



City of Round Rock, Texas
Purchasing Division
221 East Main Street
Round Rock, Texas 78664-5299
www.roundrocktexas.gov

INVITATION FOR BID

GROUNDS MAINTENANCE SERVICES

Solicitation No. 17-012

APRIL 2017

**CITY OF ROUND ROCK
INVITATION FOR BID
GROUNDS MAINTENANCE SERVICES**

PART I

GENERAL

1. **PURPOSE:** The City of Round Rock, herein after “the City” seeks quotes to establish a multiple year contract from a qualified person, firm or corporation, herein after “Respondent” experienced in grounds maintenance services to provide full, turnkey services inclusive of necessary equipment and labor to maintain City’s medians, right-of-way’s, parks and greenbelts on City properties, herein after “Services”.
2. **BACKGROUND:** Vendor shall provide Services to include, but not be limited to, mowing, edging and trimming, raking, removing and disposing of litter as needed within the specified time period(s) through the term of the contract. City of Round Rock – Transportation and Parks and Recreation properties shall be clearly identified within this solicitation and herein referred to as “quadrant areas”.

NOTE: Quadrant areas are identified beginning on pages 21 through pages 25.

3. **ATTACHMENTS:** Attachment A through G, are herein made part of this invitation for bid:

- 3.1 **Attachment A:** Bid Sheet
- 3.2 **Attachment B:** Parks and Recreation Mowing Maps – Posted to City website
- 3.3 **Attachment C:** Respondent’s Questionnaire
- 3.4 **Attachment D:** Respondent’s Reference Sheet
- 3.5 **Attachment E:** Addendum Acknowledgement Form
- 3.6 **Attachment F:** Notice to Proceed – “Example”
- 3.7 **Attachment G:** Work Summary – “Example”

4. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

Mike Schurwon, CPPB, CTPM
Purchasing Department
City of Round Rock
E-mail: mschurwon@roundrocktexas.gov

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.

5. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - 5.1. Be firms, corporations, individuals or partnerships normally engaged in providing grounds maintenance services as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to the City;

9.1. Consumer Price Index (CPI): Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for all Urban Consumers. The price adjustment rate will be determined by comparing the percentage difference between the CPI in effect for the base year six-month average (January through June OR July through December); and each (January through June OR July through December six month average) thereafter. The percentage difference between those two CPI issues will be the price adjustment rate. No retroactive contract price adjustments will be allowed. The Consumer Price Index (CPI) is found at the Bureau of Labor Statistics, Consumer Price Index website: <http://www.bls.gov/cpi/>

9.2. Procedure to Request Increase:

9.2.1. Mail the written price increase request with the rate detail comparison and comprehensive calculation to the designated City Contract Specialist a minimum of 45 days prior to each renewal period. The detailed written calculation will be verified and confirmed. All written requests for increases must include the City of Round Rock contract number, solicitation reference information and contact information for the authorized representative requesting the increase. Price increase requests shall be sent by mail to:

**City of Round Rock
Purchasing Department
Attn: Contract Specialist
221 East Main Street
Round Rock, TX 79664-5299**

9.2.2. Upon receipt of the request, the City reserves the right to: either accept the escalation and make change to the purchase order within 30 days of the request; negotiate with the Vendor or cancel the agreement or purchase order if an agreement cannot be reached on the value of the increase.

10. AGREEMENT TERM: The terms of the awarded agreement shall be as follows:

10.1 The term of the Agreement shall begin from date of award and shall remain in full force for sixty (60) months.

10.2 The City reserves the right to review the awarded respondents' performance anytime during the contract term.

10.3 If the awarded respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the respondent of the deficiencies and the respondent shall have thirty (30) days to correct such deficiencies. If the respondent fails to correct the deficiencies with the thirty (30) days, the City may terminate the agreement by giving the respondent written notice of termination and the reason for the termination.

11. ACCEPTANCE: Acceptance inspection should not take more than five (5) working days. The vendor will be notified within this time frame if the services provided is not in full compliance with the project scope. If any service is canceled for non-acceptance, the needed equipment or service may be purchased elsewhere and the vendor may be charged full increase, if any, in cost and handling.

12. GROUNDS MAINTENANCE DEFINITIONS:

12.1 Vegetation shall refer to plant life and/or material.

12.2 Quadrant shall refer to geographic area(s) of the City designated to receive specified grounds maintenance services. This area includes medians, rights-of-way drainage/retentions and parks.

- 12.3** Maintenance Schedule shall mean the time periods established for the service.
- 12.4** Maintenance Cycle shall refer to each time period in the maintenance schedule for the service year. A beginning and ending date, in which all prescribed maintenance activities for each quadrant shall be completed, define each time period.
- 12.5** **A typical cycle for:**
- 12.5.1** Medians and right of ways is 14 calendar days.
- 12.5.2** Parks and greenbelts is 14 calendar days.
- 12.6** Inspector shall mean the City's authorized designee, who shall monitor the Contractor's progress within the Quadrant Area he is assigned. The inspector shall have no duty to inspect, but may inspect at his discretion.
- 12.7** Inclement Weather shall mean wet or rainy weather when the condition of the soil is such that the rutting of property will not allow cutting of grass to be accomplished satisfactorily. This determination shall be made at the sole discretion of the City
- 12.8** Production Rate - Shall refer to the acreage to be maintained per day. The production rate shall be calculated in the following manner:
ACREAGE IDENTIFIED TO BE MAINTAINED
QUADRANT AREA ACREAGE ÷ NUMBER OF DAYS IN CYCLE = DAILY PRODUCTION RATE GOAL.
- 12.9** Trash and Litter - Shall mean **any** debris within the Quadrant Area such as paper, cans, bottles, limbs four (4") inches diameter or smaller, trash bags, rocks, etc., which is not intended to be present as part of the landscape. The Quadrant Area includes **streets, sidewalks, curbs, catch basins, gutters, hillsides, ditches, etc.** Removal of debris shall require sweeping or blowing off of hard surfaces such as sidewalks and concrete noses of medians.
- 12.10** Litter Removal Cycle - Shall mean the removal of trash and litter from the assigned Quadrant Areas as determined by the City's Inspector. The issuance of a work order for litter removal only does not require mowing, trimming, edging, etc.
- 12.11** Trimming - Shall refer to the cutting or removal of vegetation immediately adjacent to or under Quadrant Area structures, poles, trees, signs, fences, planting beds, etc. Trimming may be accomplished by manual or chemical means. Also, includes removal of vegetation from expansion joints and any other cracks in curbs, sidewalks (both sides), driveways and any other concrete surface within the median or rights of way.
- 12.12** Chemical Trimming shall refer to the use of herbicide (such as Roundup and/or approved equal containing a pre-emergent such as Oust or an approved equal) as an alternative to the physical removal or cutting of plant material from areas to be trimmed.
- 12.13** Edging - Shall refer to the vertical removal of any and all plant material, which encroaches over or onto sidewalks (both sides), curbs, steps, driveways, and pavements. Edge cut shall remove vegetation from concrete surfaces.
- 12.14** Scalping - Shall refer to any action resulting in the mowing of any turf area below a two (2") inch height down to and including the soil.
- 12.15** Shrub/Flower Beds - Shall mean any purposefully planted domestic, ornamental plant growth.
- 12.16** Mulch Areas or Tree Wells - Shall refer to those areas adjacent to trees, shrub beds, and other purposefully planted landscape areas in which all plant growth is removed and a

protective covering of organic substances is placed to prevent evaporation of moisture, control weed growth, prevent mechanical damage to landscape and for aesthetic reasons.

- 12.17** Work Record Summary - Shall mean a written record detailing times and locations of when the contractor and employees were on the job site completing work per contract specifications.
- 12.18** Median- Shall mean the center island of the listed streets from curb line to curb line plus all traffic triangles, where they exist, on sides of the intersections. This includes curb gutter joints where the curb meets the roadway and concrete paved areas from end of grass to the curb.
- 12.19** Rights of Way- Shall mean the area extending from the right or left of the center line of the road bed or paved surface to the nearest property line; that includes but is not limited to curbs, sidewalks, walkways, drainage ditches, burrow ditches and any other areas owned, dedicated, used or reserved for public use.
- 12.20** Detention Pond - Storage of storm runoff for a controlled release during or immediately following a storm.
- 12.20.1** Off-site detention - A detention pond located outside the boundary of the area it serves.
- 12.20.2** On-site detention - A detention pond which is located within the specific site or subdivision it serves.
- 12.20.3** On-stream detention - The temporary storage of storm runoff behind embankments or dams located in a channel.
- 12.20.4** Regional detention - Detention facilities provided to control excess runoff based on a watershed-wide hydrologic analysis.
- 12.21** Drainage Channel - A channel built with unvarying cross section and constant bottom slope.
- 12.22** Park – Shall mean the area extending from property line to property line; that includes all recreational amenities (playgrounds, sport courts, etc), curbs, sidewalks, drainage swales, etc. within the boundary of the park. Grounds maintenance services for a park typically include the entire area of the park within the property line.
- 12.23** Greenbelt – Shall mean a linear park, typically along a creek or utility corridor, that includes a trail, recreational amenities, curbs, drainage features, etc. Grounds maintenance services for a greenbelt typically include areas left in a natural, non-maintained state to provide wildlife habitat.

PART II
SPECIFICATIONS

1. **SCOPE:** The City of Round Rock requests grounds maintenance services to be provided on the City's medians, right-of-way's, parks and greenbelt areas. Services shall include all labor and goods needed to mow, edge, trim, remove and dispose of litter in the specified time to maintain and establish a good appearance to City grounds that discourages dumping and undesirable activities. The City of Round Rock's goal is to maintain and establish a respectable appearance to all City quadrant areas. A listing of the quadrant areas to be maintained are outlined on pages 21 – 25. Please refer to "corresponding Mapsco numbers" on pages 21 - 25, which are hereby made a part of this solicitation.

2. **SERVICE REQUIREMENTS:** The successful Respondent shall:
 - 2.1. Obtain and provide all supervision, scheduling, labor, equipment, services, fuel, oil, incidentals, permits, notifications and related items necessary to complete the work as required by the specification.
 - 2.2. Furnish all tools, hard hats, safety vests, rubber boots, gloves, transportation to and from the work area, and all other safety materials or devices necessary to perform the work in a safe and orderly manner.
 - 2.3. Have an on-site supervisor at the site any time work is performed.
 - 2.4. Protect all existing and newly installed work, materials, equipment, improvements, utilities, structures, and vegetation. Any property or incidentals damaged shall be repaired or replaced by the successful Respondent to the satisfaction of the City.
 - 2.5. Work shall be performed on a schedule defined by the City to the specifications defined herein.
 - 2.6. All work shall be performed in a professional workmanlike manner.
 - 2.7. All supporting documentation specified herein shall be submitted with invoice prior to the City processing payment.

3. **CITY RESPONSIBILITY:** City will:
 - 3.1. Appoint a City designated representative.
 - 3.2. Monitor and inspect the ground maintenance at designated sites.
 - 3.3. Coordinate all work and scheduling with the successful Respondent.

4. **EQUIPMENT:** Prior to start of Services, all equipment may be examined and approved by City. The City reserves the right to randomly inspect all equipment at any time during the term of the agreement or any extension period.
 - 4.1. Insufficient and/or inadequate equipment as determined by the City is cause for rejection of any and all proposals.
 - 4.2. Recommended minimum equipment for one (1) quadrant area is:
 - 4.2.1. Two (2) out-front rotary mowers;
 - 4.2.2. Two (2) gas powered blowers;
 - 4.2.3. Four (4) gas powered string trimmers;
 - 4.2.4. Two (2) gas powered edger's; and,
 - 4.2.5. One (1) trailer to transport mowers and equipment

- 4.3. All medians shall be mowed with an out-front type mower. No tractors, brush hogs, 580-D or similar type equipment shall be used on this project.
 - 4.4. All mowers shall be equipped with either safety chains or the manufacturer's safety device to prevent mower thrown objects.
 - 4.5. Chain shall be a minimum of 5/16 inches in size and links spaced side by side around the mower's front, sides, and rear.
 - 4.6. Maximum cutting widths for rigid frame rotary mowers shall be 108 inches.
 - 4.7. Hinged, batwing and brush hog drag mowers shall only be used with written approval from the City.
 - 4.8. All mowing equipment must be equipped with turf-type tires. Cleated or ribbed tractor tires shall be "prohibited".
 - 4.9. All mowers shall be kept in good operating condition and shall be maintained to provide a clean, sharp cut of vegetation at all times.
5. **SCHEDULING:** Upon issuance of a Work Authorization, successful Respondent shall begin work and proceed with all reasonable dispatch to completion maintaining the established Daily Production Rate Goal (defined below). The successful Respondent will be required to maintain all quadrant areas assigned in the time allotted for each. Work started within a quadrant area shall be completed in consecutive days, per the schedule in the work authorization.
 - 5.1. Start date for grounds maintenance services will be coordinated between the City Transportation Superintendent and Contractor upon award of a contract.
 - 5.2. Maintenance Cycles specified herein shall mean the time period between services. Maintenance Cycle shall be identified with a beginning and ending date, in which all prescribed maintenance activities for each quadrant area shall be completed. A typical maintenance cycle for Quadrant areas shall range from is 14 calendar days with in the mowing season.
 - 5.3. The Daily Production Rate Goal shall refer to the average acreage the City seeks to maintain per day. The Daily Production Rate Goal shall be calculated in the following manner:
QUADRANT AREA ACREAGE ÷ NUMBER OF DAYS IN CYCLE = DAILY PRODUCTION RATE GOAL
 - 5.4. Failure on the part of the successful Respondent to maintain the established maintenance cycle set forth within the Work Authorization shall be sufficient reason for default and the City will contract with another service provider(s) to complete immediate services. The successful Respondent shall have forty-eight (48) hours of written notice to resolve any non-compliance. If others complete the work, any additional cost caused by a higher bid price will be deducted from the original successful Respondent's next payment, if any.
 - 5.5. The City reserves the right to modify the maintenance cycles and quadrant areas at any time pursuant to the specifications contained herein. This determination will be made by the City and communicated to the successful Respondent in writing via e-mail or fax. Modification can include cancelling a maintenance cycle or quadrant area.
 - 5.6. Cancellations of a work authorization may be based upon need or inclement weather conditions or other mitigating circumstance to be determined by the City. This determination will be made by the City and communicated to the successful Respondent in writing via e-mail or fax.
6. **GROUNDS MAINTENANCE:** Upon receipt of work authorization, all quadrant areas shall be maintained as follows:

- 6.1.** Trimming shall mean the cutting or removal of all plant material immediately adjacent to or under quadrant area structures, poles, trees, signs, and fences. All structures, trees, poles, signs, fences and shrub beds shall be trimmed flush with the object.
 - 6.1.1.** Special care shall be given to trimming around small trees as not to inflict damage to the bark of the trees.
 - 6.1.2.** All trimming shall be accomplished maintaining the required 2 - 2-1/2 inch cutting height.
 - 6.1.3.** All trimming shall be accomplished concurrently with mowing operations.
 - 6.1.4.** Trimming shall also include removal of all plant material from expansion joints and any other cracks in curbs, sidewalks (both sides), driveways and any other pavement surface within park property, media or rights of way.
 - 6.1.5.** Trimming shall leave no vegetation overhanging onto concrete; and shall result in a six (6) inch bank around obstacles.
 - 6.1.6.** Chemical Trimming shall refer to the use of herbicide as an alternative to the physical removal or cutting of plant material from areas to be trimmed.
 - 6.1.6.1.** Band of chemical application shall not exceed six (6) inches from target structure of chemical treatment.
 - 6.1.6.2.** Written approval of herbicide use shall be obtained from the City prior to application.
 - 6.1.6.3.** Chemical application shall be in compliance with label directions and the Texas Structural Pest Control Board (SPCB) and Texas Department of Agriculture (TDA) rules and regulations.
 - 6.1.6.4.** Treated weeds that are left after kill by chemical application shall be removed from area.
- 6.2.** Edging shall mean the vertical removal of any and all plant material which encroaches over or onto sidewalks (both sides), curbs, steps, driveways, and pavements.
 - 6.2.1.** Edging cut shall remove vegetation from pavement services and result in a visible separation of turf from pavement.
 - 6.2.2.** Sidewalks, curbs, and steps shall be mechanically edged to a one (1") inch depth and 1/4 inch width where they exist exposing the pavement surface.
 - 6.2.3.** The initial edging shall be completed by the end of first cycle.
 - 6.2.4.** All edges shall be maintained through the duration of contract.
 - 6.2.5.** Edging and maintenance of edges shall use a vertical cut approach.
 - 6.2.6.** All material dislodged by edging shall be removed from site.
 - 6.2.7.** Sidewalks shall be edged on both sides.
 - 6.2.8.** Chemical Edging shall refer to the use of herbicide as an alternative to the physical removal or cutting of plant material from areas to be edged.
 - 6.2.8.1.** Written approval of herbicide use shall be obtained from the City prior to application.
 - 6.2.8.2.** Chemical application shall be in compliance with label directions and the Texas Structural Pest Control Board (SPCB) and Texas Department of Agriculture (TDA) rules and regulations

6.2.8.3. Chemical treatments shall be growth regulators; however, herbicides can be used in nose cones and pavement areas only.

7. MOWING:

- 7.1.** Upon receipt of work authorization, all grass shall be cut at a height 2 - 2-1/2 inches. Quadrant areas shall be completely mowed to the boundaries identified on the attachments and be field verified by City staff at the initial commencement of Services within 24 hours of start of mowing of said area.
- 7.2.** No scalping shall occur. Scalping shall mean any action resulting in the mowing of any turf area below a two-inch (2") height down to and including the soil.
- 7.3.** Contractor is responsible for taking special care when mowing all park land and linkage areas. Under no circumstances shall the awarded Contractor mow down or over any large patches of wildflowers in any of the designated park land area or linkage areas.
- 7.4.** Care shall be taken to prevent discharge of grass clippings onto paved surfaces such as streets, parking lots, sidewalks, driveways, or onto adjacent properties. Any material so discharged shall be removed immediately prior to proceeding with mowing of other areas.
- 7.5.** Successful Respondent shall use extreme care when mowing against fences, property lines, and other obstacles. Damage sustained to a homeowner's property as a result of services shall be the responsibility of the successful Respondent. Where there is a fence line, the successful Respondent shall mow and trim to fence line. All ditches shall be maintained. Slopes and bottoms of ditches shall be trimmed or mowed at a height of 2 – 2-1/2". If an area is maintained by a homeowner, the successful Respondent shall not mow that area.
- 7.6.** Upon completion, a mowed area shall be free of clumped grass and tire tracks or ruts from the mowing equipment.

8. REMOVAL OF GRASS CLIPPINGS: Removal of cut grass from the Quadrant areas where growth occurred shall not be required unless grass is clumped. However, cut grass and debris which falls or is thrown upon the pavement, streets, sidewalks, driveways, or adjacent properties through the action of mowing or the action of the work crew, shall be removed from the area prior to the exit of the work crew from the work site.

9. TRASH, LITTER AND DEBRIS REMOVAL: Shall mean any rubbish within the Quadrant area such as paper, cans, bottles, limbs four (4") inches diameter or smaller, trash bags and rocks, which is not intended to be present as part of the landscape. For this function, Quadrant areas shall include streets, sidewalks, curbs, catch basins, gutters, hillsides and ditches. For items larger than 4", successful Respondent shall contact the City's designee to make City aware and coordinate removal.

- 9.1.** Removal of debris shall require sweeping or blowing off of hard surfaces such as sidewalks and concrete noses of medians.
- 9.2.** Successful Respondent shall remove all trash and litter from the Quadrant areas prior to initiating any mowing of the turf areas.
- 9.3.** All trash and litter removed shall be disposed of by successful Respondent legally at an off-site location.
- 9.4.** No litter or debris shall be visible in finished Quadrant area after services are performed.

10. FERTILIZERS: No fertilizers are required within this scope of work.

11. DAMAGE: The Respondent shall be responsible for damage to the City's equipment or property, the workplace and its contents by its work, negligence in work, its personnel and equipment. The Vendor

to be maintained, Successful Respondent's work schedule for the day, areas to be inspected for approval, and Work Authorizations that need to be signed. **Failure to contact the City's authorized designee, or designee, per the agreed upon schedule may constitute a breach of Contract and termination of Agreement.**

16. LIQUIDATED DAMAGES: Failure of the successful Respondent to perform as specified herein may result in a \$250 assessment per incident per day to be applied and may also result in the termination of the agreement by the City.

17. WORK AUTHORIZATION, INSPECTION OF WORK AND WORK RECORD SUMMARY:

17.1. A Work Authorization shall be issued from the City as notification to begin Services in a designated quadrant area. The Work Authorization shall;

17.2. Be issued before work is to begin in the specified quadrant area and shall follow the schedule of maintenance cycles as closely as possible.

17.3. Consist of a written list of quadrant area's designated for Services.

17.4. Be considered complete when all work has been inspected and approved by the City and has been signed by the City. Such information shall consist of grounds maintenance locations, acreage/mileage "actually" maintained, and the acceptability of the maintenance activities performed, date of completion.

17.5. The City shall make inspections or re-inspections to ensure the Services performed are completed per specification and in accordance with prescribed time schedules. Written approval of inspection shall accompany the completed Work Authorization and is required for payment. Upon determination of any violation of the specifications and/or terms of the agreement, the City shall proceed with appropriate action.

17.6. Work Record Summary shall mean a written record detailing the times and locations of when the successful Respondent and employees were on the job site performing Services. A Work Record Summary shall accompany all Invoices and Work Authorizations detailing dates, times, and locations of when work was completed per Contract specifications. Invoices without the supporting Work Authorization and Work Record Summary shall not be approved for payment.

18. SERVICE REQUIREMENTS: Services shall be performed at:

City of Round Rock Locations – Designated herein per the City quadrants outlined on pages 21 through 25.

19. POINT OF CONTACT / DESIGNATED REPRESENTATIVE:

19.1. Respondent's Point of Contact: In order to maintain consistent standards of quality work performed across the City, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.

The City's designated representative shall be:

**Mike Ackerman
Transportation Superintendent
City of Round Rock – Transportation Services**

- 20. WORKFORCE:** Successful Respondent shall:
- 20.1.** Ensure Respondent's employees perform the services in a timely, professional and efficient manner;
 - 20.2.** Ensure Respondent's employees, while working on City property, wear a company uniform that clearly identifies them as the Respondent's employee;
 - 20.3.** Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.
- 21. ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the services needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
- 22. PERMITS:** The Successful Respondent shall obtain all necessary permits, licenses, and/or certificates required by federal, state and local laws, ordinances, rules or regulations for the completion of the services as specified herein.

PART III
SCHEDULE AND RESPONSE INSTRUCTIONS

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

EVENT	DATES
Solicitation released	April 24, 2017
Pre-Bid Conference	May 2, 2017 @ 11:00 a.m.
Deadline for submission of questions	May 8, 2017 @ 5:00 PM, CST
City responses to questions or addendums	May 10, 2017 @ 5:00 PM, CST
Deadline for submission of responses	May 16, 2017 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by May 8, 2017, at 5:00 p.m., CST on the due date noted above to: Mike Schurwon, CPPB, CTPM, Purchasing Department at:

mschurwon@roundrocktexas.gov

A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage by May 10, 2017, at 5:00 p.m. in the form of an addendum at:

<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>

NOTE: The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website for any updates pertaining to the solicitation described herein at:

<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>

Various updates may include addendums, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3. **PRE-BID MEETING / SITE VISIT AND INSPECTION:** A pre-bid solicitation meeting/site visit, and inspection will be conducted to fully acquaint respondents with the facilities, difficulties and/or restrictions inherent in the services specified. The pre-solicitation meeting / site visit will be conducted on the date specified in the schedule of events (Part III, Section 1).

- 3.1. Attendance at the pre-bid solicitation meeting/site visit, and inspection is optional Respondents shall sign-in at the pre-bid solicitation meeting/site visit, and inspection to document their attendance. For site visits, please contact Mike Ackerman, Transportation Superintendent, via telephone at (512) 341-3304 or email at: mackerman@roundrocktexas.gov

NOTE: All prospective bidder(s) are highly encouraged to attend the pre-bid solicitation meeting on Tuesday, May 2, 2017 @ 11:00 a.m. at:

**City of Round Rock
City Hall – Council Chamber, 1st Floor
221 E. Main Street
Round Rock, Texas 78664**

- 3.2. Respondents will be responsible for their own transportation for the site visit tour.

6. **AWARD:** The City may choose not to award an Agreement. Split awards between vendors may be made at the sole discretion of the City. The City reserves the right to enter into an agreement or a purchase order with a single award, split awards, or use any combination that best serves the interest and at the sole discretion of the City.

Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at:

<https://www.roundrocktexas.gov/departments/purchasing/purchasing-closed-solicitations/>

7. **POST AWARD MEETING:** The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:

7.1. The method to provide a smooth and orderly transition of services performed from the current contractor;

7.2. Provide City contact(s) information for implementation of agreement;

7.3. Identify specific milestones, goals and strategies to meet objectives.

8. **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any City fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

9. **INTERLOCAL COOPERATIVE CONTRACTING (PIGGYBACK):** Other governmental entities may be extended the opportunity to purchase off the City's agreements, with the consent and agreement of the awarded Vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in a Respondent's submittal. However, all parties indicate their understanding and hereby expressly agree that the City is not an agent of, partner to, or representative of those outside agencies or entities and that the City is not obligated or liable for any action or debts that may arise out of such independently-negotiated "piggyback" procurements.

PART IV

RESPONSE REQUIREMENTS

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and five (5) copies of the response requirements including any required attachments and one (1) electronic copy of IFB response on flash drive. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future IFB.

For your bid to be responsive, all required items identified below shall be submitted with your proposal.

Attachment A: Responses shall be submitted on itemized, signed Attachment A: Bid Sheet Form provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of

responses on forms other than the City's Solicitation Document may result in disqualification of the response.

Attachment C: Provide completed Bidders Questionnaire, which includes Contractor name, address, telephone/fax numbers, E-Mail, date, number of years providing grounds maintenance and mowing services, number of employees assigned to contract, and equipment list.

Attachment D: Provide completed Bidders Reference Sheet, which includes the name, address, telephone number and E-Mail of at least three (3) Municipal, Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

Attachment E: Provide signed copy of the Addendum Acknowledgement Form or a signed copy of each issued addendum with bid upon submission.

Additional Information Requested:

Contract Information: Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), General Services Administration (GSA), Inter-local Agreement, or any other contractual resource.

The following items shall be made available upon request by the City prior to award and the approval of any contract:

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at:

https://www.roundrocktexas.gov/wp-content/uploads/2014/12/corr_insurance_07.20112.pdf

PART V

CONFIDENTIALITY OF CONTENT

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1. Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2. If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at:
https://www.roundrocktexas.gov/wp-content/uploads/2014/12/corr_insurance_07.20112.pdf
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website at:
https://www.roundrocktexas.gov/wp-content/uploads/2014/12/corr_t_c_revised_07.2011.pdf
3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:
 - 3.1 There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
 - 3.2 The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
 - 3.3 There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
 - 3.4 The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

Grounds Maintenance Services
 IFB No. 17-012
 Class/Item: 988-36 / 988-75
 April 2017

**ATTACHMENT A: BID FORM
 PURCHASING DEPARTMENT
 221 E. Main Street • Round Rock, Texas 78664-5299**

SOLICITATION INFORMATION	Solicitation Number: 17-012 Solicitation Name: Grounds Maintenance Services Opening Date: May 16, 2017 Opening Time: On or Before 3:00 p.m. CST Opening Location: City of Round Rock City Hall 221 E. Main Street Round Rock, TX 78664	RESPONDENT INFORMATION	Tax ID Number: _____ Business Name: _____ Address: _____ Address: _____ Contact: _____ Telephone: _____ E-mail: _____ Website: _____
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HOW DID YOU HEAR ABOUT THIS SOLICITATION?	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other
--	--

1st TIME RESPONDING TO THE CITY?	<input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU REGISTERED WITH VENDOR CENTRAL?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--	--	--

Register at: <https://roundrock.munisselfservice.com/Vendors/default.aspx>

Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
TRANSPORTATION MOWING – Includes Quadrants 1 – 4 and Supplemental Mowing as follows:					
1	Transportation - Quadrant 1 Cost per Acre \$ _____ x 62.35 acres = 1 cycle	24	Cycles		
2	Transportation - Quadrant 2 Cost per Acre \$ _____ x 69.38 acres = 1 cycle	24	Cycles		
3	Transportation - Quadrant 3 Cost per Acre \$ _____ x 24.43 acres = 1 cycle	24	Cycles		
4	Transportation – Quadrant 4 Cost per Acre \$ _____ x 8.5 acres = 1 cycle	24	Cycles		
5	Transportation – Quadrants 1, 2, 3, & 4 Cost per Acre \$ _____ x 23.64 acres = 1 cycle	24	Cycles		
6	Transportation – Supplemental Mowing Cost per Acre \$ _____ x 200 acres = 1 cycle	2	Cycles		
TRANSPORTATION - EXTENDED SUB-TOTAL PRICE: \$ _____					

**ATTACHMENT A: BID FORM
 (CONTINUED)**

PARKS AND RECREATION – Includes Quadrants 1 – 4 as follows:

Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
7	Parks & Recreation - Quadrant 1 Cost per Acre \$ _____ x 38.39 acres = 1 cycle	24	Cycles		
8	Parks & Recreation - Quadrant 2 Cost per Acre \$ _____ x 15.22 acres = 1 cycle	24	Cycles		
9	Parks & Recreation - Quadrant 3 Cost per Acre \$ _____ x 59.63 acres = 1 cycle	24	Cycles		
10	Parks & Recreation – Quadrant 4 Cost per Acre \$ _____ x 24.00 acres = 1 cycle	24	Cycles		

PARKS & RECREATION - EXTENDED SUB-TOTAL PRICE: \$ _____

TRANSPORTATION AND PARKS & RECREATION ----- TOTAL EXTENDED PRICE: _____

NOTE: A typical cycle is 14 calendar days for Quadrants 1 – 4.

*** Refer to itemized list of locations for Parks and Recreation.**

ACKNOWLEDGEMENTS

By the signature hereon affixed, the Respondent hereby certifies that neither the respondent nor the entity represented by the respondent, or anyone acting for such entity has violated the antitrust 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 response made to any competitor or any other person engaged in such line of business. Further, by signing and submitting this response the Respondent acknowledges:

- That they have read and fully understand the solicitation and accept all terms and conditions set forth herein.
- The respondent is not currently delinquent in the payment of any debt owed to the City.

Sealed response envelope shall be clearly marked with solicitation name, solicitation number and name of responding entity.

The agreement or purchase order resulting from this solicitation may qualify for Inter-local or Cooperative Contracting (Piggybacking) per the terms outlined in Part III, #9 of this solicitation. If applicable, do you agree to "piggyback" purchasing from other governmental agencies?

Yes No **Response shall include one (1) signed original and five (5) copies of response.**

 Printed Name
 Failure to sign response will disqualify response.

 Authorized Signature

 Date

IFB No. 17-012 - Grounds Maintenance Services					
Transportation					
Description	Acres	Cycles/Year	Acres/Year	Quadrant	Mapsco Grid
Transportation - Quadrant 1					
University Blvd - Oakmont to FM 1460	4.25	24	102	1	346,347
Hidden Acres - Grimes to Subdivision	0.25	24	6	1	377
Timberline - Grimes to Subdivision	0.5	24	12	1	377
College Park - University to Avery Nelson	2.5	24	60	1	347
Bowman - IH-35 to A.W. Grimes (Water Tank Lot)	8	24	192	1	376,377
Bowman Rd Ditches North Side	5	24	120	1	376,377
Sunrise Rd - University to Hwy 79	8	24	192	1	346,376
Red Bud - CR 117 to Hwy 79	9	24	216	1	348,378
Seton Pkwy	3.5	24	84	1	347
Medical Center Pkwy	0.5	24	12	1	347
Old Settler Blvd - IH 35 to Red Bud	14	24	336	1	376,377,347,348
Greenhill Dr.	0.5	24	12	1	376
Commerce and Enterprise Areas	5.67	24	136.08	1	376
Provident Ln (Curb to Fence)	0.68	24	16.32	1	377
Total:	62.35		1496.40		

IFB No. 17-012 - Grounds Maintenance Services					
Transportation					
Transportation - Quadrant 2					
Greenlawn Blvd -Hwy 45 Frontage to IH 35 Frontage	7	24	168	2	406,407
Greenlawn Blvd - Zephyr to Dell Campus	2	24	48	2	407
Pflugerville Pkwy - Greenlawn to City Limits	1	24	24	2	407
Kenny Ft. - Chandler Creek to Forest Creek	6	24	144	2	377,407
Red Bud - Gattis School Rd. to Hwy 79	4	24	96	2	378,408
South Mays - Hwy 79 to Hesters Crossing	3	24	72	2	376,406
Double Creek - Hwy 45 to Forest Creek	1.75	24	42	2	407
High Country - Gattis School to Hwy 45	1.75	24	42	2	408
Gattis School Rd. - IH 35 to Red Bud	4.5	24	108	2	406,407,408
A.W. Grimes - Hwy 79 to Hwy 45	7	24	168	2	377,407
A.W. Grimes - Hwy 45 to City Limits	0.5	24	12	2	407
Alley between Zephyr and Stratford	0.25	24	6	2	407
Dell Way - Mays to Dell center	0.5	24	12	2	406,407
Rusk Rd	1	24	24	2	407
Forest Creek - Pieces not done by HOA	2	24	48	2	407
RR Proper (Austin, Liberty, Stone, Lewis, Spring, Milam)	4.5	24	108	2	376
Meister	3.75	24	90	2	407

IFB No. 17-012 - Grounds Maintenance Services					
Transportation					
Quadrant 2 - Continued					
Transportation - Quadrant 2					
Ray Berglund - Double Creek to Dead End	1.5	24	36	2	407
620 / IH 35 and Round Rock Avenue	2.09	24	50.16	2	376
Dell Way	9.79	24	234.96	2	406,407
Old Gypsum Yard Site	0.5	24	12	2	406
Kenny Ft. – Old Settlers Blvd. and the Park Entry Rd.	5.00	24	120	2	347
Total:	69.38		1665.12		

IFB No. 17-012 - Grounds Maintenance Services					
Transportation					
Transportation - Quadrant 3					
Deepwood Dr - Hwy 620 to Oakridge	2.5	24	60	3	376,406
Mcneil Rd. - Florence St to City Limits	6.25	24	150	3	406
Smeyers Ln	2.25	24	54	3	375
Oakwood Blvd (Islands and Row)	0.25	24	6	3	375
Clark St	0.75	24	18	3	376
CR 172	4.5	24	108	3	406
Hesters Crossing - Rawhide to Dry Creek	0.25	24	6	3	406
Hesters Crossing - Island at IH 35 frontage	0.25	24	6	3	406
Oakridge Dr.	0.25	24	6	3	406
Parker Dr	0.25	24	6	3	406
Sam Bass Rd - 3406 to IH 35	2.25	24	54	3	375,376
Creek Bend - Sam Bass to to Wyoming Springs	2.5	24	60	3	375
Somerset - Sam Bass to Peachtree Valley	0.25	24	6	3	376
Lake Creek (School Row)	0.75	24	18	3	406
Creekbend Blvd (Old Section)	1.18	24	28.32	3	375
Total:	24.43		586.32		

IFB No. 17-012 - Grounds Maintenance Services					
Transportation					
Transportation - Quadrant 4					
Chisholm Trail - Sam Bass to IH 35 Frontage	5	24	120	4	346,376
Sports Center ROW	0.5	24	12	4	376
Chisholm Pkwy - IH 35 frontage to Chisholm Trail	1	24	24	4	376
Creek Bend Dr - FM 3406 to West end	2	24	48	4	375
Total:	8.5		204		

Grounds Maintenance Services
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IFB No. 17-012 - Grounds Maintenance Services					
Transportation					
Transportation - Quadrants 1, 2, 3, & 4					
IH 35 / 79 - Mays / 79 interchange and areas	23.64	24	567.36	1,2,3,4	376
Total:	23.64		567.36		

IFB No. 17-012 - Grounds Maintenance Services					
Transportation					
Transportation - Supplemental Mowing					
Hwy 79 ROW	200	2	400	1,2	377
Total:	200		400		
SUB-TOTAL: TRANSPORTATION	383.3		4919.20		

IFB No. 17-012 - Grounds Maintenance Services					
Parks & Recreation					
Parks & Recreation - Quadrant 1					
Bowman Park	8.77	24	210.48	1	376
Eagle Ridge	3.54	24	84.96	1	346
Jester Farms Greenbelt	4.3	24	103.2	1	376,377
Rock Hollow Park	10.57	24	253.68	1	377
Ryan's Crossing / Dell Diamond Greenbelts	4.58	24	109.92	1	377,378
Settlement Park	1.08	24	25.92	1	376
University Village Park	3.81	24	91.44	1	347
Legends Village Areas 1 & 2	1.74	24	41.76	1	377
Total:	38.39		921.36		

IFB No. 17-012 - Grounds Maintenance Services					
Parks & Recreation					
Parks & Recreation - Quadrant 2					
Bradford Park	5.3	24	127.2	2	408
High Country Park	8.28	24	198.72	2	108
Southcreek Greenbelt	0.5	24	12	2	407
Food Trailer Ct. (Next to 416 N. Mays)	1.14	24	27.36	2	376
Total:	15.22		365.28		

IFB No. 17-012 - Grounds Maintenance Services					
Parks & Recreation					
Parks & Recreation - Quadrant 3					
Creekmont Park (West Creek Loop)	2.29	24	54.96	3	406
Frontier Park	7.5	24	180	3	406
RR West Electrical Easement	18	24	432	3	406
Somerset Park	9.04	24	216.96	3	376
St. Williams Lp	4.5	24	108	3	406
Woods Greenbelt	18.3	24	439.2	3	376
Total:	59.63		1,431.12		

Grounds Maintenance Services
 IFB No. 17-012
 Class/Item: 988-36 / 988-75
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IFB No. 17-012 - Grounds Maintenance Services					
Parks & Recreation					
Parks & Recreation - Quadrant 4					
Behrens Ranch Park (designated areas)	2.6	24	62.4	4	375
Hidden Glen Park	21.4	24	513.6	4	346
Total:	24		576		
SUB-TOTAL: PARKS & RECREATION	137.24		3293.76		
TOTAL: TRANSPORTATION AND PARKS & RECREATION	520.54		8212.96		

Grounds Maintenance Services
IFB No. 17-012
Class/Item: 988-36 / 988-75
April 2017

**ATTACHMENT B
PARKS AND RECREATION
MOWING MAPS**



PARD Mowing
Maps_2017 04 03.pd

NOTE: PARD mowing map will be posted separately to the City of Round Rock website as Attachment B at:

<https://www.roundrocktexas.gov/departments/purchasing/purchasing-active-solicitations/>

Grounds Maintenance Services
IFB No. 17-012
Class/Item: 988-36 / 988-75
April 2017

**ATTACHMENT E
ADDENDUM ACKNOWLEDGMENT FORM**

NOTE: If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

Addenda Acknowledgment: The undersigned acknowledges the receipt of the following Addenda:

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Addendum #: _____ **Dated:** _____

Respondent (Company): _____

Signature (in ink): _____

Name (Typed/printed): _____

Title: _____ **Date:** _____

Grounds Maintenance Services
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Class/Item: 988-36 / 988-75
April 2017

**ATTACHMENT F
NOTICE TO PROCEED - EXAMPLE**

Example - "Notice-to-Proceed" Document for bidder's reference "Only".

City of Round Rock

NOTICE TO PROCEED

TO: JOHN Q. CONTRACTOR, LAWN MOWER CONSTRUCTION

FROM: CITY INSPECTOR

SUBJECT: START OF MOWING CONTRACT, CYCLE XX

DATE: JUNE 1, 2015

This is the official notice to proceed with ground's maintenance of Quadrant ROW 1. Please review the specifications in the contract and begin this cycle.

SCOPE OF WORK: ROW 1 must be completed to contract specifications by June 15, 2015.

Contract specifications will be *strictly enforced* for the duration of this contract.

Remember to clean off curbs and sidewalks. Notify this office of any large piles of debris.

Fax daily "Work Record Summary" of completed areas to: Fax number is 512-218-5548.

If you have questions, please call me at 512-218-5547.

Contractor Name_____

Authorized Representative Signature_____

City Inspector Signature_____

Print Name Print Name_____

Date_____

Note: Notice-to-Proceed must be signed and dated and have the appropriate Work Summary reports turned in to City Inspector before another Notice to Proceed is issued.

