

**REQUEST FOR SEALED BIDS**

**MOWING AND LANDSCAPING SERVICES  
CITY OF PINEY POINT VILLAGE PUBLIC RIGHTS-OF-WAY**

**CITY OF PINEY POINT VILLAGE**

**7676 WOODWAY**

**HOUSTON, TEXAS 77063**

**713-230-8703**

**CONTACT: ROGER NELSON [cityadmin@pineypt.org](mailto:cityadmin@pineypt.org)**

**PREBID CONFERENCE 3:00 P.M. – THURSDAY, APRIL 12, 2018**

**SEALED BIDS DUE 3:00 P.M. – THURSDAY, APRIL 19, 2018**

**NOTICE TO BIDDERS**  
**CITY OF PINEY POINT VILLAGE**  
**MOWING SERVICES**

Sealed bids for MOWING SERVICES of the City's rights-of-way will be received until 3:00 p.m., April 19, 2018, in the Office of the City Secretary, 7676 Woodway Drive, Suite 300, Houston, Texas. Bids must be received, and time stamped by the City Secretary prior to the time, when they will be publicly opened and read aloud in the City Council Chambers.

A non-mandatory pre-bid conference will be held at City Hall, 7676 Woodway, Suite 300, Houston, Texas, in the City Council Chambers on April 12, 2018 at 3:00 p.m. All prospective bidders are encouraged to attend.

Until final award of the contract, the City reserves the right to reject any and all bids, to waive irregularities or technicalities, to re-advertise, or proceed to do the work otherwise when in the best interest of the City.

**REQUEST FOR SEALED BID**  
**MOWING SERVICES**

**PURPOSE**

The City of Piney Point Village, Texas, is requesting sealed bid from qualified individuals/firms for an annual contract to furnish all labor, materials and equipment to maintain the rights-of-way in the locations specified within this document in full accordance with specifications, terms and conditions contained in this request for bid.

**CONTRACT TERM**

The initial contract is for one year with the City reserving the right to renew for an additional two year period upon the mutual consent of both parties

**INFORMATION AND QUESTIONS**

Any questions or additional information required should be directed to Roger Nelson, City Administrator at 713-230-8703.

**SITE VISIT AND INSPECTION**

The bidder is encouraged to visit and inspect all locations prior to submission.

**GENERAL**

The contractor shall furnish all manpower, trucks, tractors, mowers, edgers, blowers, gas, oil, safety equipment, hand trimmers and any other necessary equipment for debris pick-up, vegetation mowing, trimming and any other function that may be required to maintain the areas of responsibility.

A list of all equipment available to complete the services in this contract shall be included with the submission of the bid proposal page.

**SERVICE REQUIREMENTS**

The contractor shall:

- a. Provide all labor, tools, rubber boots, gloves, bags, mulch and transportation to and from the work areas.

- b. Comply with all local, state and federal safety standards.
- c. Enforce the use and provide all personnel with protective safety clothing, footwear, eyewear, including all other safety materials needed to perform the job in a safe and orderly manner.
- d. Provide all material safety data sheets to the City's representative prior to chemical usage on City premises.
- e. The contractor's mowing equipment shall be maintained in good, sharp condition to insure an even, clean cut so as not to tear the blades of grass.

## DESCRIPTION OF WORK

- a. Right-of-Way Mowing/Weed Eating
  1. South Piney Point Road – West Side – Memorial Drive to City Limits
  2. Blalock Road – East Side – Memorial Drive to Taylorcrest Road
  3. Taylorcrest Road – North Side – Blalock Road to North Piney Point Road
  4. North Piney Point Road – East Side – Greenbay Street to Beinhorn Road
  5. North Piney Point Road – West Side – Memorial Drive to White Pillars Lane\*
  6. Beinhorn Road – South Side – North Piney Point Road to Hedwig Road
  7. Smithdale Road – North Side – North Piney Point Road to Hedwig Road
  8. Claymore Road – North Side – North Piney Point Road to Hedwig Road
  9. Greenbay Street – North Side – North Piney Point Road to Hedwig Road
  10. Greenby Street – South Side – North Piney Point Road to Memorial
  11. Memorial Drive – West Side – Memorial Drive/San Felipe Intersection to Greenbay Street
  12. Memorial Drive – East Side – Memorial Drive/San Felipe Intersection to Walwick
  13. Kingsworthy Drive – South Side – North Piney Point Road to cul-de-sac
  14. Chuckanut Lane – North Side – North Piney Point Road to cul-de-sac
  15. Innisfree Lane – South Side – North Piney Point Road to cul-de-sac
  16. North Piney Point Road – East Side – White Pillars Lane to Beinhorn Road\*\*
    - Mowing shall be done once a week in the months of April through September
    - Mowing shall be done once every two weeks in the months of October through March
    - The City reserves the right to adjust the mowing frequencies per month, per location due to weather conditions
    - Mowing shall consist of rights-of-way
    - The contractor shall mow up to all fence lines and then use a string trimmer at the fences.

**\* The properties owned by Ecclesia Church and St. Francis Church and School on the west side of North Piney Point Road are not included in the City's mowing areas.**

**\*\* East side of North Piney Point Road from White Pillars Lane to Beinhorn Road to be mowed every other week April through September, once per month October through March.**

b. Landscape Areas

1. North side median at Blalock/South Piney Point Road/Memorial intersection
2. South side median at Blalock/South Piney Point Road/Memorial intersection.
3. West esplanade tip at Blalock/South Piney Point Road/Memorial intersection
4. East esplanade tip at Blalock/South Piney Point Road/Memorial intersection
5. Calico Lane – South Side – Jan Kelly to end of cul-de-sac
6. Dunsinane Drive – South Side – 11519 Dunsinane through to Blalock
7. Arrowwood Circle

- Mowing shall be done once a week in the months of April through September
- Mowing shall be done once every two weeks in the months of October through March.
- The City reserves the right to adjust the mowing frequencies per month, per location due to weather conditions.

EDGING

- a. Walks and curbs shall be edged, swept or blown and picked up after each mowing.
- b. Strip edging shall be performed at each mowing around all beds, trees, sign posts and irrigation heads. This will include trimming grass and weeds around buildings, utility boxes and fences within the mowing limits.

LITTER PICK UP

- a. Litter shall be picked up from the grounds prior to every mowing. Litter is defined as branches, trash, garbage, refuse of the character that is discarded onto the City grounds and described, but not limited to, scrap metals, paper, wood, plastic and glass.
- b. All clippings, trimmings, branches, etc., from each service shall be removed upon completion of the day's mowing. Disposal of all such debris shall be the responsibility of the contractor. Debris shall not be deposited into City or privately owned trash receptacles or dumpsters.
- c. Branches or debris placed by local residents for bulk disposal or as a result of storm damage are not the responsibility of the contractor.
- d. All other litter, debris, clippings, trimmings, branches, etc., shall be picked up, physically removed and properly disposed of.
- e. No grass, weeds, leaves, trash, debris, etc., shall be blown into the streets, gutters or storm water drains.
- f. The contractor shall notify the designated City representative of any unauthorized dumping of building debris or yards waste. The City will make a determination as to the proper disposal of the material.

## HEDGES, SHRUBS, TREES AND BEDS

- a. Flower Bed Weeding. Weeding shall be performed every time service is provided to maintain a neat appearance. All beds shall be 95% weed free after each weeding.
- b. Trimming Hedges and Ground Cover. Trim all shrubs and ground cover to maintain a highly manicured appearance at all times.
- c. Mulching. All beds shall be re-mulched a minimum of 1" by the contractor two times per year. Mulch around trees shall NOT accumulate above tree root flare. The contractor shall provide the mulch.

## SUPERVISION OF WORK BY CONTRACTOR

The Contractor shall have a foreman on the job at all times while work is being performed and meet the following criteria:

- a. Fluent in English with the ability to communicate, follow and be able to receive, give and understand written and verbal instructions.
- b. Ensure the on-site foreman is thoroughly knowledgeable of the specifications and shall inspect the performance on the ground crew in all areas to ensure that uniform and high quality workmanship is continually maintained.
- c. Ensure contract manager shall maintain continuous awareness of the quality and completeness of the work performed through personal inspections of the premises. The contractor's manager or foreman shall be required to inspect the grounds with the City representative upon request.

## MISCELLANEOUS SERVICES

- a. The City may, at times, require the contractor to perform miscellaneous services relating to and within the scope of services, such as, but not limited to, removing non-compacted bulk trash, pallets, tree limbs, etc. The contractor shall do these tasks on an as needed basis or as directed by the City representative.
- b. Provide the City representative an estimate of the cost for any miscellaneous services requested by the City representative. The City will make the determination if estimate is reasonable and provide approval to repair.
- c. Miscellaneous services estimated to cost over \$500 per job will not be performed under this purchase order. A separate purchase order will be issued for this service.

## WORK SCHEDULES

- a. Prior to each month of service, the contractor shall submit a work schedule containing the proposed dates for each service.
- b. All services shall be scheduled and completed Monday through Friday. Services on Saturdays, Sundays and holidays are not permitted without the approval of the City Administrator. All services shall be conducted between the hours of 8:00 a.m. and 6:00 p.m. each day. No other times are permitted.
- c. If, due to inclement weather, other acts of God, or when the conditions of the soil will not allow servicing the to be accomplished satisfactorily or safely performed according to the

schedule, make-up servicing shall be rescheduled as soon as possible. The City reserves the right to revise the mowing frequency for weather or fiscal reasons.

- d. The contractor shall notify the City Administrator or designated representative in the event of scheduling delays or changes, as well as any comments/complaints received from the public.

### JOB COMPLETION FORMS

The contractor shall submit to the City Administrator or designated representative on a weekly basis a job completion form detailing those areas serviced and completed within the current week. These shall be faxed to City Hall at 713-782-0281 or e-mailed to [cityadmin@pineypt.org](mailto:cityadmin@pineypt.org). A hard copy may be hand delivered to City Hall, located at 7676 Woodway, Suite 300, Houston, Texas 77063. City Hall office hours are from 7:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Monday through Thursday. Friday office hours are from 7:30 a.m. to Noon. The notices shall not be mailed.

### INSURANCE

The contractor shall be required to maintain the following insurance limits, providing to the City a Certificate of Insurance evidencing such coverage and naming the City as an additional insured:

Workers Compensation - Statutory limits of the State of Texas

General Liability - \$1,000,000 and single occurrence

Additional Liability Umbrella - \$3,000,000

Automobile Liability Insurance - Bodily injury and property damage \$1,000,000 combined single limit

All Certificates of Insurance shall be filed with the City of Piney Point Village on the standard ACCORD Certificate of Insurance form showing the specific limits of insurance, coverage modifications, and endorsements and showing the City of Piney Point Village as an additional insured where required. Such certificate shall specifically state the insurance policies are to be endorsed to require the insurer to provide the City of Piney Point Village thirty days' notice of cancellation, non-renewal or any material reduction of insurance coverage. The original certificate shall be provided to the City Secretary of the City of Piney Point Village, 7676 Woodway Drive, Suite 300, Houston, Texas 77063.

**City of Piney Point Village  
Bid Pricing Sheet**

The undersigned bidder agrees to provide the labor, material and equipment in strict accordance with the specifications listed within this Bid Tab for the consideration of the amount set forth in the following price schedule:

	<u>Estimated Cuttings</u>	<u>Cost per Cutting</u>	<u>Annual Cost</u>
<b>Right-of-way mowing - #1-#15</b>	<b>39</b>	_____	_____
<b>Right-of-way mowing - #16</b>	<b>6</b>	_____	_____
<b>Landscape Areas - #1-#5</b>	<b>39</b>	_____	_____
<b>Annual Net Total</b>			_____

The undersigned hereby certifies they understand all of the above specifications, have read them carefully and will deliver and furnish all labor and services as specified in this bid.

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

\_\_\_\_\_  
Signature for Company Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
FAX

\_\_\_\_\_  
Email Address