



NOTICE TO BIDDERS

City of Rosenberg Grounds Maintenance Services for the City of Rosenberg Bid Number 2018-17

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, July 18, 2018**, 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:

Grounds Maintenance Services for the City of Rosenberg Bid Number 2018-17

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 Number 2018-17 Grounds Maintenance Services for the City of Rosenberg**". The bidder's firm name shall appear on the outside of the envelope. Bids received after the closing time will be returned unopened.

Pursuant to Texas Government Code 2252.908, the successful bidder must be able to provide the City of Rosenberg with a printed and executed 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>. The City's Identification Number (Item #3 on Form 1295) for the successful bidder to complete the Texas Ethics Commission (TEC) Form 1295 Bid Number 2018-17 will be **TXE2018-17**.

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. A Mandatory Pre-bid Conference will be held on **Wednesday, July 11, 2018, at 11:00 A.M.** at the Parks and Recreation Office, 3720 Airport Ave., 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' 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 sixty (60) days.

To obtain bidding documents, specifications, 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: dmccarthy@rosenbergtx.gov

Danyel Swint, City Secretary



**GROUNDS MAINTENANCE SERVICES FOR THE CITY OF ROSENBERG
TECHNICAL SPECIFICATIONS
BID NO. 2018-17**

ROSENBERG CITY HALL

A. STATEMENT

1. The Rosenberg City Hall is located at 2110 4th Street at the intersection of City Hall Drive and 4th Street.
2. The Contractor will maintain all the turf area from the south of City Hall Drive curb to the Dry Creek ditch located on the north side of City Hall and the turf area west of City Hall to the edge of the pavement on the east side of City Hall.
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.
4. The City prefers this property be maintained on Fridays throughout the contract period.

B. GENERAL GROUNDS MAINTENANCE

March through October

1. The Contractor will maintain the City Hall 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 February

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

C. SPECIAL MOWING

The Contractor will perform two (2) special mowings, prunings, edging, and weed eating based on the direction of the Parks and Recreation Department. The special work required is associated with holidays or other special occasions, as determined by the Parks and Recreation Department.

D. PRUNINGS AND MULCHING

Trees, shrubs, and ground-cover care:

1. Prune deciduous trees when dormant to promote symmetrical shape in head and remove suckers along trunk when they appear.
2. Prune shrubs and ground-cover as necessary to maintain a neat and maintained appearance at all times.
3. Mulch around all trees and flower beds with hardwood mulch to a depth of at least 2-inches, two (2) times per year.
4. All flower beds must be maintained to be weed-free.

E. FERTILIZATION SCHEDULE

The Contractor shall treat the entire turf area at least three (3) times a year (spring, summer, and fall) according to soil samples collected by the Contractor. Flower beds will be treated at least two (2) times a year (spring and fall).

F. HERBICIDE SCHEDULE

The Contractor shall treat the entire turf area once in the spring with pre-emergent and once in the fall. Post-emergent treatment shall take place twice a year. Schedule must be approved by the Parks Supervisor before application.

G. FIRE ANT TREATMENT

The Contractor shall treat the entire turf area at least twice a year for fire ants. A recommended schedule will be provided to the Parks Supervisor for approval before treatment. The Contractor will use Advion ant bait or equal approved insecticide.

H. 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. All grass clippings should be blown back on to mowed areas. At no time should clippings, pruned material and other foreign objects be blown into storm drains.

I. PUBLIC ACTIVITY

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

J. SAFETY

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.

K. CONTACT PERSONNEL FOR ANY ISSUES

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

L. 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.

ROSENBERG DEVELOPMENT CORPORATION

A. STATEMENT

1. The Rosenberg Development Corporation is located at 2810 1st Street at the corner of State Highway 36 and Walenta Avenue.
2. The Contractor will maintain all the turf area from the south of Walenta Avenue to the right-of-way between the Rosenberg Development Corporation and O’Reilly Auto Parts; and from Highway 36 on the east to Houston Street on the west. The entire property is 1.85 acres.
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.
4. The City prefers this property be maintained on Thursday or Friday mornings throughout the contract period.

B. GENERAL GROUNDS MAINTENANCE

March through October

1. The Contractor will maintain the Rosenberg Development Corporation 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 February

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

C. SPECIAL MOWING

The Contractor will perform two (2) special mowings, prunings, edging, and weed eating based on the direction of the Parks and Recreation Department. The special work required is associated with holidays or other special occasions, as determined by the Parks and Recreation Department.

D. PRUNINGS AND MULCHING

Trees, shrubs, and ground-cover care:

1. Prune deciduous trees when dormant to promote symmetrical shape in head and remove suckers along trunk when they appear.
2. Prune shrubs and ground-cover as necessary to maintain a neat and maintained appearance at all times.
3. Mulch around all trees and flower beds with hardwood mulch to a depth of at least 2-inches, two (2) times per year.
4. Flower beds must be maintained to be weed-free.

E. FERTILIZATION SCHEDULE

The Contractor shall treat the entire turf area at least three (3) times a year (spring, summer, and fall) according to soil samples collected by the Contractor. Flower beds will be treated at least two (2) times a year (spring and fall).

F. HERBICIDE SCHEDULE

The Contractor shall treat the entire turf area once in the spring with pre-emergent and once in the fall. Post-emergent treatment shall take place twice a year. Schedule must be approved by the Parks Supervisor before application.

G. FIRE ANT TREATMENT

The Contractor shall treat the entire turf area at least twice a year for fire ants. A recommended schedule will be provided to the Parks Supervisor for approval before treatment. The Contractor will use Advion ant bait or equal approved insecticide.

H. 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. All grass clippings should be blown back on to mowed areas. At no time should clippings, pruned material and other foreign objects be blown into storm drains.

I. PUBLIC ACTIVITY

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

J. SAFETY

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.

K. CONTACT PERSONNEL FOR ANY ISSUES

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

L. 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.

ROSENBERG POLICE DEPARTMENT

A. STATEMENT

1. The Rosenberg Police Department is located at 2120 4th Street at intersection of City Hall Drive and 4th Street.
2. The Contractor will maintain all the turf area within the fenced area, along the curb of

City Hall Drive and the frontage of the police facility out to 4th Street. There is also an area outside of the fence on the south side of the property up to and through the small drainage ditch.

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.
4. The Contractor shall also maintain the fenced area outside of the Police Chief's office. Arrangements will be made with the Parks Supervisor to obtain access to this area.
5. The City prefers this property be maintained on Fridays throughout the contract period.

B. GENERAL GROUNDS MAINTENANCE

March through October

1. The Contractor will maintain the Police Facility 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, weed eat and remove weeds from flower beds in the interior of the courtyard
 - e) Mow the entire area at a height minimum of one (1) inch with a maximum of two (2) inches
2. During the hottest and driest part of the season, the Contractor will maintain the grass at a minimum of one (1) inch with a maximum of two (2) inches.

November through February

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

C. PRUNINGS AND MULCHING

Trees, shrubs, and ground-cover care:

1. Prune deciduous trees when dormant to promote symmetrical shape in head and remove suckers along trunk when they appear.
2. Prune shrubs and ground-cover as necessary to maintain a neat and maintained appearance at all times.
3. Mulch around all trees and flower beds with hardwood mulch to a depth of at least two (2) inches, two (2) times per year.

D. FERTILIZATION SCHEDULE

The Contractor shall treat the entire turf area at least three (3) times a year (spring, summer, and fall) according to soil samples collected by the Contractor.

E. HERBICIDE SCHEDULE

The Contractor shall treat the entire turf area once in the spring with pre-emergent and once in the fall. Post-emergent treatment shall take place twice a year. Schedule must be approved by the Parks Supervisor before application.

F. SPECIAL MOWING

The Contractor will perform two (2) special mowings, prunings, edging, and weed eating based on the direction of the Parks and Recreation Department. The special work required is associated with holidays or other special occasions.

G. FIRE ANT TREATMENT

The Contractor shall treat the entire turf area at least twice a year for fire ants. A recommended schedule will be provided to the Parks Supervisor for approval. The Contractor will use Advion ant bait or equal approved insecticide.

H. 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. All grass clippings should be blown back on to mowed areas. At no time should clippings, pruned material and other foreign objects be blown into storm drains.

I. PUBLIC ACTIVITY

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

J. SAFETY

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.

K. CONTACT PERSONNEL FOR ANY ISSUES

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

L. 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.

ROSENBERG CIVIC CENTER

A. STATEMENT

1. The Rosenberg Civic Center (RCC) is located at 3825 Highway 36 South.
2. Contractor shall maintain all turf area of the RCC from the north fence line to Stanley Kucherka Drive and from the east boundary of the edge of pavement on Highway 36 to the east approximately 30’ past the rear concrete drive behind the RCC.
3. The same maintenance specifications apply to the street right-of-way as in the RCC grounds.
4. Access to the RCC is the main entrance off Highway 36.
5. Grounds maintenance shall be performed Monday through Friday, 8:00 A.M. to 5:00 P.M. excluding City observed holidays.
6. Contractor shall provide the authorized RCC representative with a maintenance schedule and monthly performance report.
7. Contractor will immediately contact the authorized RCC representative if inclement weather or other RCC activities have materially affected the maintenance schedule.

B. GENERAL GROUNDS MAINTENANCE

1. Contractor will maintain the RCC mowing, weed eating, and edging as follows:
 - a) March through October: once a week
 - b) November through February: every two weeks
2. Each maintenance visit shall include the following:
 - a) Turf mowing
 - i. Contractor will mow entire turf area as outlined above at a height minimum of one-inch with a maximum height of two-inches using a mulching mower. (During the hottest and driest part of the season, contractor will maintain the turf area at a minimum of one (1) inch with a maximum of two (2) inches.)
 - ii. No turf clippings to be visible following turf mowing. (Contractor to rake or over-mow to remove turf clippings.)
 - b) Special Mowing

- i. Contractor will perform two (2) special turf mowings, edging, and weed eating based on the direction of the authorized RCC representative. Special turf mowing/work required could be associated with holidays or other special occasions.
- c) Edging
- i. Contractor shall maintain well-defined (trenched) lines around trees and crape myrtles. Crape myrtles inside landscaping beds are not to be maintained.
 - ii. NO edging with non-selective herbicide to kill unwanted grasses/weeds is allowed without prior approval of an authorized RCC representative.
 - iii. Contractor will weed eat turf at lawn drains. Contractor shall not utilize non-selective herbicide at lawn drains.
 - iv. Sidewalks and curbing:
 - 1) Contractor shall edge all sidewalks and curbing at each maintenance visit.
 - 2) Contractor shall weed eat all borders including concrete, along fence lines, around trees and other obstacles.
 - 3) Contractor will trim all curbs and sidewalks with weed eaters each visit.
 - 4) Turf trimmings shall be removed by blower or be swept, collected and removed from the RCC property at each maintenance visit.
- d) Edging Planting Beds
- i. Contractor shall weed eat planting beds and borders at each maintenance visit.
 - ii. Contractor shall not trench around planting beds nor utilize non-selective herbicide to edge around planting beds.
- e) Flower Beds, Shrubs, and Ornamental Trees
- i. Contractor shall pull weeds of all beds, around trees and French drains in a manner that will not damage any planting material.
 - ii. Contractor shall apply time-release fertilizer two (2) times per year per manufacturer instructions. Schedule of application and fertilizer selected must be pre-approved.
 - iii. Contractor shall apply pre-emergent two (2) times per year per manufacturer instructions. Schedule of application and pre-emergent must be pre-approved.
 - iv. Trim all bushes and shrubs to maintain uniform appearance two (2) times per year (spring and fall).
 - v. Provide and plant seasonal color to the Flagpole Flower Beds two (2) times per year.
- f) Weed Eating
- i. Weed eat around all horticulture material.
 - ii. Weed eat around all objects including but not limited to flower beds, trees and French drains, building gutters, playground fencing and chiller enclosure.
- g) Blowing

Turf trimmings shall be removed by blower or be swept, collected and removed from RCC property. At no time should any turf trimmings be blown or swept into storm sewers or into the chiller enclosure area. Pavement and work areas should be kept clean and in orderly condition during maintenance operations.

C. MULCH

Contractor will add to all flower beds, shrubs, ornamental trees and other plants a layer of hardwood mulch to a depth of two (2) inches minimum. Mulch will be added two (2) times per year as instructed.

D. FIRE ANT TREATMENT

Contractor shall treat entire RCC grounds at least two (2) times per year for fire ants. Contractor shall provide a recommended schedule to the authorized RCC representative for approval. Contractor will use Advion ant bait or equal approved insecticide.

E. FERTILIZATION SCHEDULE

The Contractor shall treat the entire turf area at least (3) three-times a year (spring, summer, and fall) according to soil samples collected by the Contractor. Flower beds will be treated at least (2) two-times a year (spring and fall).

F. HERBICIDE SCHEDULE

The Contractor shall treat the entire turf area once in the spring with pre-emergent and once in the fall. Post-emergent treatment shall take place twice a year. Schedule must be approved by the Parks Supervisor before application.

G. TRASH CLEAN UP

1. Contractor shall police entire RCC area for loose trash and vandalism.
2. Contractor shall report vandalism to an authorized RCC representative.
3. It is the Contractor's responsibility to remove and dispose of trash, materials, and any other foreign objects collected from the RCC grounds.
4. At no time should clippings, prunings and other foreign objects be blown into storm drains.

H. PRUNING

Contractor shall prune the fence line at least two (2) times per year.

I. ROADS AND DRAINAGE

Contractor is not responsible for the roads or drainage within the RCC.

J. PUBLIC ACTIVITY

1. Contractor will report any acts of vandalism, complaints received or undesirable activities observed within the RCC grounds to an authorized RCC representative.
2. Contractor will provide all materials such as insecticides, fuels, and maintenance equipment.
3. Contractor will have at least one (1) employee who is bilingual in English and Spanish when performing each maintenance visit at the RCC.
4. Contractor will be responsible for keeping landscape maintenance site as to not interfere with the safety of Rosenberg Civic Center staff, City of Rosenberg employees, clients of and users of the Rosenberg Civic Center.

K. SAFETY

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.

L. CONTACT PERSONNEL

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

M. 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.

ROSENBERG CEMETERY

A. STATEMENT

1. The Rosenberg Cemetery is located at 1401 Avenue D in the north part of the City.
2. The cemetery is 470-feet wide and 850-feet long (9.17 acres). The Contractor will maintain all the turf area running from the edge of the pavement on Avenue D to the north end of the cemetery to 10-feet past the shrubs.
3. The same maintenance specifications apply to the street right-of-way as in the cemetery.
4. The cemetery located immediately west of the 850-foot property line is owned by Our Lady of Guadalupe Catholic Church. These specifications do not apply to this private cemetery. Access to the cemetery is the main road through Rosenberg Cemetery.

5. 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 or other cemetery activities (such as funerals) have materially affected the maintenance schedule.

B. GENERAL GROUNDS MAINTENANCE

March through October

1. The Contractor will maintain the cemetery on a 2-week schedule of mowing and weed eating.
 - a) Weed eat around all headstones
 - b) Weed eat around all horticulture material
 - c) Weed eat around all objects
 - d) Mow the entire area at a height minimum of one (1) inch with a maximum of two (2) 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 February

The Contractor will maintain the cemetery on a 4-week schedule of mowing, edging and weed eating. Refer to the items a, b, c, and d above.

C. SIDEWALKS AND CURBING

The Contractor shall edge all sidewalks and curbing once every 4-weeks. The Contractor will trim all curbs and sidewalks with weed eaters when not performing the month edging schedule. Grass trimmings shall be removed by blower or be swept.

D. SPECIAL MOWING

The Contractor will perform two (2) special mowings, prunings, edging, and weed eating based on the direction of the Parks Supervisor. The special work required is associated with holidays (Easter, Veteran's Day, and Memorial Day) or other special occasions.

G. FIRE ANT TREATMENT

The Contractor shall treat the entire cemetery at least twice per year for fire ants. A recommended schedule will be provided to the Parks Supervisor for approval. The Contractor will use Advion ant bait or equal approved insecticide.

H. TRASH CLEANUP

1. The Contractor shall police the entire cemetery for loose trash and vandalism. The Contractor will be responsible for emptying the trash receptacles every two (2) weeks (March–October) and every four (4) weeks (November – February).

2. It is the responsibility of the Contractor to remove and dispose of trash, pruned material and other foreign objects after every mowing.
3. All grass clippings should be blown back on to mowed areas. At no time should clippings, pruned material and other foreign objects be blown into storm drains.

I. PRUNING

The Contractor shall prune the fence line, shrubbery and trees at least two (2) times per year.

J. ROADS AND DRAINAGE

The Contractor is not responsible for the roads or drainage within the cemetery.

K. PUBLIC ACTIVITY

1. The Contractor will report any acts of vandalism, complaints received or undesirable activities observed within the cemetery.
2. The Contractor will provide all materials such as insecticides, fuels and maintenance equipment.
3. The Contractor must have at least one (1) employee who is bilingual in English and Spanish when performing work in the cemetery.

L. SAFETY

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.

M. CONTACT PERSONNEL

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

N. 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.

ROSENBERG FIRE DEPARTMENT STATION NO. 1

A. STATEMENT

1. The Rosenberg Fire Department Station No. 1 is located at 1021 4th Street at the intersection of Avenue I and 4th Street.
2. The Contractor will maintain all the turf area from the east edge of 4th Street to the alley and turf area south of the curb stops to north of the curb of Avenue I.
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

March through October

1. The Contractor will maintain the Rosenberg Fire Department Station No. 1 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 (1) inch with a maximum of two (2) inches
 - e) Weed eat the fenced – in area of radio tower
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 February

The Contractor will maintain the Fire Station No. 1 grounds on a 2-week schedule of mowing, edging and weed eating. Refer to the items a, b, c, d, and e above.

C. SPECIAL MOWING

The Contractor will perform two (2) special mowings, prunings, edging, and weed eating based on the direction of the Parks and Recreation Department. The special work required is associated with holidays or other special occasions.

D. FIRE ANT TREATMENT

The Contractor shall treat the entire turf area at least twice a year for fire ants. A recommended schedule will be provided to the Director of Parks and Recreation for approval. The Contractor will use Advion ant bait or equal approved insecticide.

E. FERTILIZATION SCHEDULE

The Contractor shall treat the entire turf area at least three (3) times a year (spring, summer, and fall) according to soil samples collected by the Contractor.

F. HERBICIDE SCHEDULE

The Contractor shall treat the entire turf area once in the spring with pre-emergent and once in the fall. Post-emergent treatment shall take place twice a year. Schedule must be approved by the Parks Supervisor before application.

G. 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. All grass clippings should be blown back on to mowed areas. At no time should clippings, pruned material and other foreign objects be blown into storm drains.

H. PUBLIC ACTIVITY

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

I. SAFETY

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.

J. CONTACT PERSONNEL

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

K. 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.

ROSENBERG FIRE DEPARTMENT STATION NO. 2

A. STATEMENT

1. The Rosenberg Fire Department Station No. 2 is located at 5320 Reading Road.

2. The Contractor will maintain all the turf area west of Reading Road to one (1) mower width between back fence and retention pond and one (1) mower width past the north fence to two (2) mower widths past the south fence.
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

March through October

1. The Contractor will maintain the Rosenberg Fire Department Station No. 2 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 and remove weeds from flower beds
 - e) Mow the entire area at a height minimum of one (1) inch with a maximum of two (2) 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 February

The Contractor will maintain the Fire Station No. 2 grounds on a 2-week schedule of mowing, edging and weed eating. Refer to the items a, b, c, d and e above.

C. PRUNINGS AND MULCH

Trees, shrubs, and ground-cover care

Prune shrubs and ground-cover as necessary to maintain a neat and maintained appearance at all times. Add at least two (2) inches depth of hardwood mulch in the spring and in the fall around the flower bed areas.

D. SPECIAL MOWING

The Contractor will perform two (2) special mowings, prunings, edging, and weed eating based on the direction of the Parks and Recreation Department. The special work required is associated with holidays or other special occasions.

E. FIRE ANT TREATMENT

The Contractor shall treat the entire turf area at least twice a year for fire ants. A recommended schedule will be provided to the Director of Parks and Recreation for approval. The Contractor will use Advion ant bait or equal approved insecticide.

F. FERTILIZATION SCHEDULE

The Contractor shall treat the entire turf area at least three (3) times a year (spring, summer, and fall) according to soil samples collected by the Contractor. Flower beds will be treated at least two (2) times a year (spring and fall).

G. HERBICIDE SCHEDULE

The Contractor shall treat the entire turf area once in the spring with pre-emergent and once in the fall. Post-emergent treatment shall take place twice a year. Schedule must be approved by the Parks Supervisor before application.

H. 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. All grass clippings should be blown back on to mowed areas. At no time should clippings, pruned material and other foreign objects be blown into storm drains.

I. PUBLIC ACTIVITY

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

J. SAFETY

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.

K. CONTACT PERSONNEL

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

L. 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.

ROSENBERG FIRE DEPARTMENT STATION NO. 3

A. STATEMENT

1. The Rosenberg Fire Department Station No. 3 is located at 6226 August Green Drive, on the corner of August Green Drive and F.M. Highway 2977.
2. Contractor shall maintain all turf areas of Station No. 3 from August Green Drive to the southern property line.
3. The same maintenance specifications apply to the street rights-of-way as in the Rosenberg Civic Center specifications.
4. Access to Station No. 3 is the main entrance off of August Green Drive.
5. Grounds maintenance crews must be observant of Station No. 3 emergency activity and stay clear of all emergency vehicle traffic.
6. Contractor shall provide the Parks Supervisor with a maintenance schedule and monthly performance report.
7. Contractor will immediately contact the Parks Supervisor if inclement weather or other emergency activities have materially affected the maintenance schedule.
8. The Fire Station No. 3 entry landscape reserve sign area and all right-of-way setback areas are tentatively scheduled to be mowed as part of an HOA contract. Please indicate a bid-alternate to maintain this area.

B. GENERAL GROUNDS MAINTENANCE

1. Contractor will maintain the Station No. 3 mowing, weed eating, and edging as follows:

March through October: once a week
November through February: every two weeks

2. Each maintenance visit shall include the following:

a) Turf mowing

- i. Contractor will mow entire turf area as outlined above at a height minimum of one-inch with a maximum height of two-inches using a mulching mower. (During the hottest and driest part of the season, Contractor will maintain the turf area at a minimum of one (1) inch with a maximum of two (2) inches.)
- ii. No turf clippings to be visible following turf mowing. (Contractor to rake or over-mow to remove turf clippings.)

b) Special Mowing

- i. Contractor will perform two (2) special turf mowings, edging, and weed eating based on the direction of the Parks Supervisor. Special turf

mowing/work required could be associated with holidays or other special occasions.

c) Edging

- i. Contractor shall maintain well-defined (trenched) lines around trees and crape myrtles. Crape myrtles inside landscaping beds are not to be maintained.
- ii. NO edging with non-selective herbicide to kill unwanted grasses/weeds is allowed without prior approval of the Parks Supervisor.
- iii. Contractor will weed eat turf at lawn drains. Contractor shall not utilize non-selective herbicide at lawn drains.

d) Sidewalks and curbing:

- i. Contractor shall edge all sidewalks and curbing at each maintenance visit.
- ii. Contractor shall weed eat all borders including concrete, along fence lines, around trees and other obstacles.
- iii. Contractor will trim all curbs and sidewalks with weed eaters each visit.
- iv. Turf trimmings shall be removed by blower or be swept, collected and removed from Station No. 3 property at each maintenance visit.

e) Edging Planting Beds

- i. Contractor shall weed eat planting beds and borders at each maintenance visit.
- ii. Contractor shall not trench around planting beds nor utilize non-selective herbicide to edge around planting beds.

f) Flower Beds, Shrubs, and Ornamental Trees

- i. Contractor shall pull weeds of all beds, around trees and drains in a manner that will not damage any planting material.
- ii. Contractor shall apply time-release fertilizer two (2) times per year per manufacturer instructions. Schedule of application and fertilizer selected must be pre-approved.
- iii. Contractor shall apply pre-emergent two (2) times per year per manufacturer instructions. Schedule of application and pre-emergent must be pre-approved.
- iv. Trim all bushes and shrubs to maintain uniform appearance two (2) times per year (spring and fall).

g) Weed Eating

- i. Weed eat around all horticulture material.
- ii. Weed eat around all objects including but not limited to flower beds, trees and drains, building gutters, and rainwater reuse tank.

h) Blowing

Turf trimmings shall be removed by blower or be swept, collected and removed from Station No. 3. At no time should any turf trimmings be blown or swept into storm sewers or into the rainwater reuse tank area. Pavement and work areas should be kept clean and in orderly condition during maintenance operations.

C. MULCH

Contractor will add to all flower beds, shrubs, ornamental trees and other plants a layer of hardwood mulch to a depth of two (2) inches minimum. Mulch will be added two (2) times per year as instructed.

D. FIRE ANT TREATMENT

Contractor shall treat entire Station No. 3 grounds at least two (2) times per year for fire ants. Contractor shall provide a recommended schedule to the Parks Supervisor for approval. Contractor will use Advion ant bait or equal approved insecticide.

E. FERTILIZATION SCHEDULE

The Contractor shall treat the entire turf area at least three (3) times a year (spring, summer, and fall) according to soil samples collected by the Contractor. Flower beds will be treated at least two (2) times a year (spring and fall).

F. HERBICIDE SCHEDULE

The Contractor shall treat the entire turf area once in the spring with pre-emergent and once in the fall. Post-emergent treatment shall take place twice a year. Schedule must be approved by the Parks Supervisor before application.

G. TRASH CLEAN UP

1. Contractor shall police Station No. 3 for loose trash and vandalism.
2. Contractor shall report vandalism to the Parks Supervisor.
3. It is the Contractor's responsibility to remove and dispose of trash, materials, and any other foreign objects collected from Station No. 3 grounds.
4. At no time should clippings, prunings and other foreign objects be blown into storm drains.

H. PUBLIC ACTIVITY

1. Contractor will provide all materials such as insecticides, fuels, and maintenance equipment.
2. Contractor will have at least one (1) employee who is bilingual in English and Spanish when performing each maintenance visit at Station No. 3.
3. Contractor will be responsible for keeping the landscape maintenance site as to not interfere

with the safety of their own staff, City of Rosenberg employees, and citizens of Rosenberg.

I. SAFETY

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.

J. CONTACT PERSONNEL

Paul Rodgers, Parks Supervisor, 832-595-3938 or 832-216-1107
E-mail: prodgers@rosenbergtx.gov

K. 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.

ROSENBERG WATER PLANTS

A. FACILITY LOCATIONS:

1. The Rosenberg Water Plants are located at:
 - 1a) Water Plant #1, 2218 Avenue G
 - 2a) Water Plant #2, 1415 Alamo Street
 - 3a) Water Well Site in Travis Park, 1415 Alamo Street
 - 4a) Water Plant #3, 1024 Grunwald Heights Boulevard
 - 5a) Water Tower #3, 2214 Ruby Street
 - 6a) Water Plant #4, 3720 Airport Avenue Rear
 - 7a) Water Plant #5, 401 Cottonwood Church Road
 - 8a) Water Plant #6, 7075 Reading Road
 - 9a) Water Plant #7, 4926 Oak Briar Lane
 - 10a) Water Tower #5, FM 2977 & August Green Drive Rear
2. The Contractor will maintain all the turf area.
3. **The Contractor shall provide the City with an acceptable maintenance schedule and MANDATORY MONTHLY PERFORMANCE REPORT. The Contractor will immediately contact the Utilities Department if inclement weather has materially affected the maintenance schedule.**

B. GENERAL GROUNDS MAINTENANCE

1. Schedule / Frequency of Services:

- a) February 1st through October 31st: The Contractor will maintain the Water Plant grounds by mowing and weed eating twice a month at or close to fifteen (15) day intervals.
- b) November 1st through January 31st: The Contractor will maintain the Water Plant grounds by mowing and weed eating once per month, at or close to thirty (30) day intervals.
- c) The Contractor shall provide up to two (2) additional mowing and weed eating services described in this Section as a part of the lump sum bid. The Contractor shall perform these services within forty-eight (48) hours after verbal or email notification from the City.

2. The Contractor will mow the grass at a minimum of one (1) inch with a maximum of two (2) inches at each service visit.

3. The Contractor will maintain the Water Plant grounds by mowing, edging, and weed eating at the intervals in item #1 above. Services shall include the following tasks:

- 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 (1) inch with a maximum of two (2) inches
- e) Weed eat and mow outside of all perimeter fences at least six (6) feet where applicable
- f) Trim trees and shrubs as needed

4. The Contractor will cut, prune, and remove from site all tree limbs, bushes, and shrubs to ensure proper cut of turf. No grass clippings, leaves, trash, or debris will be blown or left on any public street or in any curb.

5. No chemicals are to be used on these sites for weed control, edging, or growth regulation.

C. TRASH CLEAN-UP

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. CONTRACTOR RESPONSIBILITY

The Contractor shall provide all materials such as fuels and maintenance equipment. The Contractor shall be solely responsible for any damage that may occur to his equipment while performing this contract and will not hold the City responsible even in the event the City is negligent.

E. SAFETY

1. The Contractor shall at all times exercise reasonable precautions for the safety of employees and others on or near the work and shall comply with all applicable provisions of Federal, State, and Municipal Safety Laws. All machinery and equipment and other physical hazards shall be guarded in accordance with the “Manual of Accident Prevention in Construction” of the Associated General Contracts of America except where incompatible with guards, safe walkways, ladders, bridges, gang planks and other safety devices. The safety precautions actually taken and their adequacy shall be the sole responsibility of the contractors acting at his discretion as an independent contractor.
2. The Contractor shall keep and 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 prosecuting the work. The Contractor shall be responsible to promptly pick up and properly dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with Federal and State laws.

F. CONTACT PERSONNEL

Joe Reyna, Utilities Chief Operator, 713-823-3053
E-mail: jreyna@rosenbergtx.gov

G. 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.

ROSENBERG LIFT STATIONS

A. FACILITY LOCATIONS:

1. The Rosenberg Lift Stations are located at:
 - 1a) Lift Station #1, 1820 3rd Street
 - 2a) Lift Station #2, 3600 Avenue F
 - 3a) Lift Station #3, 1002 Wilson Street (rear)
 - 4a) Lift Station #4, 1814 Jones Street
 - 5a) Lift Station #5, 1115 Avenue D
 - 6a) Lift Station #7, 2615 Mons Avenue
 - 7a) Lift Station #8, 3102 West Street
 - 8a) Lift Station #9, 2311 Avenue B
 - 9a) Lift Station #10, 1911 Avenue A
 - 10a) Lift Station #11, 2809 FM 2218 – B. F. Terry Boulevard
 - 11a) Lift Station #14, 2811 Airport Avenue
 - 12a) Lift Station #15, 2119 Avenue B
 - 13a) Lift Station #16, 1900 FM 2218
 - 14a) Lift Station #17, 100 Rude Road

- 15a) Lift Station #18, 451 Highway 36 West
- 16a) Lift Station #19, 5630 Bryan Road
- 17a) Lift Station #20, 3301 Vista Drive
- 18a) Lift Station #21, 1205 Spur 529
- 19a) Lift Station #22, 2102 1st Street
- 20a) Lift Station #23, 1302 Cottonwood School Road
- 21a) Lift Station #24, 7707 Reading Road
- 22a) Lift Station #25, 2230 ½ J. Meyer Road
- 23a) Lift Station #27, 6801 Reading Road
- 24a) Lift Station #28, 5110-1/2 Business Park Drive
- 25a) Seabourne Creek Reclaimed Water Booster Station, 3827-1/5 SH 36

- 2. The Contractor will maintain all the turf area within the fenced area.
- 3. **The Contractor shall provide the City with a maintenance schedule and MANDATORY MONTHLY PERFORMANCE REPORT. The Contractor will immediately contact the Utilities Department if inclement weather has materially affected the maintenance schedule.**

B. GENERAL GROUNDS MAINTENANCE

- 1. Schedule / Frequency of Services:
 - a) February 1st through October 31st: The Contractor will maintain the Lift Station grounds by mowing and weed eating twice a month at or close to fifteen (15) day intervals.
 - b) November 1st through January 31st: The Contractor will maintain the Lift Station grounds by mowing and weed eating once per month, at or close to thirty (30) day intervals.
 - c) The Contractor shall provide up to two (2) additional mowing and weed eating services described in this Section as a part of the lump sum bid. The Contractor shall perform these services within forty-eight (48) hours after verbal or email notification from the City.
- 2. The Contractor will mow the grass at a minimum of one (1) inch with a maximum of two (2) inches at each service visit.
- 3. The Contractor will maintain the Lift Station grounds by mowing, edging, and weed eating at the intervals in item #1 above. Services shall include the following tasks:
 - 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 to a minimum of one (1) inch with a maximum of two (2) inches
 - e) Weed eat and mow outside of all perimeter fences at least six (6) feet where applicable
 - f) Trim trees and shrubs as needed
- 4. The Contractor will cut, prune and remove from site all tree limbs, bushes and shrubs to

ensure proper cut of turf. No grass clippings, leaves, trash or debris will be blown or left on any public street, or in any curb.

5. No chemicals are to be used on these sites for weed control, edging or growth regulating.

C. TRASH CLEANUP

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

D. CONTRACTOR RESPONSIBILITY

The Contractor shall provide all materials such as fuels and maintenance equipment. The Contractor shall be solely responsible for any damage that may occur to his equipment while performing this contract and will not hold the City responsible even in the event the City is negligent.

E. SAFETY

1. The Contractor shall at all times exercise reasonable precautions for the safety of employees and others on or near the work and shall comply with all applicable provisions of Federal, State, and Municipal Safety Laws. All machinery and equipment and other physical hazards shall be guarded in accordance with the “Manual of Accident Prevention in Construction” of the Associated General Contracts of America except where incompatible with guards, safe walkways, ladders, bridges, gang planks and other safety devices. The safety precautions actually taken and their adequacy shall be the sole responsibility of the contractors acting at his discretion as an independent contractor.
2. The Contractor shall keep and 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 work. The Contractor shall be responsible to promptly pick up and properly dispose of any contaminated absorbent materials. Contractor shall be solely responsible for any notification requirements in accordance with Federal and State Laws.

F. CONTACT PERSONNEL

Joe Reyna, Utilities Chief Operator, 713-823-3053
E-mail: jreyna@rosenbergtx.gov

G. 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.

Bid Proposal

Ground Maintenance of Rosenberg City Hall, Rosenberg Development Corporation, Rosenberg Police Department, Rosenberg Civic Center, Rosenberg Cemetery, Rosenberg Fire Station No. 1, Rosenberg Fire Station No. 2, Rosenberg Fire Station No. 3, Rosenberg Water Plants and Rosenberg Lift Stations.

A Pre-Bid Conference has been set up for Wednesday, July 11, 2018 @ 11:00 a.m., at the Parks and Recreation Department, located at 3720 Airport Avenue, Rosenberg, Texas 77471. **Completed written bids must be received by 2:00 p.m. on Wednesday, July 18, 2018.** Mailing address is:

BID NO. 2018-17, Grounds Maintenance Services for the City of Rosenberg
P.O. Box 32
Rosenberg, TX 77471-0032

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.

LOCATION	Quote
	The quote will be for the period of October 1, 2018 through September 30, 2019, one-year, with the mutual option to renew for an additional one-year. Bidder is to provide the City the maximum escalation anticipated post-initial term.
Rosenberg City Hall	
Rosenberg Development Corporation	
Rosenberg Police Department	
Rosenberg Civic Center	
Rosenberg Cemetery	
Rosenberg Fire Station No. 1	
Rosenberg Fire Station No. 2	
Rosenberg Fire Station No. 3	
Rosenberg Water Plants	
Rosenberg Lift Stations	
Bid Alternate Fire Station No. 3 Landscape Areas	
LUMP SUM TOTALS (without alternate)	\$

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: _____

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

Bidders must establish the firm’s work experience and abilities through a minimum of three 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. 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: _____

OFFICIAL BIDDER'S BOND

THE STATE OF TEXAS }
 } **KNOW ALL MEN BY THESE PRESENTS:**
COUNTY OF FORT BEND }

THAT we, _____ as Principal and the other subscriber hereto as Surety, do hereby acknowledge ourselves to be held and firmly bound to the City of Rosenberg, Texas, as municipal corporation, in the sum of _____ (an equal to 5% of the greatest amount bid by the bidder to do the work).

The condition of this obligation is as follows:

WHEREAS, the Principal has submitted on or about this date a bid proposal offering to perform the following:

Grounds Maintenance Services for the City of Rosenberg

In accordance with the plans, specifications and terms and conditions related thereto to which reference is hereby made.

NOW, THEREFORE, if the said Principal's offer as stated in the Bid Proposal is accepted by the City, and the said Principal executes and returns to the City the number of original counterparts of the contract required by the City, on the forms prepared by the City, for the work described herein and also executes and returns the same number of the Performance, Payment and Maintenance Bonds, if required, on the forms prepared by the City, in connection with the work described herein, within the time provided in the specifications (such bonds to be executed by a Surety Company authorized to do business in the State of Texas, and having an underwriting limitation in at least the amount of the bond) then this obligation is null and void, otherwise it is to remain in full force and effect.

In the event that the Principal is unable to or fails to perform the obligations undertaken herein, the undersigned Principal and Surety shall be liable to the City of Rosenberg for the full amount of this obligation which is hereby acknowledged as the amount of damages which will be suffered by the City on account of the failure of such Principal to perform such obligations, the actual amount of such damages being difficult to ascertain.

EXECUTED this _____ day of _____ 2018.

Principal

Signature

Printed Name

Title

Surety

Signature

Printed Name

Title

REVIEWED:

CITY ATTORNEY

ATTEST/WITNESS:

(SEAL)

Signature

Printed Name

Title

ATTEST/WITNESS: (SEAL)

Signature

Printed Name

Title

THE FOREGOING BOND IS APPROVED AND
ACCEPTED ON BEHALF OF THE CITY OF
ROSENBERG:

John Maresh, City Manager

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 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.