



City of Rosenberg /  
Rosenberg Development Corporation

Transportation Gateways  
Enhanced Grounds Maintenance  
Bid Notice and Technical Specifications

**Finish Cut Areas**  
**Hwy 36 at US 90A**  
**I-69 at Hwy 36**  
**I-69 at FM 2218**

BID NUMBER: 2016-23

Bid Opening: Wednesday, November 2, 2016, at 2:00 p.m.

Randall Malik  
Economic Development Director  
832-595-3330  
[Randall.malik@rosenbergtx.gov](mailto:Randall.malik@rosenbergtx.gov)

**NOTICE TO BIDDERS**  
**City of Rosenberg**  
**Rosenberg Development Corporation**

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 2:00 p.m., on Wednesday, November 2, 2016, and all bids will be opened and publicly read in the City Council Chamber at approximately 2:00 p.m., on the same date for the award of contract for:

***Bid Number 2016-23***  
***Rosenberg Development Corporation***  
***Transportation Gateway Enhanced Maintenance - Finish Cut Areas,***  
***Hwy 36 at US 90A***  
***I-69 at Hwy 36***  
***I-69 at FM 2218***

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. 2016-23/ City of Rosenberg/Rosenberg Development Corporation Transportation Gateway Enhanced Maintenance – Finish Cut Areas, Hwy 36 at US90A, I-69 at Hwy 36, and I-69 at FM 2218". The bidder's firm name shall appear on the outside of the envelope.

A mandatory Pre-bid Conference will be held on **Monday, October 24, 2016 at 4:00 p.m.** in the Rosenberg Civic Center, 3825 Hwy 36 S, Rosenberg, Texas. **Attendance at the conference is mandatory**, and bids will be accepted from only those Contractors attending. Any bids received from Contractors not in attendance will be returned unopened.

Specifications may be obtained from the Economic Development Department, 3825 Highway 36 South, Rosenberg, Texas 77471, between the hours of 7:30 a.m., and 5:30 p.m., Monday through Thursday; 8:00 a.m., and 5:00 p.m., on Friday.

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.

Pursuant to Texas Government Code 2252.908, the successful respondent must be able to provide The City of Rosenberg with a printed, executed, and notarized original of a completed Certificate of Interested Parties form (Form 1295) with the signed contract. Failure to do so will result in the City's inability to execute the contract. To complete the disclosure of interested parties form, or for further information, please visit the Texas Ethics Commission's website at <https://www.ethics.state.tx.us>.

To obtain bidding documents, specifications, or if you have other questions, please contact:

Rosenberg Development Corporation  
Randall Malik, Executive Director  
Telephone: 832-595-3330  
E-mail: [randall.malik@rosenbergtx.gov](mailto:randall.malik@rosenbergtx.gov)

The Rosenberg Development Corporation reserves the right to reject any and all bids or accept any bid deemed advantageous to it.

Linda Cernosek, City Secretary, TRMC

## 1. SCOPE

The Rosenberg Development Corporation is soliciting bids for Enhanced Transportation Gateway Grounds Maintenance on behalf of the City of Rosenberg. The program will include eleven (11) designated visits for finish cut areas. The designated visits will occur once per month (November 2016 through September 2017).

## 2. TERM

This Contract shall begin upon the date of execution of a Contract by all parties (on or about November 1, 2016), and expire September 30, 2017. The Corporation reserves the right to extend the Contract for an additional one (1) year period, at no additional cost, if both parties agree in writing to do so.

## 3. EXECUTION OF WORK

Prior to beginning operations, the Rosenberg Development Corporation shall arrange a conference between the RDC's designated representative and the Contractor. In this meeting, the Contractor will outline Contractor's proposed mowing procedures and submit Contractor's plans for performing the work with safety to the general public. Plans, specifications, unusual conditions, methods for marking non-mow areas and other pertinent issues regarding work will be discussed.

The Contractor shall complete each mowing cycle within seven (7) working days unless prevented by weather conditions. Any weather related time extensions requested by the Contractor and granted by the RDC representative should be in writing. The Contractor shall notify the RDC representative to request inspection of each finished mowing site and receive approval by the representative for acceptance of completed work once a month.

Grounds maintenance shall be performed Monday through Friday, 8:00 a.m., to 5:00 p.m., excluding City-observed holidays. Service to be performed outside of these designated days and hours must have prior approval of the designated RDC representative.

If the Contractor fails to complete the work within each seven (7) day mowing cycle time, or extension time granted in writing by the RDC representative, then the Contractor shall pay to the Rosenberg Development Corporation, as liquidated damages, the sum of FIVE HUNDRED AND NO/100 DOLLARS (\$500.00) for each working day that the Contractor is in default for that mowing cycle. The sum shall be treated as liquidated damages and not as a penalty, and the Corporation may withhold from the Contractor's compensation such sums as liquidated damages.

Mowers shall be operated at speeds appropriate to produce quality cutting.

Mower operators will establish cutting paths that provide 100% traverse coverage of each area required to be mowed. Missed stands of vegetation or areas not uniformly cut will be re-cut at no additional cost subject to final approval by the City's representative. Grass in areas designated for finished cut shall be mowed between one and three inches in height.

The required mowing areas are shown in Exhibit "A".

Ruts, holes and other disfigurement caused by the Contractor's mowing equipment shall be the responsibility of the Contractor to restore to original condition. If Contractor is in doubt as to soil conditions (wet, muddy, etc.) before mowing, he is required to contact the RDC representative before commencing work.

Completed finish cut mowing should be of a quality and appearance comparable to commercial landscaping standards.

#### 4. HARDSCAPE AREAS

All hardscape areas to include brick pavers, slabs, curb lines, gutters, medians and other areas within the service areas are to be 100% free of trash and litter, to include cigarette butts, at the end of each service visit.

Hardscape areas, including brick pavers, are to be 99% free of vegetation. Contractor is to utilize non-selective herbicides, pre- and post-emergent, to maintain this appearance. No herbicides are to be used for edging purposes along hardscape or roadways. No herbicides are to be used at the base of any signs or permanent structures within the service areas. A non-selective herbicide may be used at the base of the highway guard rails. A 12" area from the guard rail supports may be treated, but no runoff will be tolerated. Contractor will not utilize herbicides at lawn drains if any are in the service area. All vegetation that grows up between the joints and cracks in the asphalt and concrete pavements, sidewalks, curbs, and gravel areas will be removed. One (1) month after the Contract is in place there shall be no new growth in these areas, and they shall be kept free of any new growth. Growth inhibitors may be utilized. Appropriate herbicides that are safe for use around waterways are to be used where runoff will occur into waterways.

Two (2) applications of ant bait are to be applied to the entire area of the hardscape during the insect's active foraging season. Contractor may use a hydramethylnon, fenoxcarb, or indoxacard active ingredient insecticide.

#### 5. FIRST TIME CLEANING OF CURBS, GUTTERS AND PAVERS

Removal of all existing debris that is in/on curbs, pavers, and gutters shall be completed at the initial services to the areas scheduled for finish cutting.

## 6. DEBRIS THROWN ON THE ROADWAY

The Contractor shall immediately remove and properly dispose of any debris thrown on any roadway (tires, shopping carts, signs, limbs, etc.). In addition to debris removal, mud that is tracked or dragged onto any roadway by mowers shall be removed immediately.

## 7. WILDFLOWERS

The Contractor shall conduct all mowing operations to avoid clearing or removing stands of wildflowers before the seeds have matured, unless otherwise directed.

## 8. LITTER

The Contractor shall provide litter and debris pick-up at each location prior to each mowing cycle. Debris includes, but is not limited to, tires, shopping carts, stake signs and tree limbs. All litter and debris shall be disposed of by the Contractor. Debris and litter may be disposed of in the City dumpster at the Parks and Recreation Department facility (located at 3720 Airport Avenue), with the exception of grass clippings or tree limbs.

## 9. LANDSCAPING

The Corporation has installed landscaping beds at the intersections of U.S. Highway 59/Interstate 69 and State Highway 36 and U.S. Highway 59/Interstate 69 and F.M. 2218. The Contractor is not required to maintain these areas. The Contractor shall plan his maintenance program to ensure that any landscaping is not damaged by the Contractor's employees. Additionally, the Contractor shall ensure that the existing shrubbery located in the designated service areas is not damaged by the Contractor's representatives.

## 10. WORK SCHEDULE

Upon the awarding of the Contract, the Contractor shall provide the Corporation with a work schedule specifying each week in which the work will be conducted. Deviation from this schedule, with the exception of delays caused by weather, will require the prior approval of the Corporation.

## 11. INSPECTIONS AND ACCEPTANCE OF WORK

The Corporation reserves the right to inspect the work under Contract at any time for final acceptance by the Corporation.

## 12. CONTRACTOR SUPERVISION

The Contractor shall provide, at Contractor's own expense, competent, full-time supervision of the work at all times while work is in progress. Contractor shall have at

least one (1) employee who is bilingual in English and Spanish when performing each maintenance service visit at the project site.

### 13. COMPLIANCE WITH CODES

Contractor shall comply with all City, county, state and federal codes, statutes, laws, regulations and ordinances in force at the time of award of Contract and applicable to such work. Contractor will utilize appropriate traffic control devices and techniques in accordance with Texas Department of Transportation (TxDOT) guidelines and regulations.

### 14. STORAGE

The City of Rosenberg and the Rosenberg Development Corporation do not assume responsibility for any materials, tools and equipment stored on or about the premises. The Contractor, upon completion of the work, shall clear each area of all items.

### 15. PROTECTION

The Contractor shall provide adequate protection to persons, adjacent property and utilities, and shall avoid interference with such persons, property and facilities. Contractor shall furnish all barricades, warning lights and other safety devices necessary for the safety and protection of the public, and shall remove them upon completion of work.

The Contractor shall maintain a “spill-kit” with each mowing 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.

### 16. RESPONSIBILITY FOR PROPERTY

Contractor shall assume full responsibility for any loss of or damage to private and public property by employees or agents of the Contractor and will reimburse the private or public entity in the event of any loss of or damage to said property. The City and the Corporation shall not be responsible for loss or damage to Contractor’s property from any cause.

## 17. INDEMNIFICATION

Contractor agrees to and shall indemnify, hold harmless, and defend the City and the Corporation, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, litigation, court costs, and attorney's fees, for injury to or death of any person, or for damage to any property, arising out of or in connection with the work done by Contractor under this Contract, where such injuries, death or damages are caused by the City's sole negligence or the joint negligence of the City and any other person or entity. It is the expressed intention of the parties thereto, both the Contractor and the City, that the indemnity provided for in this paragraph is intended by Contractor to indemnify and protect the City and the Corporation from the consequences of the City's own negligence, whether that negligence is the sole or a concurring cause of the injury, death or damage.

## 18. ASSIGNMENT

Contractor shall not sell, assign, transfer or convey these services, in whole or in part, without the prior written consent of the Rosenberg Development Corporation and as a condition of such consent, Contractor shall still remain liable for completion of the services in the event of default by the successor Contractor or assignee.

## 19. BID ITEM QUANTITIES

The Rosenberg Development Corporation may consider it necessary to increase or decrease a bid item under the same terms and conditions of the existing Contract.

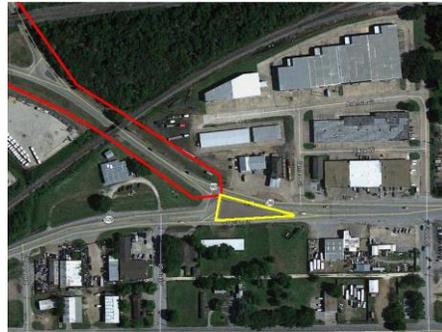
## 20. TERMINATION OR MODIFICATION OF CONTRACT IN THE EVENT OF CONSTRUCTION

In the event that TxDOT begins a construction or improvement project in the Contract service area, the Rosenberg Development Corporation reserves the right to terminate the existing Contract with thirty (30) days' notice and compensate the Contractor for any unpaid work completed to that point. The Rosenberg Development Corporation may also request that the work areas listed in the Contract be modified, at an agreed upon price, in order to accommodate road construction.

**Exhibit "A" Project Description**  
**Page 1 of 3**

Item 1 – State Highway 36 at U.S. Highway 90A

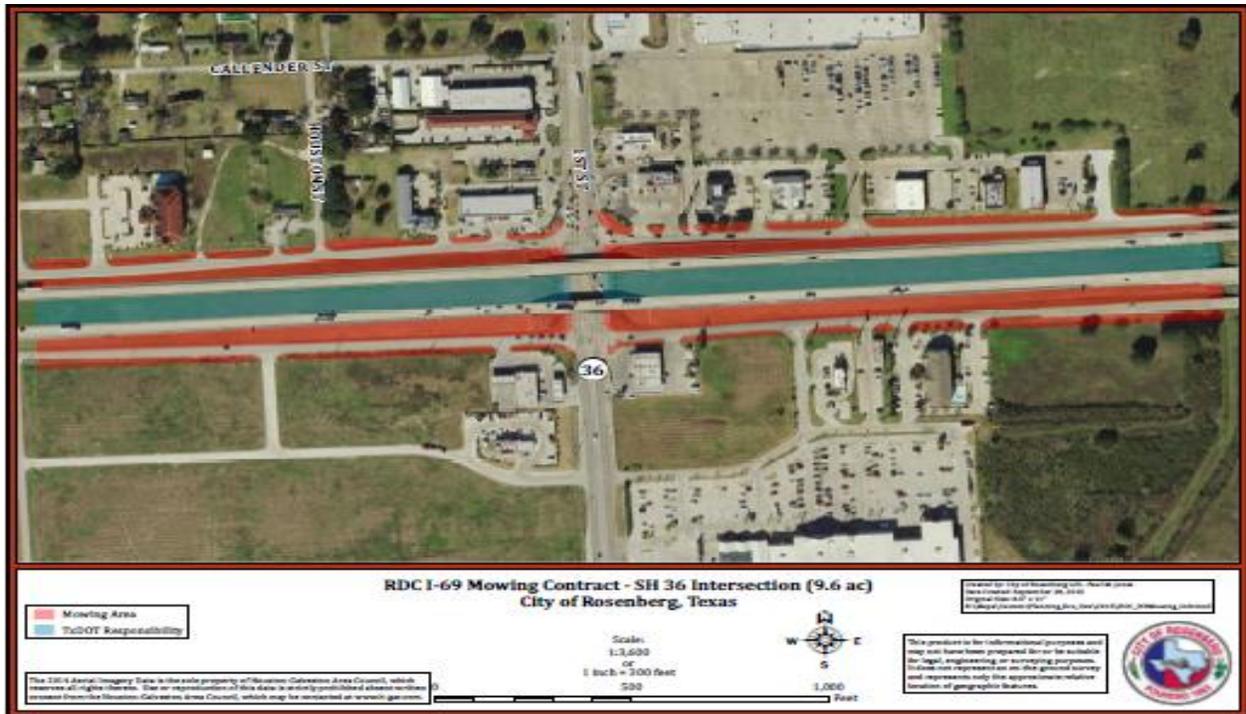
Each visit shall consist of finish-cut mowing of the area shown below, and will include edging and trimming, weed control, and fire ant treatment of the hardscape area as necessary. Please note that there is a paved island between James St. and the 90/529 split that will require weed eating and herbicide (yellow triangle in the second picture). The estimated mowable area is 3.5 acres.



**Exhibit "A" Project Description**  
**Page 2 of 3**

Item 2 – Interstate 69 at State Highway 36

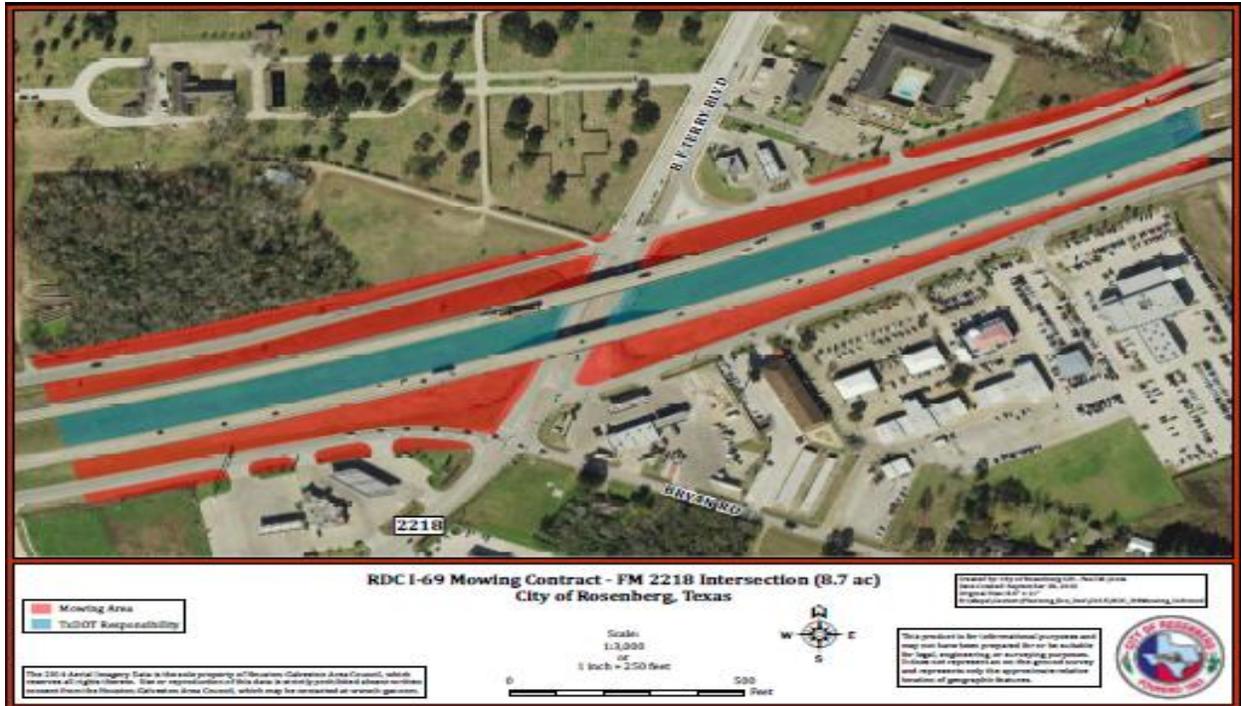
Each visit shall consist of finish-cut mowing of the area shown below, and will include edging and trimming, weed control, and fire ant treatment of the hardscape area as necessary. The estimated mowable area is 9.6 acres.



**Exhibit "A" Project Description**  
**Page 3 of 3**

Item 3 – Interstate 69 at FM 2218

Each visit shall consist of finish-cut mowing of the area shown below, and will include edging and trimming, weed control, and fire ant treatment of the hardscape area as necessary. The estimated mowable area is 8.7 acres.



**EXHIBIT B**



**GENERAL SERVICES CONTRACT**

This Contract (Contract) is made between the Rosenberg Development Corporation (RDC), and Contractor. The RDC and Contractor agree to the terms and conditions of this Contract, which consists of the following parts:

- I. Summary of Contract Terms
- II. Standard Contractual Provisions
- III. Special Terms and Conditions
- IV. Contract Attachments
- V. Signatures

**I. Summary of Contract Terms**

Contractor:

Description of Services:

Maximum Contract Amount:

Length of Contract:

Effective Date:

Expiration Date:

**II. Standard Contractual Provisions**

A. Definitions

*Contract* means this Standard Services Contract.

*Services* means the services for which the RDC solicited bids or received proposals as described in this Contract.

B. Services and Payment

Contractor will furnish Services to the RDC in accordance with the terms and conditions specified in this Contract. Contractor will bill the RDC for the Services provided at intervals of at least 30 days, except for the final billing. The RDC shall pay Contractor for the Services in accordance with the terms of this Contract, but all payments of interest on overdue amounts, are subject to the applicable provisions of Chapter 2251 of the Texas Government Code. The RDC reserves the right to modify any amount due to the Contractor presented by invoice to the RDC if necessary to conform the amount to the terms of the Contract and Chapter 2251 of the Texas Government Code.

C. Termination Provisions

- (1) *RDC Termination for Convenience.* Under this paragraph, the RDC may terminate this Contract during its term at any time for the RDC's own convenience where the Contractor is not in default by giving written notice to Contractor. If the RDC terminates this Contract under this paragraph, the RDC will pay the Contractor for all services rendered in accordance with this Contract to the date of termination.
- (2) *Termination for Default.* Either party to this Contract may terminate this Contract as provided in this paragraph if the other party fails to comply with its terms. The party alleging the default shall give the other party written notice of the default citing the terms of the Contract that have been breached and what action the defaulting party must take to cure the default. If the party in default fails to cure the default as specified in the notice, the party giving the notice of default may terminate this Contract by written notice to the other party, specifying the date of termination. Termination of this Contract under this paragraph does not affect the right of either party to seek remedies for breach of the Contract as allowed by law, including any damages or costs suffered by either party. However, this provision is not intended to and does not act as a waiver of the RDC's sovereign immunity.
- (3) *Multi-Year Contracts and Funding.* If this Contract extends beyond the RDC's fiscal year in which it becomes effective or provides for the RDC to make any payment during any of the RDC's fiscal years following the RDC's fiscal year in which this Contract becomes effective and the RDC fails to appropriate funds to make any required Contract payment for that successive fiscal year, then this Contract automatically terminates at the beginning of the first day of the RDC's successive fiscal year of the Contract for which the RDC has not appropriated funds or otherwise provided for funds to make a required payment under the Contract. (Section 5, Article XI, Texas Constitution) It is expressly understood and agreed that the RDC shall have the right to terminate the agreement at the end of any RDC fiscal year if the governing body of the RDC does not appropriate funds sufficient to continue the Contract. The RDC may execute such termination by giving the Contractor a written notice of termination at the end of the RDC's then-current fiscal year.

- D. Liability and Indemnity. Contractor shall indemnify, hold harmless and defend the City, RDC, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorneys' fees and any and all other costs or fees (whether resulting in constitutional law, tort, contract, or property law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the Contract and/or arising out of a willful or negligent act or omission of the Contractor, its officers, agents, and employees. It is understood and agreed that the Contractor and any employee or subcontractor of the Contractor shall not be considered an employee of the City of the RDC. The Contractor shall carry a general liability insurance policy in an amount set forth in the Policy for Bidding Projects, and the City and shall be named as additional insured's on the policy. The Contractor shall not be within the protection or coverage of the City's or RDC's workers' compensation insurance, health insurance, liability insurance or any other insurance that the City or RDC from time to time may have in force and effect. The RDC specifically reserves the right to reject any and all of

Contractor's employees, representatives or subcontractors and/or their employees for any cause, should the presence of any such person on City property or their interaction with City employees be found not to be in the best interest of the City, be found to be harassing to any City employee or third person, or is found to interfere with the effective and efficient operation of the City or the City's workplace.

- E. Liens. Contractor agrees to and shall indemnify and hold harmless the RDC against any and all liens and encumbrances for all labor, goods and services which may be provided under or as a result of this Contract. At the RDC's request, the Contractor and all subcontractors shall provide a proper release of any and all liens, or satisfactory evidence of freedom from all liens shall be delivered to the RDC.
- F. Confidentiality. Any provision of this Contract that attempts to prevent the RDC's disclosure of information that is subject to disclosure under federal or Texas law or regulation, court or administrative decision or ruling, regardless of the source is invalid. (Chapter 552, Texas Government Code).
- G. Tax Exemption. The RDC is not liable to Contractor for any federal, state or local taxes for which the RDC is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item purchased for consumption by the RDC. Fuel purchased for resale shall include Federal Excise Tax under IRC Section 4081 and Texas Motor Fuel Tax if required under the Texas Tax Code Chapter 162. Texas limited sales tax exemption certificates will be furnished upon request. Contractor shall not charge for said taxes on purchases for consumption by the RDC. If billed, the RDC will remit payment less sales tax.
- H. Assignment. The Contractor shall not assign this Contract without the prior written consent of the RDC.
- I. Law, Venue and Limitations. This Contract is governed by the laws of the State of Texas and a lawsuit may only be prosecuted on this Contract in a court of competent jurisdiction located in or having jurisdiction in Fort Bend County, Texas. Any provision in this Contract that establishes a limitations period that does not run against the RDC by law or that is shorter than two years is void. (Sections 16.061 and 16.070, Texas Civil Practice & Remedies Code).
- J. Sovereign Immunity. Any provision of this Contract that seeks to waive the RDC's immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the Contract.
- K. Entire Contract. This Contract represents the entire Contract between the RDC and the Contractor and supersedes all prior negotiations, representations, or contracts, either written or oral. This Contract may be amended only by written instrument signed by both parties.
- L. Independent Contractor. Contractor shall perform the work under this Contract as an independent contractor and not as an employee of the RDC. The RDC has no right to supervise, direct, or control the Contractor or Contractor's officers or employees in the means, method, or details of the work to be performed by Contractor under this Contract. The RDC and Contractor agree that the work performed under this Contract is not inherently dangerous, that Contractor will perform the work in a

workmanlike manner, and that Contractor will take proper care and precautions to insure the safety of Contractor's officers and employees.

- M. Dispute Resolution Procedures. The Contractor and RDC desire an expeditious means to resolve any disputes that may arise between them regarding this Contract. If either party disputes any matter in relation to this Contract, the parties agree to try in good faith, before bringing any legal action, to settle the dispute by submitting the matter to mediation before a third party who will be selected by agreement of the parties. The parties will each pay one-half of the mediator's fees.
- N. Severability. If a court finds or rules that any part of this Contract is invalid or unlawful, the remainder of the Contract continues to be binding on the parties.

**III. Special Terms or Conditions.**

**IV. Additional Contract Documents.** The following specified documents attached to this Contract are part of this Contract, except as follows: any provision contained in any of the Contractor's Additional Contract Documents specified below that conflicts with a Contract provision.

- A. Contractor's Additional Contract Document:
  - 1. Insurance Certificate
- B. RDC's Additional Contract Documents:
  - 1. Technical Specifications and Bid Documents
  - 2. Policy for Bidding Projects

**V. Signatures.** By signing below, the parties agree to the terms of this Contract:

**Rosenberg Development Corporation:**

**CONTRACTOR:**

\_\_\_\_\_  
Randall Malik  
Executive Director

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: City Secretary

\_\_\_\_\_

## **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 Manager. 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.

### Bid Submittal Form

Please complete each section with your pricing for each service location. This Service Contract is for an eleven (11) month period from the award date.

	Per Visit Cost
Item 1 – State Highway 36 and U.S. Highway 90A	_____
Item 2 – I-69 at S.H. 36	_____
Item 3 –I-69 at F.M. 2218	_____
Total Per-Visit Cost (Sum of Items 1-3)	_____
Total Annual Cost (Total Per Visit Cost x 11)	_____

This bid is being submitted by:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Person submitting Bid: \_\_\_\_\_

Position and Title: \_\_\_\_\_

**Reference Form**

**Reference #1**

Business  
Name: \_\_\_\_\_

Business  
Representative: \_\_\_\_\_

Business Phone  
Number: \_\_\_\_\_

Business  
Email: \_\_\_\_\_

**Reference #2**

Business  
Name: \_\_\_\_\_

Business  
Representative: \_\_\_\_\_

Business Phone  
Number: \_\_\_\_\_

Business  
Email: \_\_\_\_\_

**Reference #3**

Business  
Name: \_\_\_\_\_

Business  
Representative: \_\_\_\_\_

Business Phone  
Number: \_\_\_\_\_

Business  
Email: \_\_\_\_\_