions of the Contract without the prior written consent of the City of Rosenberg.
- 3.6 The Contractor shall maintain a “spill-kit” with each work crew, minimum 5-gallon capacity, in order to contain or mitigate any small fuel or oil spills that may occur while performing the work. The Contractor shall be responsible to promptly pick up and legally dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with federal, state, and local laws.

4.0 WEATHER

- 4.1 For the purpose of this Contract, the National Weather Service at Houston, Texas, shall be the weather forecasting and reporting agency. Any forecast by the National Weather Service shall be deemed to extend only twelve (12) hours into the future.

- 4.2 No pesticide applications shall be conducted when there are climatic conditions present or forecast that would make such an operation ineffective or dangerous. These climatic conditions include, but are not limited to, rain, snow, ice, sleet, and winds.
- 4.3 The Contractor may suspend operations if weather conditions are conflicting with the Maintenance Schedule of the fields. If such suspension occurs, the Contractor shall immediately notify the City of Rosenberg Parks Director.

5.0 EQUIPMENT

- 5.1 The equipment used for maintaining the Sports Fields shall be of sufficient type, capacity and quantity to safely and efficiently perform the work as specified.
- 5.2 All equipment (including support equipment) to be used by the Contractor shall be listed as part of the “Work Plan” section of the Contractor’s Information Report. All such equipment is subject to the inspection and final approval of the City. Such approval may require on-site demonstration of the capability of any proposed equipment.
- 5.3 All vehicles used by the Contractor must be performance worthy by visual and operational inspection.

6.0 QUALITY COMPLIANCE

- 6.1 The City shall have the right to perform a complete inspection of all equipment used at any time throughout the term of the Contract. Should any of the equipment, when inspected, and in the determination of the City, not meet standards that the City feels are necessary to complete the Contract or to operate safely; the City may require such equipment to be brought to standards that would meet the technical specifications of the Contract before being placed back in service.
- 6.2 The City shall have the right to perform routine inspections of the Sports Fields to assure maximum efficiency regarding the Sports Field Maintenance Contract.
- 6.3 Bidder guarantees service offered will meet or exceed specification identified in this bid invitation.

7.0 STORMWATER POLLUTION MANAGEMENT

- 7.1 The Contractor shall maintain a “spill-kit” with each work crew, minimum 5-gallon capacity, in order to contain or mitigate any small fuel or oil spills that may occur while performing the work. The Contractor shall be responsible to promptly pick up and legally dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with federal, state, and local laws.
- 7.2 Contractor shall blow all grass clippings back onto the grass or remove grass clipping from the site. At no time shall the Contractor blow any clippings or debris into any storm sewers.

Quote Worksheet

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until **10:00 a.m., on Wednesday, September 17, 2014**, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of Contract for Seabourne Creek Regional Sports Complex Grounds Maintenance.

The Contractor may submit in person or by mail for consideration. The reference sheet must accompany the quote worksheet. No quotes will be considered without the completed reference document.

The City reserves the right to request additional information or to meet with representatives from proposing organizations or individuals to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

DESCRIPTION	APPROX QTY	UNIT	UNIT PRICE	EXTENSION
1. Complete Seabourne Creek Regional Sports Complex Grounds Maintenance One (1) year term with the option to renew at the same price for an additional one (1) year extension.	1	Each	\$ _____	\$ _____
			Total Bid Amount	\$ _____

ACCEPTANCE OF WRITTEN QUOTES:

It is understood by the undersigned that the right is reserved by the City to reject any or all written quotes for this service.

DATE: _____

BIDDER: _____

ATTEST/SEAL (if a corporation):
WITNESS (if not a corporation):

BY: _____

NAME: _____

TITLE: _____

Company's Name

BY: _____
Signature

Printed or Typed Name

Street Address

City, State & Zip Code

Area Code and Phone

BIDDER CERTIFICATION

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid proposal submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this bid invitation. Bidders agree that the bids submitted shall remain firm for ninety (90) days following the date specified for the opening of bids.

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY: _____

AGENTS NAME: _____

AGENTS TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

AUTHORIZED SIGNATURE: _____

DATE OF BID: _____

BIDDER INFORMATION

FULL LEGAL FIRM/COMPANY NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS FAX NUMBER: _____

COUNTY: _____ MINORITY OWNED: _____ #OF EMPLOYEES _____

CORPORATION: ___ PARTNERSHIP: ___ PROPRIETORSHIP: ___ L.L.C. ___ L.L.P. ___

YEAR EST. ___ NO. OF YEARS IN BUSINESS ___ FEDERAL ID NO. _____

NATURE OF BUSINESS: _____

PRINCIPALS:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

BANK REFERENCE: _____

NAME OF BANK OFFICER: _____

ADDRESS / CITY / STATE / ZIP: _____

PHONE NO: _____

BIDDER CUSTOMER / CLIENT REFERENCES

1. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

LENGTH OF CONTRACT: _____

NAME OF CONTACT: _____

2. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

LENGTH OF CONTRACT: _____

NAME OF CONTACT: _____

3. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO: _____

LENGTH OF CONTRACT: _____

NAME OF CONTACT: _____

EXHIBIT A

POLICY FOR BIDDING PROJECTS

Price Quotations and Purchase Awards

- 1) Procedures of Negotiated Purchases Not Subject to Competitive Bidding. Purchase requisitions for \$5,001 to \$50,000. Purchases in excess of \$5,000 will require written competitive price quotations from at least three (3) vendors. Failure of the vendor to provide price quotations in writing may be grounds for exclusion of that vendor from the purchasing request.
 - a) Purchases between \$5,000 and \$50,000 will require a certificate of insurance on award of contract for General Liability coverage naming the City of Rosenberg (City) as an additional insured.
 - b) No bidders' bond or cashiers' check will be required as bid security.
- 2) Purchase Subject to Competitive Bidding. Purchases in excess of \$50,000 shall be competitively bid and awarded by the City Council, except as otherwise provided in the Purchasing Policy. Such purchases shall be solicited by formal competitive bids or proposals. Purchases exceeding \$50,000 during any fiscal year period shall be deemed as meeting the competitive bidding requirements of the Purchasing Policy.
 - a) For one time jobs in excess of \$50,000, the City will require \$500,000 General Liability coverage, as well as Employers' Liability coverage, with the City being named as an additional insured.
 - b) For more significant work, (i.e. infrastructure construction, etc.), the City will require \$1,000,000 in General Liability coverage minimum combined single-limit General Liability coverage per occurrence and \$2,000,000 General Aggregate for bodily injury and property damage coverage, as well as Employers' Liability coverage. If the work will exceed \$1,000,000 these limits may be increased upon recommendation of the City Manger. The City will be named as an additional insured.
 - c) Workers' Compensation coverage will be required as set forth by State Law.
 - d) Vehicle Liability Insurance coverage will be required as the same limits as General Liability coverage for any Contractor who uses his own vehicles in the course of the work (not just driving to and from, but actually performing the work).
 - e) For work in an amount greater than \$50,000 (rather than the \$25,000 current requirement in our Purchasing Manual), an Official Bidders' Bond signed by the Surety and Bidder, Cashiers' Check, Certified Check, or a letter of credit from an FDIC insured bank in an amount equal to five (5) percent of the total cost of the project will be required with each submitted proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with time and specifications of the Request for Proposal.

Procurement of Professional Services

Procurement of Professional Services shall remain the same with the following exception*:

- a) Although contracts for professional services may not be awarded on the basis of competitive bids, the City Council must authorize any professional service contract which will exceed \$50,000, on the basis of the above criteria.
- b) Professional services rendered to the City which do not exceed \$50,000 in any fiscal year must be approved for payment by the Department Head of the user department, the Finance Director, and the City Manager, as provided herein.

* The only change is to increase the bidding limit from \$25,000 to \$50,000.



NOTICE TO BIDDERS

City of Rosenberg Seabourne Creek Regional Sports Complex Grounds Maintenance Bid No. 2014-14

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until **10:00 a.m., on Wednesday, September 17, 2014**, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for:

City of Rosenberg Seabourne Creek Regional Sports Complex Grounds Maintenance

All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with return address and clearly marked "BID NO. 2014-14 City of Rosenberg Seabourne Creek Regional Sports Complex Grounds Maintenance". The bidder's firm name shall appear on the outside of the envelope.

Specifications may be obtained from the Parks & Recreation Department, 3720 Airport Avenue, Rosenberg, Texas 77471, between the hours of 8:00 a.m., and 5:00 p.m., Monday through Friday.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier' Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it. Bids shall remain valid for ninety (90) days.

To obtain results, copies of the bid sheets, specifications, bidding documents or you have other questions, please contact:

City of Rosenberg
Darren McCarthy, Parks and Recreation Director
Telephone: 832-595-3960
Fax: 832-595-3961
E-mail: darrenm@ci.rosenberg.tx.us

Linda Cernosek, City Secretary, TRMC

DRAFT

- Gazebo rentals for the month of June 2014 totaled \$150.00

Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

11. HEAR AND DISCUSS PAVILION AND FIELD RESERVATION RATES.

Key Discussion: Darren McCarthy, Parks and Recreation Director, reminded the Board of the current rental fees of \$9.00 per hour for pavilions and fields without lights, and \$25.00 per hour for fields with lights. He reminded Members that the last time rental fees were reviewed and updated was in August 2010. In order to make sure that current fees were competitive, staff had created a spreadsheet on prices for local and comparably sized cities. The results show that Rosenberg is very competitively priced and even less expensive when compared to other cities. He explained that no action was needed; the discussion was simply an update.

Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

12. REVIEW AND DISCUSS THE PARKS GROUNDS MAINTENANCE CONTRACT, AND MAKE RECOMMENDATIONS AS NECESSARY TO DIRECT STAFF.

Key Discussion: Darren McCarthy, Parks and Recreation Director, reviewed the current Grounds Maintenance Contract with Board Members. He explained that in 2010, following a downturn in the economy, the former City Manager asked for ideas on how to reduce staff size. One solution that Darren came up with was to use a contracted mowing company for certain City properties, thereby reducing the annual \$100,000 cost of two full-time employees to \$40,000 per year for the mowing contract. Ray Kueck asked if it was a single vendor providing the mowing service and Darren confirmed that it is. He also explained that the "heavy" mowing areas were kept in-house because they sometimes require mowing two times a week. Teresa Bailey asked what the length of the current contract was and Darren replied that it's for one (1) year with an option for a one (1) year extension. He said that although he's very pleased with the current company, the item would go out for bid in September in accordance with City policy. The general consensus of the Parks and Recreation Board was to recommend the Parks Grounds Maintenance Contract be rebid as presented for FY2015. Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

13. REVIEW AND DISCUSS SEABOURNE CREEK REGIONAL SPORTS COMPLEX GROUNDS MAINTENANCE CONTRACT, AND MAKE RECOMMENDATIONS AS NECESSARY TO DIRECT STAFF.

Key Discussion: Darren McCarthy, Parks and Recreation Director, also reviewed the Grounds Maintenance Contract for SCRSC, noting that this was another area where it was more economical to hire a contractor than do the work "in house". He explained that the area inside the fences of the fields at the sports complex require specialty mowing with a reel mower, which is similar to cutting the field grass with a razor. In order for Parks staff to accomplish this task, it would require a mower, valued at \$150,000 and four (4) staff members to complete. In the first two (2) years of the mowing contract, the annual fee was \$50,000; however, the fee has since been negotiated to \$39,000 and the current contractor also handles all irrigation work and repairs. Darren reminded the Board that the irrigation system at SCRSC is fed from the grey water that comes from the water treatment plant on Hwy. 36 and goes to a holding pond at the park. From there the irrigation system is able to not only handle the sports complex, but also the wetlands and the lake. Rudy Guerrero asked who uses the sports complex. Darren answered that its primarily used by Rosenberg National Little League and the Rosenberg Roughnecks. Lydia Acosta added that in the past two years, several other groups have become regular renters, including the Fort Bend Chargers, a home school, flag football league, Living Waters Christian School and Holy Rosary Catholic School. William Allen asked how many soccer fields there were and Darren answered that there are two. The general consensus of the Parks and Recreation Board was to recommend the

DRAFT

Parks Grounds Maintenance Contract be rebid as presented for FY2015. Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

14. REVIEW AND DISCUSS THE PARKS JANITORIAL SERVICES CONTRACT, AND MAKE RECOMMENDATIONS AS NECESSARY TO DIRECT STAFF.

Key Discussion: Darren McCarthy, Parks and Recreation Director, explained that the last outside contract up for review is the one for janitorial services in the park restrooms. He told the Board that in 2010 when the item was first contracted, the annual cost was \$22,000. After four years, the annual contract is at \$26,000 but that is far less than the cost of two full-time employees, which would incur a debt of \$90,000 to the City. Darren added that this has ended up being a very beneficial contract to the department as it has reduced the number of complaints regarding the restrooms in the parks greatly and the current contractor is very quick to respond to any requests for extra attention or second cleanings. Darren pointed out that the janitorial service cleans the restrooms Monday through Friday and Park staff checks the restrooms and restocks them on Saturdays and Sundays. The new contract will also include cleaning the restrooms at the parks office twice a week. The general consensus of the Parks and Recreation Board was to recommend the Parks Grounds Maintenance Contract be rebid as presented for FY2015. Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

15. HEAR AND DISCUSS ROSENBERG FAMILY 4TH EVENT.

Key Discussion: Lydia Acosta, Recreation Programs Coordinator, provided the Board with the following updates from the 2014 Family 4th event:

- The park was made ready for the event, including new decorations
- All contracted vendors were on-site and working, along with an estimated 800 visitors
- The storm moved in at approximately 7:00 pm and stalled on top of Rosenberg, producing several inches of rain and an inordinate number of lightning strikes, making it unsafe to continue the event
- The event was cancelled and citizens were cleared from the park in a safe, orderly fashion
- After an initial investigation into a possible re-shoot on July 5th, it was determined that the proper state licensing could not be obtained; Pyro Shows worked with staff in an efficient and generous manner on options for a re-shoot vs. reimbursement
- A decision was made to re-shoot the fireworks the night before the opening of the Fort Bend County Fair; the event will be marketed as a fun, family picnic in the park, ending with a fireworks show to kick off the 2014 County Fair; no vendors or entertainment, other than the fireworks, will be provided

Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

16. ANNOUNCEMENTS

Key Discussion: Darren McCarthy, Parks and Recreation Director, made the following announcements to the Board:

- Gave new members a brief overview of the new Rosenberg Christmas Nights event in December and informed the Board of the Downtown Merchants meeting he attended earlier in the day. He said all of the merchants seem to be very excited about the changes to the event and are eager to help/participate.
- Shared the current City Newsletter with the Board and pointed out all of the great coverage that the department and City parks had received.
- Noted that the September meeting of the Board would need to be rescheduled due to the re-shoot of the July 4th fireworks and that item would be on the August agenda.



CITY COUNCIL COMMUNICATION

August 26, 2014

ITEM #	ITEM TITLE
8	Parks Janitorial Services Contract Discussion
ITEM/MOTION	
Review and discuss the Parks Janitorial Services Contract, and take action as necessary to direct staff.	
FINANCIAL SUMMARY	ELECTION DISTRICT

Annualized Dollars:

- One-time
- Recurring
- N/A

Budgeted:

- Yes No N/A

Source of Funds: N/A

- District 1
- District 2
- District 3
- District 4
- City-wide
- N/A

SUPPORTING DOCUMENTS:

MUD #: N/A

1. Bid No. 2014-15 - Parks Janitorial Services Technical Specifications – Draft
2. Notice to Bidders – Bid No. 2014-15 – Draft
3. Parks and Recreation Board Meeting Draft Minute Excerpt – 07-24-14

APPROVALS

Submitted by:

Darren McCarthy
Parks and Recreation
Director

Reviewed by:

- Exec. Dir. of Administrative Services
- Asst. City Manager of Public Services
- City Attorney
- City Engineer
- Exec. Dir. of Support Services *ST*

Approved for Submittal to City Council:

Robert Garcia
City Manager

EXECUTIVE SUMMARY

The Parks Janitorial Services Contract for City facilities includes the restrooms and certain public areas at Brazos Park, Community Park, Macario Garcia Park, Riverbend Park, Seabourne Creek Nature Park, Seabourne Creek Regional Sports Complex, Sunset Park, Travis Park and 3720 Airport Avenue. This item has been included on the Workshop Agenda to offer City Council the opportunity to discuss these services. If so directed by City Council, staff will bid the services for FY2015 and issue an Invitation to Bid on August 31, 2014, in time to receive responses and select a firm for an October 09, 2014 effective date. The draft Technical Specifications as proposed by staff are attached for City Council's review.

Staff recommends issuing an invitation to bid for Parks Janitorial Services for the restrooms and certain public areas at Brazos Park, Community Park, Macario Garcia Park, Riverbend Park, Seabourne Creek Nature Park, Seabourne Creek Regional Sports Complex, Sunset Park, Travis Park and 3720 Airport Avenue.



PARKS JANITORIAL SERVICES TECHNICAL SPECIFICATIONS

BID NO. 2014-15

Janitorial Services For:

Brazos Park – 320 Houston Street
Community Park – 2000 Avenue A
Macario Garcia Park – 716 Blume Road
Riverbend Park – 2601 Avenue A
Seabourne Creek Nature Park – 3831 Highway 36 South
Seabourne Creek Regional Sports Complex – 3701 Fountains Drive
Sunset Park – 2017 Mulcahy Street
Travis Park – 3004 Avenue N
Parks and Recreation Office – 3720 Airport Avenue

The Contractor shall provide janitorial services for the following City of Rosenberg facilities as described in the scope of work below.

A. SCOPE

The services described in this Contract shall include but not be limited to daily cleaning services for restrooms. The Rosenberg Parks and Recreation Office and restrooms will be cleaned two (2) times per week.

The Contractor will provide qualified, experienced labor and supervision along with the necessary equipment, tools, cleaning supplies, uniforms, insurance and each and every item of expense except as specified herein to accomplish janitorial services as required by the City of Rosenberg.

Services to begin no earlier than 7:00 a.m. and finish no later than 5:00 p.m. (Monday through Friday)

B. FACILITY SECURITY:

1. All employees who clean any City facilities must be approved by the City of Rosenberg. In an emergency situation (if the regular employee is sick or otherwise unavailable to come clean the City's facilities), a temporary employee may perform those duties; however, a supervisor must call the change in to the Human Resources office, and provide identification to the City before receiving a temporary badge. A list of possible temporary employees, with the appropriate signatures for back ground checks (see item 3), could be provided to the City in advance, so they could be cleared with the City, to allow for more efficient operations.

2. All employees who clean any City facilities must have a City badge. Only the awarded bidder employees, with City issued badges, will be allowed in the City facilities. Employees may not bring friends or family members to work with them.
3. Prior to final approval any employee must grant permission for the City to conduct a background check.
4. All employees are prohibited from using any City computer, equipment, materials, documents, or supplies for any reason, and from disturbing, reading, moving, taking, or using any equipment, supplies, materials, documents, or work product of the City or a City employee in an employees' desk, as well as from removing any items from an employee's desk, except cups which need to be washed.
5. If any employee which has been approved to work in City facilities leaves the employment of the awarded bidder, the City must be notified immediately (within 12 hours), and the identification badge must be returned to the City as soon as possible.

C. CLEANING TASKS AND SCHEDULES

1. Daily Services (Monday through Friday)
 - a. Hard surface floors swept and mopped daily. Floors left clean and free of dust, puddles, dirt and grime.
 - b. Spillages: Cleaned and stains removed.
 - c. Empty all waste receptacles and dispose of in designated area(s).
 - d. Keep chaise doors locked.
2. Rest Rooms
 - a. Metal surfaces will be polished (faucets, trim rings, flush handles, etc.) daily.
 - b. Paper and soap dispensers will be filled daily where needed with supplies provided by the City.
 - c. Clean and disinfect restrooms including urinals, commodes and basins daily.
 - d. Mirrors cleaned daily.
 - e. Counter tops to be disinfected, wiped clean and stain free daily.
 - f. Partitions and walls wiped clean daily.
 - g. Fittings and supply lines wiped clean daily.
 - h. Clean floors with a germicidal solution daily.
3. Public Areas
 - a. Sanitize and polish all water fountains daily.
Seven (7) fountains located at:
Brazos Park
Community Park
Macario Garcia Park
Sunset Park (2 fountains)
Travis Park (2 fountains)
 - b. Vacuum all office areas at the Parks and Recreation Office two (2) times per week.

- c. Dust all blinds, desks, book shelves and flat surfaces at the Parks and Recreation Office two (2) times per week.
- d. Remove office, restroom and lunch room trash and recyclables at the Parks and Recreation Office two (2) times per week.

D. MONTHLY SERVICE

1. Public Areas

- a. Clean all interior and exterior light covers.
- b. Clean all restroom walls from ceiling to floor
- c. Clean all ceilings and skylights.

E. GENERAL

- 1. Contractor will supply cleaning items at all facilities.
- 2. Contractors will supply Material Safety Data Sheets (M.S.D.S.) at all locations.
- 3. Contractor will report any graffiti and/or vandalism to the Parks Supervisor.

DRAFT

BID PROPOSAL

City of Rosenberg Parks Janitorial Services BID NO. 2014-15

Proposals must be submitted in triplicate. Completed bid proposal must be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, by 10:00 a.m. on Wednesday, September 17, 2014.

The contractor may submit in person or by mail for consideration. The reference sheet must accompany the bid proposal sheet. No proposal will be considered without the completed reference document.

LOCATION	APPROX. SQ/FT	LUMP SUM BID	
		Year 1	Year 2 <small>(optional 1 year extension)</small>
1. Brazos Park 320 Houston Street	352		
2. Community Park 2000 Avenue A	252		
3. Macario Garcia Park 716 Blume Road	202		
4. Riverbend Park 2601 Avenue A	206		
5. Seabourne Creek Nature Park 3831 Highway 36 South	180		
6. Seabourne Creek Regional Sports Complex 3701 Fountains Drive	355		
7. Sunset Park 2017 Mulcahy Street	352		
8. Travis Park 3004 Avenue N	352		
9. Parks and Recreation Office 3720 Airport Avenue	280*		
LUMP SUM TOTALS		\$	\$

**Parks and Recreation Office requires other janitorial services in addition to restroom cleaning services.*

The City reserves the right to request additional information or to meet with representatives from proposing organizations or individuals to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

It is understood and agreed that this price bid includes the furnishings of all superintendence, material, labor, tools and equipment necessary for the execution of the work bid upon, complete in every detail, in accordance with Specifications.

ACCEPTANCE OF BID PROPOSAL:

It is understood by the undersigned that the right is reserved by the City to reject any or all bid proposals for this service.

DATE: _____

BIDDER:

Company's Name

ATTEST/SEAL (if a corporation):
WITNESS (if not a corporation):

BY:

Signature

BY: _____

Printed or Typed Name

NAME:

Street Address

TITLE:

City, State and Zip Code

Area Code and Phone Number

BIDDER CERTIFICATION

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid proposal submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this bid invitation. Bidders agree that the bids submitted shall remain firm for ninety (90) days following the date specified for the opening of bids.

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY: _____

AGENT’S NAME: _____

AGENT’S TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

AUTHORIZED SIGNATURE: _____

DATE OF BID: _____

BIDDER INFORMATION

FULL LEGAL FIRM/COMPANY NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS FAX NUMBER: _____

COUNTY: _____ MINORITY OWNED: _____ #OF EMPLOYEES _____

CORPORATION: ___ PARTNERSHIP: ___ PROPRIETORSHIP: ___ L.L.C. ___ L.L.P. ___

YEAR EST. ___ NO. OF YEARS IN BUSINESS ___ FEDERAL ID NO. _____

NATURE OF BUSINESS: _____

PRINCIPALS:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

BANK REFERENCE: _____

NAME OF BANK OFFICER: _____

ADDRESS / CITY / STATE / ZIP: _____

PHONE NO. _____

BIDDER CUSTOMER / CLIENT REFERENCES

1. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

2. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

3. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

EXHIBIT A

POLICY FOR BIDDING PROJECTS

Price Quotations and Purchase Awards

- 1) Procedures of Negotiated Purchases Not Subject to Competitive Bidding. Purchase requisitions for \$5,001 to \$50,000. Purchases in excess of \$5,000 will require written competitive price quotations from at least three (3) vendors. Failure of the vendor to provide price quotations in writing may be grounds for exclusion of that vendor from the purchasing request.
 - a) Purchases between \$5,000 and \$50,000 will require a certificate of insurance on award of contract for General Liability coverage naming the City of Rosenberg (City) as an additional insured.
 - b) No bidders' bond or cashiers' check will be required as bid security.

- 2) Purchase Subject to Competitive Bidding. Purchases in excess of \$50,000 shall be competitively bid and awarded by the City Council, except as otherwise provided in the Purchasing Policy. Such purchases shall be solicited by formal competitive bids or proposals. Purchases exceeding \$50,000 during any fiscal year period shall be deemed as meeting the competitive bidding requirements of the Purchasing Policy.
 - a) For one time jobs in excess of \$50,000, the City will require \$500,000 General Liability coverage, as well as Employers' Liability coverage, with the City being named as an additional insured.
 - b) For more significant work, (i.e. infrastructure construction, etc.), the City will require \$1,000,000 in General Liability coverage minimum combined single-limit General Liability coverage per occurrence and \$2,000,000 General Aggregate for bodily injury and property damage coverage, as well as Employers' Liability coverage. If the work will exceed \$1,000,000 these limits may be increased upon recommendation of the City Manger. The City will be named as an additional insured.
 - c) Workers' Compensation coverage will be required as set forth by State Law.
 - d) Vehicle Liability Insurance coverage will be required as the same limits as General Liability coverage for any contractor who uses his own vehicles in the course of the work (not just driving to and from, but actually performing the work).
 - e) For work in an amount greater than \$50,000 (rather than the \$25,000 current requirement in our Purchasing Manual), an Official Bidders' Bond signed by the Surety and Bidder, Cashiers' Check, Certified Check, or a letter of credit from an FDIC insured bank in an amount equal to five (5) percent of the total cost of the project will be required with each submitted proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with time and specifications of the Request for Proposal.

Procurement of Professional Services

Procurement of Professional Services shall remain the same with the following exception*:

- a) Although contracts for professional services may not be awarded on the basis of competitive bids, the City Council must authorize any professional service contract which will exceed \$50,000, on the basis of the above criteria.
- b) Professional services rendered to the City which do not exceed \$50,000 in any fiscal year must be approved for payment by the Department Head of the user department, the Finance Director, and the City Manager, as provided herein.

NOTICE TO BIDDERS

City of Rosenberg Parks Janitorial Services Bid No. 2014-15

Sealed bids, in triplicate, on the original forms, will be received by the City Secretary's Office of the City of Rosenberg, at 2110 4th Street, Rosenberg, Texas 77471, until 10:00 a.m., on Wednesday, September 17, 2014, and all bids will be opened and publicly read in the City Council Chamber at approximately 10:00 a.m., on the same date for the award of contract for:

City of Rosenberg Parks Janitorial Services

All bids must be submitted at the time and place in the manner prescribed above. Bids must be delivered in a sealed envelope with a return address and clearly marked "BID NO. 2014-15 - City of Rosenberg Parks Janitorial Services". The bidder's firm name shall appear on the outside of the envelope.

Specifications may be obtained from the Parks and Recreation Office, 3720 Airport Avenue, Rosenberg, Texas 77471, between the hours of 8:00 a.m., and 5:00 p.m., Monday through Friday. A non-mandatory Pre-bid Conference will be held on **Wednesday, September 10, 2014, at 10:00 a.m.**, at the Parks and Recreation Office, located at 3720 Airport Avenue, Rosenberg, Texas 77471.

If the amount of the bid exceeds \$50,000.00, an Official Bidder's Bond signed by both the Surety and Bidder, Cashier's Check, Certified Check, or letter of credit from an FDIC insured bank in an amount equal to five percent (5%) of the total bid must accompany each proposal. Said bid security shall also serve as guarantee that the successful bidder will deliver all materials/equipment and/or services in accordance with the delivery time and specifications.

The City reserves the right to reject any and all bids or accept any bid deemed advantageous to it. Bids shall remain valid for ninety (90) days.

Linda Cernosek, City Secretary, TRMC

To obtain results, copies of the bid sheets, specifications, bidding documents or if you have other questions, please contact:

City of Rosenberg

Darren McCarthy

Parks and Recreation Director

Telephone: 832-595-3960

Fax: 832-595-3961

E-mail: darrenm@ci.rosenberg.tx.us

DRAFT

Parks Grounds Maintenance Contract be rebid as presented for FY2015. Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

14. REVIEW AND DISCUSS THE PARKS JANITORIAL SERVICES CONTRACT, AND MAKE RECOMMENDATIONS AS NECESSARY TO DIRECT STAFF.

Key Discussion: Darren McCarthy, Parks and Recreation Director, explained that the last outside contract up for review is the one for janitorial services in the park restrooms. He told the Board that in 2010 when the item was first contracted, the annual cost was \$22,000. After four years, the annual contract is at \$26,000 but that is far less than the cost of two full-time employees, which would incur a debt of \$90,000 to the City. Darren added that this has ended up being a very beneficial contract to the department as it has reduced the number of complaints regarding the restrooms in the parks greatly and the current contractor is very quick to respond to any requests for extra attention or second cleanings. Darren pointed out that the janitorial service cleans the restrooms Monday through Friday and Park staff checks the restrooms and restocks them on Saturdays and Sundays. The new contract will also include cleaning the restrooms at the parks office twice a week. The general consensus of the Parks and Recreation Board was to recommend the Parks Grounds Maintenance Contract be rebid as presented for FY2015. Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

15. HEAR AND DISCUSS ROSENBERG FAMILY 4TH EVENT.

Key Discussion: Lydia Acosta, Recreation Programs Coordinator, provided the Board with the following updates from the 2014 Family 4th event:

- The park was made ready for the event, including new decorations
- All contracted vendors were on-site and working, along with an estimated 800 visitors
- The storm moved in at approximately 7:00 pm and stalled on top of Rosenberg, producing several inches of rain and an inordinate number of lightning strikes, making it unsafe to continue the event
- The event was cancelled and citizens were cleared from the park in a safe, orderly fashion
- After an initial investigation into a possible re-shoot on July 5th, it was determined that the proper state licensing could not be obtained; Pyro Shows worked with staff in an efficient and generous manner on options for a re-shoot vs. reimbursement
- A decision was made to re-shoot the fireworks the night before the opening of the Fort Bend County Fair; the event will be marketed as a fun, family picnic in the park, ending with a fireworks show to kick off the 2014 County Fair; no vendors or entertainment, other than the fireworks, will be provided

Teresa Bailey, Parks and Recreation Board Chairman, asked to continue on if there were no other questions or comments.

No action taken.

16. ANNOUNCEMENTS

Key Discussion: Darren McCarthy, Parks and Recreation Director, made the following announcements to the Board:

- Gave new members a brief overview of the new Rosenberg Christmas Nights event in December and informed the Board of the Downtown Merchants meeting he attended earlier in the day. He said all of the merchants seem to be very excited about the changes to the event and are eager to help/participate.
- Shared the current City Newsletter with the Board and pointed out all of the great coverage that the department and City parks had received.
- Noted that the September meeting of the Board would need to be rescheduled due to the re-shoot of the July 4th fireworks and that item would be on the August agenda.

ITEM 9

Adjournment.