INVITATION TO BID (ITB) NO. I059-2017

CLOSING DATE AND TIME: FEBRUARY 23, 2017 - 2:00 P.M.


BIDS SHALL BE SUBMITTED ON THIS FORM

The City of Mesquite, Texas, invites, mailed or hand delivered bids from all qualified vendors desiring to bid on the Annual Landscape Maintenance of the City of Mesquite Animal Shelter, The Community Services Building, The Florence Ranch Homestead and Via Del Norte Medians and Landscape Areas, complying with the following specifications as listed herein.

A pre-bid conference will be held at 10:30 a.m. on Wednesday, February 15, 2017 in the Fire Administration Conference Room located at 1515 N. Galloway Avenue, Mesquite, Texas. Although it is not required, prospective bidders are encouraged to attend this conference.

Address bids to Ryan Williams, Manager of Purchasing, City of Mesquite, P.O. Box 850137, Mesquite, Texas 75185-0137. Mark envelope in lower left corner “ITB NO. I059-2017; the Annual Landscape Maintenance of the City of Mesquite Animal Shelter, The Community Services Building, The Florence Ranch Homestead and Via Del Norte Medians and Landscape Areas,” so the bids will not be opened until the appointed hour. Bids may also be submitted by courier or hand delivered in a sealed envelope to Ryan Williams, Manager of Purchasing, City of Mesquite, 1515 N. Galloway Avenue, Mesquite, Texas 75149. Bids submitted must be received before bid closing on February 23, 2017 at 2:00 p.m.

GENERAL CLAUSES AND CONDITIONS

1. If you have questions regarding the preparation of your bid, you may contact: purchasing@cityofmesquite.com.

2. If you do not intend to bid on this project, please complete the bottom portion of the bid sheet, mark bid sheet “NO BID” and return form to the Purchasing Department. Your assistance in this matter is greatly appreciated.

3. Protection of Resident Workers: The City of Mesquite actively supports the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

4. Laws and Ordinances: The Contractor shall at all times observe and comply with all Federal, State and local laws, ordinances and regulations which in any manner affect the Contract or the work, and shall indemnify and save harmless the City against any claim arising from the violation of any such laws, ordinances and regulations whether by the Contractor or his employees.
5. Bidders desiring a copy of the bid tabulation sheet may request same by enclosing a self-addressed stamped envelope with bid. BID RESULTS WILL NOT BE GIVEN BY TELEPHONE OR EMAIL. If you have any questions, please contact the City of Mesquite Purchasing Department at 972-216-6201. Or, check our Web site at www.cityofmesquite.com 24-48 hours after bid opening for a bid tabulation.

6. Bids must be received in duplicate, on this form, prior to the closing date and time to be considered. Bids must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the ITB. The City of Mesquite will not be responsible for mail delivered from the post office. Bids received after the published time and date cannot be considered and will be returned unopened.

7. Bidder shall attach official documentation from the State of Texas or other qualified certification agency of M/WBE status of your company with bid. This data is for informational purposes only and will not affect the bid award.

8. A completed W-9 form will be required within five (5) business days by the apparent low bidder once notification has been received.

9. In submitting an offer, respondent certifies that they have not participated in nor have they been party to any collusion, price fixing or any other illegal or unethical agreements with any company, firm or person concerning the pricing offered.

10. The attached Non-Exclusion Affidavit for General Contractors form shall be signed, notarized and submitted with bid.

11. All bids must be signed by an authorized representative of the company.

12. The prices quoted in this bid shall be F.O.B. Mesquite, Texas 75149.

13. Any ambiguity in the bid as a result of omission, error, lack of clarity or non-compliance by the Bidder with specifications, instructions and all conditions shall be construed in favor of the City.

14. The City of Mesquite reserves the right to reject any and all bids, waive formalities and to make award of bid as may be deemed to the best advantage of the City. No bid may be withdrawn within forty-five (45) days after date of opening.

15. This Contract may be terminated at any time with thirty (30) days written notice by either the City of Mesquite or successful bidder.

16. Prices shall be filled in and extended on the bid sheet. In case of discrepancy between the unit price and the extension, the unit price will be taken.

17. Bidder shall complete all information requested and blanks provided shall be filled in beside or under each item. Failure to completely describe the merchandise being bid may result in rejection of your bid.

18. The City is exempt from all sales and excise taxes.

19. The City of Mesquite reserves the right to evaluate variations from these specifications. If exceptions are made, bidder shall state wherein the merchandise fails to meet these specifications. Failure to completely describe the merchandise being bid may result in rejection of your bid.
20. Quantities are estimated and based on projected usage. It is specifically understood and agreed that these quantities are estimated and any increased quantities will be paid at the regular quoted price. The contractor shall not have any claim against the City of Mesquite for any quantities ordered that are less than the estimated bid amount.

21. Award of contract shall be made on an "all or nothing" basis at the discretion of the City of Mesquite.

22. Orders shall be placed on an “as-needed” basis at the discretion of the City of Mesquite. Bidders shall advise if there is a minimum dollar amount per order.

22. It is the vendor’s responsibility to check for any addendums that might have been issued before the bid closing date and time.

23. Cooperative Purchasing: As permitted under the Texas Local Government Code, Chapter 791025, other government entities may wish to also participate under the same terms and conditions contained in this contract (piggyback). Each entity wishing to piggyback must have prior authorization from the City of Mesquite and vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of Mesquite shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract.

Successful bidder agrees to extend prices to all entities that have entered into or will enter into joint purchasing interlocal cooperation agreements with the City of Mesquite _______Yes _______No.

24. Price quoted shall prevail for the entire term of the contract; one (1) year starting after bid is awarded to the successful bidder. A renewal option is included as a part of this bid for an additional two (2) one-year periods, renewable on anniversary of the original date, provided bidder can maintain bid prices and both parties are in mutual agreement.

25. The insurance requirements are included in the bid document. Bidders agree to provide and to maintain the required types of insurance for the term of the contract. An original certificate of insurance will be required within 10 business days by the apparent low bidder once notification has been received.

26. All BIDDERS must submit, with bid, either a Bid Bond on the form provided herein, a Cashier’s Check or Certified Check in the amount of five percent (5%) of the total bid.

27. The Contract form is included for Bidders information so that Bidders may be familiar with their contents and requirements. Bidder shall not fill in or execute these forms at time of bid submittal. Upon award of the bid the awarded vendor will be required to execute the contract.

28. This project is being evaluated utilizing a "Best Value" method. Bid will be awarded using the Selection Criteria detailed in the invitation to bid documents.
1. **Price escalation:** The City of Mesquite favors fixed pricing. However, due to market conditions, which may result in an increase in the costs of materials awarded by this contract during the contract term, the City may consider, at its option, a request by the successful bidder for a price escalation equivalent to the percentage increase of materials. Price escalation will be made under the following conditions: 1) no request for a price escalation will be considered for the first year of the contract period; 2) Contractor will be required to provide written confirmation from his supplier indicating the exact percentage of increase as well as the effective date of the escalation; 3) The City reserves the right to accept or reject the price increase; and 4) If the price increase is rejected, the Contractor shall provide the materials at the contracted price or may cancel the contract for the remaining term.

2. Bidders shall fill out the following required documents and submit with bid. If the following forms are not included, the bid may be considered non-responsive.

   **Bid Check List:**
   - Non-Exclusion Affidavit for General Contractors
   - Conflict of Interest Form
   - Schedule of Bid Items
   - References
   - Bidder’s List of Proposed Equipment
   - Acknowledgement by Contractor
   - Bid Bond, Cashier’s or Certified Check
   - Special Conditions, Terms, Delivery and Signature page
   - **Copy of Applicator’s License certified under the Structural Pest Control Services Division of the Texas Department of Agriculture or the Agricultural Division of the Texas Department of Agriculture (TDA)**
Standards of Conduct

The City of Mesquite conducts business with the public, business partners, vendors and contractors under a set of rules to ensure that all City officials and employees discharge their duties in a manner designed to promote public trust and confidence in our city. This code of ethics, titled Standards of Conduct, is taken from the Mesquite City Code, Chapter 2, Art. IV, Sec 2-123.

The City wants you to be aware of the rules that its employees are required to follow while performing their services to you. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by outlining these rules for you, your experience in dealing with the City of Mesquite will be both rewarding and satisfactory.

Acceptance of Gifts or Gratuities

Accepting gifts or gratuities by employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Please do not offer employees any gift, loans or any other thing of value.
- Employees may not receive any fee or compensation for their services from any source other than the City, so please don’t offer.
- Please do not offer to buy meals for employees.
- Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors for exceptional service by employees are always welcome.

Conflicts of Interest

Employees are prohibited from engaging in any outside activities that conflict with, or have the appearance of conflicting with, the duties assigned to them in the employment of the City.

- Please do not ask employees for any special favor or consideration that is not available to every other citizen.
- Please do not ask an employee to disclose any information that is not available to every other citizen through normal public information channels.
- Please do not offer to compensate the employee by offering to hire, or do business with any business entity of the employee or family member.
- Do not ask employees to represent you or your company or make any recommendations on your behalf other than those that are a part of their official duties with the City.
- Please do not ask employees to endorse the products or services of your company.
- Please do not ask employees to hand out or post advertising materials.

Solicitation by City Employees

Employees may not solicit gifts, loans, or any other items of value from people doing City business that will be used by them personally.

- If you are asked to pay a fee for services that you believe is improper or illegal, please contact the City’s ethic’s officer at 972-329-8723. (payments should only be made to designated cashiers or clerks)
- Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee’s official duties for the City.
**Use of City Equipment, Facilities and Resources**

Use of City equipment, facilities and resources is authorized only for City purposes and for those activities permitted by City ordinance and policy.

- Please do not ask employees to use City equipment to run errands or perform tasks for your benefit.
- Employees may not perform tasks, nor conduct any business not related to their official duties while on City time.

**Your Rights and Expectations**

When dealing with employees of the City of Mesquite you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Mesquite and our goal is to serve them to the best of our ability.

**Should you have any concerns or questions concerning this information or the conduct of any of our employees please contact the City’s ethics officer at 972-329-8723.** All calls to the City’s ethics officer are confidential and your name (or any other identifying information) will not be disclosed.

Cliff Keheley
City Manager
Non-Exclusion Affidavit for General Contractors

Federal, state, and local government agencies, not-profits, and other organizations that use federal money to fund all or part of any program or project are required to follow specific requirements regarding the use of such federal funds. One of these requirements is that no contract, subcontract, grant, financial assistance, or other forms of assistance provided using federal funds may be awarded to individuals or entities that have been suspended, debarred, or otherwise excluded from participation in federally funded programs.

The U.S. federal government maintains a Web site known as the “System for Award Management” (SAM) at www.sam.gov. One of the purposes of the SAM Web site is to provide a comprehensive list of all individuals, firms, and other entities that have been suspended, debarred, or otherwise excluded from participation in federally funded contracts, subcontracts, grants, etc. SAM provides a simple means of helping government, non-profit agencies, and other organizations ensure that they do not award federally-funded grants, contracts, subcontracts, or other financial or non-financial benefits to any individual, firm, or other entity that has been excluded by any agency from participation in such federally funded activities.

I, ________________________________ (Contractor Representative), hereby certify that neither I nor ________________________________ (Name of the company or organization I represent) nor any subcontractors that I or said company may employ to work on any federally funded activity have been suspended, debarred, or otherwise excluded by any federal agency from participation in any federally funded activity. I further acknowledge my understanding that, before entering into a contract with me or with the company or organization I represent, City of Mesquite staff will perform a search on www.sam.gov to verify whether I, the organization I represent, or any subcontractors I may employ to work on any federally funded activity, have been excluded from participation in any federally funded activity.

_________________________________________  ________________________________
Signature of Contractor Representative                  Date

Sworn to and subscribed before me this ________ day of ___________, 20________

_________________________________________
Notary Public in and for ____________ County, ____________ (Insert State Name)
## CONFLICT OF INTEREST QUESTIONNAIRE

**For vendor doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1. **Name of vendor who has a business relationship with local governmental entity.**

2. **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. **Name of local government officer about whom the information is being disclosed.**

4. **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

   **A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?**

   - [ ] Yes  
   - [ ] No

   **B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?**

   - [ ] Yes  
   - [ ] No

5. **Describe each employment or business relationship that the vendor named in Section 1 described with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

6. **Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).**

7. **Signature of vendor doing business with the governmental entity**

   **Date**

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Form provided by Texas Ethics Commission  
www.ethics.state.tx.us  
Revised 11/30/2015
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(1) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that
   (i) a contract between the local governmental entity and vendor has been executed; or
   (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
   (i) a contract between the local governmental entity and vendor has been executed; or
   (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:
   (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
   (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:
   (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
   (B) that the vendor has given one or more gifts described by Subsection (a); or
   (C) of a family relationship with a local government officer.
### INSURANCE

#### A. AMOUNTS OF INSURANCE
Contractor agrees to provide and to maintain the following types and amounts of insurance, for the term of this Contract.

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Worker’s Compensation and Employer’s Liability</td>
<td>Statutory Limits $100,000 per occurrence</td>
</tr>
<tr>
<td>2. Commercial (Public Liability)</td>
<td>Bodily Injury:</td>
</tr>
<tr>
<td></td>
<td>$500,000 per person</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 per occurrence</td>
</tr>
<tr>
<td></td>
<td>Property Damage:</td>
</tr>
<tr>
<td></td>
<td>$500,000 per occurrence</td>
</tr>
<tr>
<td>A. Premises/Operations</td>
<td></td>
</tr>
<tr>
<td>B. Independent Contractors</td>
<td></td>
</tr>
<tr>
<td>C. Personal Injury</td>
<td></td>
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<tr>
<td>D. Products/Complete Operations</td>
<td></td>
</tr>
<tr>
<td>E. Contractual Liability (insuring above indemnity provisions)</td>
<td>with general aggregate of $1,000,000</td>
</tr>
<tr>
<td>Automobile Policy:</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

The preceding amounts notwithstanding, the City reserves the right to increase the minimum required insurance to be effective thirty (30) days after notice is sent to the address provided herein. The Contractor may pass through to the City all costs for obtaining the increase in the insurance coverage.

#### B. OTHER INSURANCE REQUIREMENTS
The Contractor understands that it is its sole responsibility to provide the required Certificate and that failure to comply within 10 business days after notice of award and according to the requirements of this article shall be a cause for termination of this Contract.

For any pesticide spraying performed, the City of Mesquite will require the successful bidder to carry Pollution Liability Insurance and Environmental Impairment Liability Insurance.

Insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination and approval by the City Attorney’s office for their adequacy as to form, content, form of protection, and providing company.

Insurance required by this Contract for the City, as additional insured shall be primary insurance and not contributing with any other insurance available to City, under any third party liability policy. The Contractor further agrees that with respect to the above required insurances, the City shall:

1. Be named as additional insured/or an insured, on all required insurance except workers’ compensation. Blanket Endorsements are acceptable in meeting this requirement if copies of the endorsements are provided along with the certificate. If using a form that has specific boxes labeled for additional insured, checking those specific boxes is acceptable in meeting this requirement as well.
2. Be provided with a waiver of subrogation, in favor of the City on all required insurance. Blanket Endorsements are acceptable in meeting this requirement if copies of the endorsements are provided along with the certificate. If using a form that has specific boxes labeled for waiver of subrogation, checking those specific boxes is acceptable in meeting this requirement as well.

3. Be provided with an unconditional 30 days’ advance written notice of cancellation or material change.

4. Prior to execution of this Agreement, proof of insurance shall be provided through the office of the City Secretary with either their original Certificate of Insurance or their insurance policy evidencing the above requirements. Thereafter, new certificates or copies of the policies shall be furnished prior to the expiration date of any prior certificate.

C. ADDITIONAL WORKER’S COMPENSATION INSURANCE REQUIREMENTS

1. Definitions:
Certificate of coverage (“certificate”) A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement showing statutory Worker’s Compensation insurance coverage for the person’s or entity’s employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the contractors’/person’s work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project (subcontractor” in 406.096) - includes all persons or entitles performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity or employees of any entity, which furnishes persons to provide services on the project. “Services” include, without limitation, providing, hauling, or other service related to a project. “Services” does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

2. The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements. Which meets the statutory requirements of Texas Labor Code, Section 401.011 (44) for all employees of the contractor providing services on the project, for the duration of the project.

3. The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

4. If the coverage period shown on the contractor’s current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

5. The contract shall obtain from each person providing services on a project, and provide to the governmental entity:

(a) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage for all persons providing services on the project; and

(b) no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

6. The Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.
INSTRUCTIONS TO BIDDERS

1. ALL BIDDERS must submit, with bid, either a Bid Bond on the form provided herein, or a Certified Check in the amount of five percent (5%) of the total bid. If bidder is faxing their bid, the Bid Bond, or Certified Check shall be mailed or hand delivered to the Purchasing Office prior to the bid closing date and time.

2. Bids received by the City will be compared on a “Total Base Bid” basis and the contract will be awarded as most advantageous and of best value to the City. Quantities depicted are estimated and based on the number of projected weeks or cycles of maintenance anticipated. It is specifically understood and agreed that these quantities are approximate and any increased quantities shall be the responsibility of the Contractor at no additional expense to the City. The contractor shall not have any claim against the City of Mesquite for any quantities that are less than or more than the estimated bid amount. The Landscape Maintenance of the City of Mesquite Animal Shelter, The Community Services Building and The Florence Ranch Homestead and Via Del Norte Medians and Landscape Areas, is for a 12-month period as described in the “Specifications” attached hereto.

3. The Contract form is included for Bidders information so that Bidders may be familiar with the contents and requirements. Bidder shall not fill in or execute this form at time of bid submittal. Upon award of the bid, the awarded vendor will be required to execute the contract.

4. The successful Bidder/Contractor will be required to have a Certified Applicator, on staff to apply herbicide/pesticide work prescribed in this contract. The Licensed Applicator can be certified under the Structural Pest Control Services Division of the Texas Department of Agriculture or the Agricultural Division of the Texas Department of Agriculture (TDA). A copy of the applicator’s license shall be provided with the bid and will be placed in the successful bidder’s file.

5. The apparent best value bidder will be required to submit original Certificates of Insurance, using the forms provided by the City, evidencing insurance coverage meeting all requirements stated in the Instructions to Bidders and Special Provisions within five business days of notification that bidder has submitted the apparent low bid. Failure or inability to provide the required insurance may be failure to perform and Bidder’s Certified Check or Bid Bond will be subject to forfeiture.

6. Bidders must submit, with their bid, a list of equipment to be used and five (5) work references. The list of equipment should include year, model and make of all equipment to be used. Equipment shall be subject to inspection by the City Representative.

7. No payment, on any basis, will be made for unsatisfactory or incomplete applications of specified fertilizers. The determinations of the City Representative shall be final on all work. All touch up work shall be completed within 24 hours of notice. No pay item shall be authorized for incomplete work not completed after 24-hour notice and equal to the unit price of the total site acreage.

8. All proposed equipment shall be subject to inspection by the City Representative.

9. Thirty (30) days advance written notice will be given by either party for termination of contract. The Parks and Recreation Department can cancel the Agreement immediately if the department determines that the Contractor is not fulfilling their responsibilities.

10. The Texas Commission on Environmental Quality is the licensing authority in the State of Texas for Irrigators. Chapter 34 of the Texas Water Code states that a business or its employees who engage in the installation, inspection or maintenance or sprinkler systems must be a Licensed Irrigator. Therefore, be advised that you cannot submit a proposal for this bid unless you or a staff member if a Licensed Irrigator.
SPECIFICATIONS

SCOPE OF CONTRACT
The intent of this contract is to secure by private contract the Annual Landscape Maintenance of the City of Mesquite Animal Shelter, the Community Services Building, the Florence Ranch Homestead and Via Del Norte Medians and Landscape Areas.

CONTRACTOR OPERATIONS
1. The Contractor (successful bidder) will work under the direction of the Superintendent of Park Services or his/her Representative (hereafter referred to as the “City Representative”) who will monitor the maintenance by required inspections to determine the acceptance or rejection of any work/applications as required under this contract.

2. The Contractor will operate as an independent contractor and not as an agent, representative, partner or employee of the City of Mesquite and shall control his operations at the work site and be solely responsible for the acts or omissions of his employees.

3. The Contractor shall provide supervision to the work or shall have a competent supervisor on the job at all times during process of the work, with authority to act for him and be available for consultation with the City Representative. Site inspections shall not be scheduled later than 2:00 p.m.

4. The Contractor and employees will be courteous to the public at all times while at the work site.

5. The Contractor may not sell, sublet or otherwise assign the contract maintenance responsibilities to others without written consent of the Parks and Recreation Department.

6. The Contractor must provide a valid office telephone number or cellular telephone number to the specified City Representative, at all times, when working in Mesquite. One of these telephone numbers must be answered during normal working hours.

7. All wages, taxes and workman’s compensation of all contract employees shall be paid by the Contractor.

8. The Contractor will be required to keep sufficient equipment and labor on hand to perform the maintenance requirements outlined in this proposal.

9. The work covered under this contract is on an as-needed basis for a 12-month period from the date of the executed agreement. The contract will include furnishing all labor, materials, and equipment necessary to perform the required grounds maintenance tasks as specified in the bid document. All work must be completed within the normal workweek, scheduled on Mondays and Thursdays.

10. Contractor will be responsible for any damage done to City property, due to negligence of his/her employees and/or equipment (exception: underground utilities, irrigation valves, irrigation lines and/or sprinkler heads) He/she will be responsible for replacement of all trees, shrubs, and groundcovers destroyed by him/her or his/her employees during work/applications.

The City of Mesquite will not be liable for and hold any loss or damage sustained by the Contractor. The Contractor shall save the City of Mesquite whole and harmless from any and all claims for damage of whatsoever nature and kind, suffered or asserted to have been suffered by the person or property of any person whomsoever, growing out of or resulting from or in any way connected with the job. Contractor will exercise every necessary precaution for the safety of the property and the protection of any and all persons and/or property located adjacent to or making passage through said property. All claims and repairs are to be made by the Contractor in a timely manner (within 48 hrs.).
A. PROJECTED LANDSCAPE MAINTENANCE PROGRAM

Scheduled weekly maintenance shall be performed on Mondays (Community Services Building and Via Del Norte Medians and Landscape Areas) and Thursdays (Animal Shelter and The Florence Ranch Homestead), unless inclement weather or holidays alter this schedule.

The following projected Landscape Maintenance Program is for acquainting the bidder with the probable volume of work, but does not establish a minimum or maximum of work to be expected during the contract period.

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<th>Turf Areas</th>
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<td>1. General site clean-up, debris and trash removal</td>
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<td>3. Weedeat around obvious obstructions weekly as needed</td>
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<td>4. Edging (lawn areas) weekly as required</td>
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<td>5. Mowing weekly as required on Thursday</td>
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<td>6. Pre-emergent weed application</td>
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<td>7. Post-emergent herbicide application (grassy weeds)</td>
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<td>8. Post-emergent herbicide application (Broadleaf weeds)</td>
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<td>9. Post-emergent herbicide application (Monument for control of Nutsedge)</td>
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<td>10. Monitor/inspect/repair irrigation systems</td>
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<tr>
<td>11. Fire Ant Control and Treatment Applications of Granular Award Growth Regulator</td>
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<td>12. Insects/Disease Inspection and Control</td>
<td>MONITOR WEEKLY/TREAT AS-NEEDED/ADVISE CITY REPRESENTATIVE</td>
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*Herbicides for the control of broadleaf weeds, grassy weeds and sedges, shall be applied with touch-up treatments 10-14 days later. A suitable broadleaf herbicide shall be mixed with the Celsius to insure eradication of grassy and broadleaf weeds. No additional expense shall be incurred by the City for the touch-up treatment.

**Applications of Award Fire Ant Bait or Approved Equal shall be applied twice per year in April and September at a rate of one (1) pound of bait per acre per treatment. Individual mound drenching shall be required as-needed.

<table>
<thead>
<tr>
<th>Tree-Shade and Ornamental</th>
<th>Jan</th>
<th>Feb</th>
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<tbody>
<tr>
<td>1. Pruning/trimming/shaping</td>
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<td>3. Establish two (2) inches of tree mulch in each tree well at all times.</td>
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<tr>
<th>Shrub/Groundcover/Flower beds</th>
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<tr>
<td>1. Cultivate/weeding as-needed to maintain neat/ orderly appearance (weekly)</td>
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<td>3. Establish two (2) inches of mulch in all defined shrub and flowerbeds - At all times</td>
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<td>4. Shrub pruning and trimming (monthly)</td>
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<td>5. Maintain steel edging to 1-1/2” above ground level</td>
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<td>6. Remove trash, leaves, debris (weekly)</td>
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<td>7. Monitor/inspect/repair irrigation systems</td>
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<td>8. Post-emergent herbicide application (Monument for control of Nutsedge)</td>
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9. Pre-emergent Application  

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10. Fire Ant Control and Treatments (Applications of Granular Award Growth Regulator)  

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11. Insects/disease inspection and control  

|   | MONITOR WEEKLY/TREAT AS-NEEDED/ADVISE CITY REPRESENTATIVE |

**Note:** Calendar weeks may vary during each year. A month will be considered either a four-week or five-week period and will need to be adjusted each calendar year. (Determined by number of weeks per month with Mondays and Thursdays.)

## B. TURF MAINTENANCE

1. The mowing of specified lawn areas shall include the mowing and trimming of all turf within each area. **All mowing must be performed with a “finish-type” cut, rider or walk-behind mowers.** A cutting height of two-inches (2") is required. Debris will be removed by the contractor prior to mowing. Clippings will be collected and removed from the site after each mowing. Clippings will not be blown into the street or into storm inlets, when mowing or blowing lawn and landscape areas.

2. Bruising or rough cutting of grass will not be permitted. Mowers will also be adjusted and operated so that the grass is cut at a uniform height. At no time shall it be permissible to raise mowing height unless authorized by the City Representative.

3. All edges shall be neatly edged (curbs and sidewalks-steel blade edger required) after each cutting or as necessary. This trimming shall include cutting all grass along walls, curbs, sidewalks, concrete flumes, mow strips, or any object immediately adjacent to the lawn areas. Steel blade edging required adjacent to all concrete surfaces.

4. Care shall be taken to avoid damage to tree trunks, shrubs, sprinklers and other structure. Damage shall be reported to the City Representative and repairs promptly made.

5. All turf areas shall be fertilized four times per growing season during the months of April, June, August and October utilizing a fertilizer blend with a 1-0-0, 3-1-2 ratio (last application in October) of N, P and K, slow release with 50% Sulfur Coated Urea (minimum of 20% of N) at a rate of 300 pounds of fertilizer per acre. Applications are to be applied with rotary or cyclone style spreaders with a guaranteed uniform and consistent coverage. Streaking or yellowing caused by improper applications shall be re-applied by the Contractor at no additional expense to the City.

6. All turf areas shall receive two applications of a pre-emergent herbicide during the months of February and September of each year. Post emergent applications, as-needed, with touchup/follow-up treatments of a commercial grade grassy weed herbicide with a broadleaf herbicide added, at the recommended rates, shall be applied to all turf areas during the fall for the eradication of Dallisgrass, crabgrass and broadleaf weeds. The two-step applications shall be applied within 10-14 day intervals. A suitable herbicide, such as Monument, or approved equivalent shall be applied to turf and shrub beds twice per year in the spring and fall. It shall be the responsibility of the Contractor to adjust irrigation cycles as per the label requirements to insure proper utilization of the herbicide. Applications made within 12 hours of predicted rainfall shall be subject to re-application at no additional expense to the City.
7. The Contractor shall be responsible for two applications of Award Fire Ant Growth Regulator, to be applied during the months of April and September of each year. The Contractor shall keep all turf areas clear of fire ant mounds at all times, between applications of Award, by utilizing a quick knockdown liquid insecticide drench.

8. Use caution in spraying Roundup, or approved equivalent, as a chemical edging around trees, bed borders and other areas. It is preferred to not use chemicals for edging purposes at the Animal Shelter and the Community Services Building. Roundup can be used in approved areas at the Florence Ranch Homestead and the Via Del Norte Medians and Landscape Areas. Caution should be exercised in spraying under perimeter fences at the homestead.

C. LANDSCAPE BED MAINTENANCE

1. All landscape beds shall be weeded weekly, as-needed. If chemical control of weeds is needed, this service shall be provided by the Contractor, at no additional charge to the City.

2. Asian Jasmine beds shall be mowed or trimmed on a regular basis and as-needed, to keep all top growth at a uniform height.

3. All landscape areas/beds shall be fertilized three times per growing season during the months of February, May and October utilizing a fertilizer blend with a 3-1-2 ratio of N, P and K, slow release with 50% Sulfur Coated Urea (minimum of 20% of N) at a rate of one pound per 100 square feet of bed area. Applications are to be applied with rotary or cyclone style spreaders with a guaranteed uniform and consistent coverage. Streaking or yellowing caused by improper applications shall be re-applied by the Contractor at no additional expense to the City.

4. The Contractor shall be responsible for two applications of Award Fire Ant Growth Regulator, to be applied during the months of April and September of each year. The Contractor shall keep all landscape areas/beds clear of fire ant mounds at all times, between applications of Award, by utilizing a quick knockdown liquid insecticide drench.

5. All bed areas bordered by concrete curbline shall be edged weekly or as-needed. All beds bordered by steel edging shall be stringline trimmed each week or as-needed.

6. Care shall be taken to avoid damage to tree trunks, shrubs, sprinklers and other structure. Damage shall be reported to the City Representative and repairs promptly made.

7. All landscape areas/beds shall receive two applications of a pre-emergent herbicide during the months of February and September of each year. A suitable herbicide such as Monument shall be applied to the landscape areas/beds twice per year in the spring and fall. It shall be the responsibility of the Contractor to adjust irrigation cycles as per the label requirements to insure proper utilization of the herbicide. Applications made within 12 hours of predicted rainfall shall be subject to re-application at no additional expense to the City.

8. All shrubbery shall be trimmed, as the growth habits of each variety dictate, on an as-needed basis. It is strongly recommended that the Contractor use some type of chemical growth regulator to slow the growth of shrubbery.
D. TREE PRUNING

1. All pruning shall be done by qualified professional personnel using recognized and approved methods and techniques.

2. Pruning shall be done by thinning and shaping to achieve a natural appearance. Excessive pruning or stubbing back will not be permitted. All pruning cuts shall be made flush to branch collar. They shall be cleanly cut with no tearing of the bark. All dead or damaged branches shall be removed from the site and disposed of properly.

3. The removal of broken limbs (on trees six-inch (6”) in diameter or smaller) and desuckering shall be performed weekly or as-needed.

4. The contractor shall be responsible for the removal of dead trees that are six-inches (6”) in diameter or smaller.

E. MONITOR/INSPECTION/REPAIR OF IRRIGATION SYSTEM

1. Before beginning the maintenance program, inspect all systems and report present damage or incorrect operation to the City Representative. Weekly irrigation forms shall be provided by the City Representatives for the Contractor to report irrigation schedules, settings and problems. Irrigation inspections are to be performed immediately after maintenance is completed each week and submitted to the City Representative within 24 hours.

   Note: A $50 penalty per site will be deducted from weekly maintenance rate in lieu of receiving irrigation inspection reports.

2. If the weekly inspection of the irrigation systems reveals any needed repairs such as broken sprinkler heads, broken cut-off nipples, swing-joint breaks, lateral line leaks or mainline leaks, the Contractor shall report needed repairs to the Park Services Superintendent or his designated representative for approval, prior to making the repair. Irrigation repair work will be billed at hourly labor rates and cost plus for repair parts (rates approved in the contract).

3. Lawns and shrub beds at no time shall show lack of water.

4. Irrigation equipment damaged as a result of contract operations shall be repaired at the Contractors expense. Sprinkler heads to be replaced with Rain Bird brand name and nozzle size unless otherwise authorized by City Representative.

5. Inform City Representative of any problems within the irrigation system. Monitoring, Repairing, Scheduling, and Inspecting the system are the Contractor’s responsibility.

6. Irrigation inspection/report is due to the City Representative within 24 hours of completion of Maintenance. Failure to submit the report in the prescribed time will result in $50 penalty per site.

F. GENERAL MAINTENANCE AND CLEAN-UP

1. All excess clippings, trimmings, cuttings, trash and debris resulting from work of this contract shall be promptly removed from the site.

2. All cracks in sidewalks, curbs, storm drains and other paved areas shall be kept weeded.

3. Sidewalks and parking lot gutters shall be swept and cleaned of any debris or soil that has washed from adjacent slopes or planted areas.
4. Any ruts in turf areas and shrub beds created by Contractor shall be repaired by the replacement of topsoil to bring them back to original grade as required.

5. Regular communication with City Representative to advise of any problems related to overall development and maintenance of landscape areas is required. A scheduled site inspection with City Representative is required prior to leaving the site.

G. WORK NOT INCLUDED IN CONTRACT

1. Furnishing and planting of new Bermuda turf, trees, shrubs, groundcover, vines and flowers unless such items die or lose their original form due to negligence by the contractor and such items shall be replaced in equal kind and size at Contractor’s expense.

2. Repair or replacement of any materials damaged or killed by vandalism or extreme conditions beyond the Contractor’s control.

3. Cleanup of road surface, except for cleanup of debris from work of this contract. However, curb gutters adjacent to the maintenance area boundaries are to be maintained (kept clean) under this contract.

4. Hand watering.

The undersigned Bidder hereby declares that he visited the site of work and has carefully examined the Contract Documents pertaining to the work covered by the above bid and he further agrees to commence work within ten (10) days after date of written notice to do so and to substantially complete the work on which he has bid within one (1) working day for each site, Monday for The Community Services Building and Via Del Norte Medians and Thursday for The City of Mesquite Animal Shelter and The Florence Ranch Homestead, for all maintenance requirements as outlined in the Technical Specifications on a weekly basis, unless inclement weather disrupts the schedule.

_________________________________  _______________________
Signature                                Date

_________________________________  _______________________
Name and Title (Print or Type)          Firm Name
NOTE: The following site boundary descriptions will indicate the areas of maintenance responsibilities in this contract.

BID ITEM: The City of Mesquite Animal Shelter – Gross Road at Jane Street.

Maintenance responsibilities for this property are confined to irrigated areas within the fenced areas. The Contractor shall also establish a ten-foot (10’) wide mow strip around the outside perimeter of the fenced area.

Boundary descriptions prevail over approximate turf square footage.

The following is an itemized list, by square footage, of turf areas, landscape/bed areas and varieties/quantities of trees (each bidder shall verify square footage of turf areas, shrub/groundcover areas, quantities of plants, etc.).

67,394 square feet of irrigated turf.
2,813 square feet of landscape and bed areas.

Trees:
9 - Bald Cypress
2 - Live Oak
6 - Shumard Oak
2 - Tree Yaupon Holly
2 - Crape Myrtle
2 - Red Oak

Shrubs and Ground Cover:
5 - Texas Sage
6 - Wax Myrtle
4 - Maiden Hairgrass
6 - Indian
5 - Nandina
7 - Youpon Holly
MAINTENANCE BOUNDARY DESCRIPTIONS FOR
THE COMMUNITY SERVICES BUILDING
1616 NORTH GALLOWAY AVENUE
MESQUITE, TEXAS 75149

NOTE: The following site boundary descriptions will indicate the areas of maintenance responsibilities in this maintenance area.

BID ITEM: The Community Services/Housing Building – 1616 N. Galloway Avenue.

Maintenance responsibilities for this property are confined to irrigated areas only.
North Property Line – Black Wrought Iron Fence.
East Property Line – Masonry Wall of Apartment Complex.
South Property Line – North Curbline of Apartment Complex Entry Driveway.
West Property Line – East Curbline of North Galloway Avenue.

Turf Areas – 2,452 Square Feet
Groundcover Beds/Shrub Beds - 8,377 Square Feet
Total Square Footage for Turf and Landscape Areas – 10,829 Square Feet

Trees:
24 – 30 gallon Crape Myrtle
1 – 30 gallon Japanese Maple
9 – 2” Caliper Desert Willow
1 – 30 gallon Vitex Tree
2 – 3’ Caliper Shantung Maple
4 – 15 gallon Nellie R. Stevens Holly
3 – 2/1/2” Caliper Little Gem Magnolia
1 – Palm Tree

Shrubs and Groundcover
50 - 5 gallon Lorapetalum
28 - 5 gallon Edward Goucher Abelia
31 - 2-gallon Harbor Dwarf Nandina
12 - 3 gallon Salvia Greggi
5 - 5 gallon Texas Sage
5 - 5-gallon Butterfly Bush
3,105 - 4” pots Asian Jasmine
252 – 1 gallon Winter Creeper
10 – 1 gallon New Gold Lantana
39 - 2 gallon Knock Out Rose
10 - 2 gallon Marie Daly Rose
11 - 1 gallon Artemisia
40 - 1 gallon ‘Stella D’ Oro’ Day Lily
5 – Maiden Hair Grass
MAINTENANCE BOUNDARY DESCRIPTIONS FOR
THE FLORENCE RANCH HOMESTEAD
1424 BARNES BRIDGE
MESQUITE, TEXAS 75150

NOTE: The following site boundary descriptions will indicate the areas of maintenance responsibilities in this maintenance area.

BID ITEM: Florence Ranch Homestead, 1424 Barnes Bridge.

Florence Ranch maintenance area bordered by Barnes Bridge (north), Seedling Lane alley (east), Pear Trail Alley (west), Terrace Drive alley (south), irrigated turf (7,487 SF or .17 acre), non-irrigated turf (129,043 SF or 2.96 acres) total turf (136,530 SF or 3.13 acres).

Boundary descriptions prevail over approximate turf square footage.

Trees:
100 – Cedars
   6 – Crepe Myrtle
   1 – Bald Cypress
   2 – Red Oak

Shrubs and Groundcover:
   6 – Perennials
   5 – Roses
   36 – Boise Arce Hedgerow
   1,000 sq. ft. Liriope Bed
NOTE: The following site boundary descriptions will indicate the areas of maintenance responsibilities for this maintenance area.

BID ITEM: Via Del Norte Medians and Landscape Areas.

This site is divided into two areas:

- The southern portion of this contract consists of street medians on Via Del Norte from Green Canyon southward to Town East Boulevard. Also included in this area are the two (2) landscape triangles on the Southwest corner and the Southeast corner of the Via Del Norte/Green Canyon intersection.
- The northern portion of this maintenance area consists of one and one-half (1 ½) street medians on Via Del Norte just south of Barnes Bridge Road.

Turf Areas – Approximately 12,150 Square Feet - .28 Acres.
Groundcover Beds – Approximately 11,310 Square Feet - .26 Acres.
Perennial Beds (Hameln Grass) – Approximately 3,300 Square Feet - .075 Acres.

Approximate Total Square Footage for Turf and Landscape Areas – 26,760 Square Feet - .615 Acres.

PLANT LIST

**Trees**
Shumard Oak (4” Caliper) 8
Little Gem Magnolia (4” Caliper) 25
East Palatka Holly (4” Caliper) 3

**Groundcover**
Asian Jasmine 8,310 - 4” pots
Winter Creeper 1,320 - 4” pots
Hameln Grass 1,465 - 3 gallon plants
PROPOSAL

Pursuant to the Advertisement for Bids, General Provisions and Requirements and the Plans and Specifications (hereinafter collectively referred to as the “Specifications”), the undersigned Bidder hereby proposes to do all the work and furnish all necessary superintendence, labor, machinery, equipment, tools and materials and to complete all the work, upon which he bids, as provided by the Specifications and binds himself, on acceptance of the proposal to execute a contract and provide required insurance certificates, according to the City of Mesquite standard forms, for performing and completing the said work within the required time and furnish all guarantees for the price stated in the following Schedule of Bid Items for the following project:


It is understood that the quantities of work shown in the Schedule of Bid Items and work to be performed are approximate only and are subject to increase or decrease and the undersigned bidder offers to do the work at the unit price as stated in the Schedule of Bid Items.

The undersigned further agrees that the unit prices quoted include all items of work required as necessary for the accomplishment of the projected work and these items include all work indicated on the Plans and Specifications for which no specific pay items have been established.
GENERAL PROVISIONS

General Provisions can be obtained through the City of Mesquite’s Purchasing Office located at 1515 N. Galloway Avenue or by linking to the City of Mesquite’s Web site www.cityofmesquite.com - Department Information – Purchasing Division. For additional information, contact the Purchasing Office at 972-216-6201.
EVALUATION CRITERIA AND FACTORS

Award: The City of Mesquite shall award the bid to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the City. In determining the “best value,” the following criteria can be considered as amended in section 252.043 of the Texas Local Government Code:

BID AWARD CRITERIA:

1.) the purchase price;
2.) the reputation of the bidder and of the bidder’s goods or services;
3.) the quality of the bidder’s goods or services;
4.) the extent to which the goods or services meet the municipality’s needs;
5.) the bidder’s past relationship with the municipality;
6.) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and non-profit organizations employing persons with disabilities;
7.) the long-term cost to the municipality to acquire the bidder’s goods or services and;
8.) any relevant criteria specifically listed in the request for bids.

The following criteria shall be used to evaluate the bids.

Price – 40 points (percent);
Responsiveness to Requirements – 30 points (percent);
Experience and reliability of vendor – 15 points (percent);
Relationship of vendor with other municipalities – 15 points

Each vendor is responsible for submitting all relevant, factual and correct information with his or her bid. The evaluation committee will assign a ranking score to each vendor based on the available data. If additional sheets are attached to the bid specification package, the bidder shall clearly cross reference the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.)

Price – 40 points - The bidder with the lowest price receives the maximum score. The bidder with the next lowest price receives points based on dividing its price into the next lowest price and multiplying that percentage by the available points. For example, assume $40,000 is the low offer, then the proposer would receive 40 points ($40,000/$45,000 = 1.00 x 40 = 40). Assume $45,000 is the next low offer, then that bidder would receive 35.6 points (40,000÷$45,000 = .89 x 40 = 35.6)

Responsiveness – 30 points - will be the maximum point value given to the bidder. The bidders’ value will be based upon their measured score. The bidders will be evaluated on their responsiveness to all sections of the bid and shall provide procedures and documentation.

Experience – 15 points - will be the maximum point value given to the bidder. The bidders’ value will be based upon their measured score. The character, integrity, reputation, judgment, experience and efficiency of the Vendor including, but not limited to past performance record, default under previous contracts, whether or not such contracts were with the city, competency and failure to pay or satisfactorily settle all bills due for labor and material on former contracts.

Relationship with other municipalities - 15 points will be the maximum point value given to the bidder. The bidders’ value will be based upon their measured score. All bidders will be evaluated on their past performance and prior dealings with other municipalities to include, but not limited to, failure to meet specifications, poor quality, poor workmanship, late delivery or service.
## SCHEDULE OF BID ITEMS

For providing Annual Landscape Maintenance of the City of Mesquite Animal Shelter, the Community Services Building and the Florence Ranch Homestead, of the City of Mesquite for a period of one (1) calendar year from the date of agreement.

The contractor (successful bidder) shall have the option to renew this contract under the same terms at the bid price set forth herein for two successive years, 2018 and 2019. This option shall not be available if the City of Mesquite is for any reason not satisfied with any aspect of the Contractor’s previous performance in 2017.

Pre-determined monthly billings shall be in accordance to the following percentage of **Total Base Bid**:

### The City of Mesquite Animal Shelter – Bid Item No. 1

**Contractor Pre-Determined Monthly Billings:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
<th>Bill amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>6.0%</td>
<td>$________________</td>
</tr>
<tr>
<td>February</td>
<td>6.0%</td>
<td>$________________</td>
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<tr>
<td>March</td>
<td>9.1%</td>
<td>$________________</td>
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<tr>
<td>April</td>
<td>9.1%</td>
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<td>May</td>
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<td>July</td>
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<td>August</td>
<td>9.1%</td>
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<td>September</td>
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<td>October</td>
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<tr>
<td>November</td>
<td>9.1%</td>
<td>$________________</td>
</tr>
<tr>
<td>December</td>
<td>6.1%</td>
<td>$________________</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>$________________</td>
</tr>
</tbody>
</table>

(Shall Equal Total Base Bid)

### BID SHEET

The base bid item number 1 is for the complete annual maintenance of the City of Mesquite Animal Shelter including all labor, equipment and materials necessary to complete the work as described herein. Base bid item number 1 does not include irrigation repairs as noted in base bid item number 2.

**Total Base Bid Item “1,” complete and in place, for the sum of:**

*$_{------------}^{------------}$* Dollars

*$_{------------}^{------------}$* Cents

**LUMP SUM**

**Total Base Bid Item “2,” complete and in place, for the sum of:**

Seven hundred fifty  
*$_{------------}^{------------}$* Dollars

*$_{------------}^{------------}$* Cents

**LUMP SUM**

Base bid item number 2 is for an allowance for irrigation repairs in the amount of $750.00. It is to be used for repairs within the boundaries of the City of Mesquite Animal Shelter.
The Community Services Building – Bid Item No. 3
Contractor Pre-Determined Monthly Billings:

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
<th>Billings</th>
</tr>
</thead>
</table>
| January     | 6.0%       | $_________
| February    | 6.0%       | $_________|
| March       | 9.1%       | $_________|
| April       | 9.1%       | $_________|
| May         | 9.1%       | $_________|
| June        | 9.1%       | $_________|
| July        | 9.1%       | $_________|
| August      | 9.1%       | $_________|
| September   | 9.1%       | $_________|
| October     | 9.1%       | $_________|
| November    | 6.1%       | $_________|
| December    | 6.1%       | $_________|
| TOTAL       | 100%       | $_________ (Shall Equal Total Base Bid)

The base bid item number 3 is for the complete annual maintenance of the Community Services Building including all labor, equipment and materials necessary to complete the work as described herein. Base bid item number 3 does not include irrigation repairs.

<table>
<thead>
<tr>
<th>Total Base Bid Item “3,” complete and in place, for the sum of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dollars</td>
</tr>
<tr>
<td>Cents</td>
</tr>
<tr>
<td>(written) LUMP SUM</td>
</tr>
<tr>
<td>$_________________ (figures) LUMP SUM</td>
</tr>
</tbody>
</table>

Base bid item number 4 is for an allowance for irrigation repairs in the amount of $750.00. It is to be used for repairs within the boundaries of the City of Mesquite Community Services Building.

<table>
<thead>
<tr>
<th>Total Base Bid Item “4,” complete and in place, for the sum of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seven hundred fifty</td>
</tr>
<tr>
<td>and zero</td>
</tr>
<tr>
<td>Dollars</td>
</tr>
<tr>
<td>Cents</td>
</tr>
<tr>
<td>(written) LUMP SUM</td>
</tr>
<tr>
<td>$750.00 (figures) LUMP SUM</td>
</tr>
</tbody>
</table>

The Florence Ranch Homestead – Bid Item No. 5
Contractor Pre-Determined Monthly Billings:

<table>
<thead>
<tr>
<th>Month</th>
<th>Percentage</th>
<th>Billings</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>6.0%</td>
<td>$_________</td>
</tr>
<tr>
<td>February</td>
<td>6.0%</td>
<td>$_________</td>
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<tr>
<td>March</td>
<td>9.1%</td>
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<tr>
<td>April</td>
<td>9.1%</td>
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<tr>
<td>May</td>
<td>9.1%</td>
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<tr>
<td>June</td>
<td>9.1%</td>
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<tr>
<td>July</td>
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<td>August</td>
<td>9.1%</td>
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<td>September</td>
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<tr>
<td>October</td>
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<tr>
<td>November</td>
<td>9.1%</td>
<td>$_________</td>
</tr>
<tr>
<td>December</td>
<td>6.1%</td>
<td>$_________</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>$_________ (Shall Equal Total Base Bid)</td>
</tr>
</tbody>
</table>
The base bid item number 5 is for the complete annual maintenance of the Florence Ranch Homestead including all labor, equipment and materials necessary to complete the work as described herein. Base bid item number 5 does not include irrigation repairs as noted in base bid item number 6.

<table>
<thead>
<tr>
<th>Total Base Bid Item “5,” complete and in place, for the sum of:</th>
<th>$_____________ (figures) LUMP SUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________________ Dollars</td>
<td></td>
</tr>
<tr>
<td>________________________________________ Cents</td>
<td></td>
</tr>
<tr>
<td>(written) LUMP SUM</td>
<td></td>
</tr>
</tbody>
</table>

Base bid item number 6 is for an allowance for irrigation repairs in the amount of $750.00. It is to be used for repairs within the boundaries of the Florence Ranch Homestead.

| Total Base Bid Item “6,” complete and in place, for the sum of: |
|-----------------------|------------------|
| 750.00                |

Via Del Norte Medians and Landscape Areas – Bid Item No. 7
Contractor Pre-Determined Monthly Billings:

| 6.0%  | January | $___________ |
| 6.0%  | February| $___________ |
| 9.1%  | March   | $___________ |
| 9.1%  | April   | $___________ |
| 9.1%  | May     | $___________ |
| 9.1%  | June    | $___________ |
| 9.1%  | July    | $___________ |
| 9.1%  | August  | $___________ |
| 9.1%  | September| $___________ |
| 9.1%  | October | $___________ |
| 9.1%  | November| $___________ |
| 6.1%  | December| $___________ |

100% TOTAL $_________________ (Shall Equal Total Base Bid)

The base bid item number 7 is for the complete annual maintenance of the Via Del Norte Medians and Landscape Areas including all labor, equipment and materials necessary to complete the work as described herein. Base bid item number 6 does not include irrigation repairs as noted in base bid item number 8.

<table>
<thead>
<tr>
<th>Total Base Bid Item “7,” complete and in place, for the sum of:</th>
<th>$_____________ (figures) LUMP SUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________________________________ Dollars</td>
<td></td>
</tr>
<tr>
<td>________________________________________ Cents</td>
<td></td>
</tr>
<tr>
<td>(written) LUMP SUM</td>
<td></td>
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</tbody>
</table>
Base bid item number 8 is for an allowance for irrigation repairs in the amount of $750.00. It is to be used for repairs within the boundaries of the Via Del Norte Medians and Landscape Areas.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Bid Item “8,” complete and in place, for the sum of:</td>
<td>$750.00</td>
</tr>
<tr>
<td>Seven hundred fifty dollars and zero cents (written)</td>
<td>LUMP SUM</td>
</tr>
</tbody>
</table>

Base bid item number 9 is for an allowance for Motley Drive Landscape Medians in the amount of $10,000. Maintenance date TBD – Late 2017.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Bid Item “9,” complete and in place, for the sum of:</td>
<td>$10,000</td>
</tr>
<tr>
<td>Ten thousand dollars and zero cents (written)</td>
<td>LUMP SUM</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Base Bid of Items “1” through “9”, complete and in place, for the sum of:</td>
<td></td>
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<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

NOTE: Show amounts in both written form and figures. In case of discrepancy between the unit price and the total base bid (LUMP SUM), the unit price shall govern. The dollar amount for unit pricing will be rounded to the nearest penny.
REFERENCES

Five (5) Work References (Include: Names, Addresses, Phone No.’s, Dates, Work Description [Comparable size projects] and Contract Dollar Amounts.)

1. ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________

2. ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
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3. ____________________________________________________________________________
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5. ____________________________________________________________________________
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   ____________________________________________________________________________
   ____________________________________________________________________________
**EQUIPMENT**

List All Equipment Available to be Utilized on Subject Contract (Give Complete Information):

<table>
<thead>
<tr>
<th>YEAR</th>
<th>MODEL</th>
<th>MAKE</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

*Note:* The Contractor’s equipment shall be in good repair and a qualified operator shall be responsible for the care and handling of the equipment. Sufficient equipment is required to carry out the requirements of the contract.
STATE OF TEXAS
COUNTY OF DALLAS

BEFORE ME, the undersigned authority, on this day personally appeared (name) ____________________________, known to me to be the person whose name is subscribed to the foregoing document and known to me to be (title) __of, a Corporation/Company and acknowledged to me that he executed said instrument for the purposes and considerations expressed and as the Act of said *Corporation/Company.

GIVEN under my hand and official Seal this _______________ day of ____________________________ , 2017.

__________________________
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS
BID BOND

Bidders shall submit a Cashier’s or Certified Check or a Bid Bond from a reliable surety company in the amount of five percent (5%) of bid. If a Bid Bond is submitted, the forms provided herein must be complete and signed by a surety licensed to do business in Texas. Bid security should be enclosed in the same envelope with the bid. Bids without the required bid security are subject to disqualification.

The required bid security shall serve as a guarantee that the successful bidder will enter into a contract and execute any additional bond and guarantee forms provided within ten (10) days after notice of award of contract. If no additional bonds are required, said bid security shall serve as a guarantee that the successful bidder will deliver all material, equipment and/or services in accordance with the bid and specifications.

Such security financially protects the City against a bidder’s failure to do any of the above and is subject to forfeiture as liquidated damages if the successful bidder fails or refuses to enter into the contract for any of the following reasons: 1) The successful bidder fails to provide insurance as required in the contract documents within five (5) business days of notification that bidder is the apparent low bidder. 2) The successful bidder fails, within ten (10) calendar days from award of the bid by the Mesquite City Council, to submit properly executed performance and payment bonds as required by the Contract. If no performance and payment bonds are required, such security is subject to forfeiture as liquidated damages if the successful bidder fails or refuses to deliver all materials, equipment and/or services in accordance with the bid and specifications.

If applicable, the city shall retain the bid security submitted by the two next lowest bidders until the successful bidder executes the contract and bonds and provides all insurance as required herein. If no additional bonds are required, the bid security will be retained until delivery of all materials, equipment and/or services in accordance with the bid and specifications. If either of the next two low bidders becomes the low bidder, that bidder shall be subject to the forfeiture provisions stated above. Bid security submitted by all other bidders shall be returned as soon as practicable after the bid opening.

TERMINATION FOR DEFAULT

The City of Mesquite reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. City of Mesquite reserves the right to terminate the contract immediately in the event the successful bidder fails to:

- Meet delivery or completion schedules
- Otherwise perform in accordance with the accepted bid

Breach of contract or default authorizes the City to award to another bidder, purchase elsewhere, and charge the full increase in cost to the defaulting bidder.
BID BOND

Bond No.: ____________________________
(by Surety)

STATE OF TEXAS §
COUNTY OF DALLAS §

KNOW ALL MEN BY THESE PRESENTS:

THAT ________________________________, of the City of ________________, ________________ County, State of Texas (hereinafter referred to as “Principal”), and ________________________________, authorized under the laws of the State of Texas to act as Surety on bonds for principals (hereinafter referred to as “Surety”) are held and firmly bound unto the City of Mesquite (hereinafter referred to as “City”) in the penal sum of $__________________ (an amount equal to 5% of the estimated total amount of the bid or if the bid is based upon alternates and/or addenda, at least 5% of the greatest amount bid by the bidder or Principal herein as evidenced in the Bid) for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, by these presents;

WHEREAS the Principal has submitted on or about this date, a bid offering to perform the following: Annual Landscape Maintenance of the City of Mesquite Animal Shelter, The Community Services Building, The Florence Ranch Homestead and Via Del Norte Medians and Landscape Areas in accordance with the specifications and terms and conditions related thereto, to which reference is hereby made;

NOW, THEREFORE, the condition of this obligation is such that if the said Principal’s offer as stated in the bid 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 provided by the City, for the materials, equipment and/or services described herein and also executes and returns the same number of Performance, Payment and Maintenance Bonds, if required, on the forms provided by the City, within the time provided in the specifications, then this obligation is null and void, otherwise, it is to remain in full force and effect;
IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument on this _____ day of ____________________, 2017.

PRINCIPAL: ________________________________

Typed or Printed Name

Title: ________________________________

Company: ________________________________

Address: ________________________________

SURETY: ________________________________

Typed or Printed Name

Title: ________________________________

Company: ________________________________

Address: ________________________________

SURETY’S DALLAS COUNTY REGISTERED AGENT FOR SERVICE (REQUIRED):

Type or Printed Name

Street Address (P.O. Box is not acceptable)

City, State, and Zip Code

Dallas County Telephone No.

APPROVED AS TO FORM:

CITY OF MESQUITE

City Attorney or Designee

ATTEST:

City Secretary
SPECIAL CONDITIONS

The undersigned hereby certifies that he understands all the above specifications, has read them carefully and will deliver and furnish all merchandise and services as specified above in this bid.

DELIVERY

The specified delivery date shall be a firm date as specified in the bid.

Contact information for checking status of orders and delivery:

Contact Name: ___________________________ Telephone: ___________________________

Title: ___________________________ Fax: ___________________________

TERMS

Payment terms are NET 30 unless otherwise specified. Prompt payment discounts will be used by the City in determining the lowest responsible bidder.

_________________________ % discount if paid within ________ calendar days from delivery and acceptance of goods or completion of service.

Firm Name Submitting Bid

________________________________________
Print/Type Name of Authorized Representative

________________________________________
Signature of Authorized Representative

________________________________________
Address

________________________________________
Telephone Number

________________________________________
Email Address
NOTICE

The following blank spaces in the contract are not to be filled in by the Bidder at the time of submitting his bid. The contract form is submitted at this time to familiarize the Bidder with the form of contract, which the successful Bidder will be required to execute.
CONTRACT FOR PURCHASE
OF GOODS AND/OR SERVICES

THIS CONTRACT is made and entered into this the ______________ day of __________, 2017, by and between the City of Mesquite, Texas, a Municipal corporation located in Dallas County, Texas, (hereinafter called CITY), acting through its duly authorized City Manager, Cliff Keheley and ______________ of the City of __________, County of __________, State of Texas, hereinafter called COMPANY), acting by and through its duly authorized agent.

WITNESSETH: That for and in consideration of the mutual covenants hereinafter set forth, the CITY and COMPANY agree as follows:

I. DESCRIPTION OF GOODS AND/OR SERVICE

The CITY agrees to purchase and the COMPANY agrees to provide all of the goods and/or services as specified in the contract documents, such goods and/or services generally described as follows:

Annual Landscape Maintenance of the City of Mesquite Animal Shelter,
The Community Services Building, The Florence Ranch Homestead and
Via Del Norte Medians and Landscape Areas

for the bid sum of ______________ dollars and __________ cents ($00.00), paid in current funds at the unit or total prices, at COMPANY’S own proper cost and expense, including all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, bonds and other accessories and services necessary to complete delivery of same, in accordance with the contract documents, hereinafter defined, and subject to such additions and deductions as provided therein.

II. CONTRACT DOCUMENTS

The contract documents shall consist of this written agreement or Contract, provisions of this Contract including General Clauses and Conditions, Special and all other Provisions, Advertisement for Bid, Invitation to Bid, Instruction to Bidders, Bidder’s Proposal, all Addenda issued prior to award of Contract, any plans which include all maps, plats, blueprints, and other drawings and printed or written or explanatory matter thereof, the technical specifications and all other documents identified as pertaining to this agreement, all of which have been identified by the CITY and COMPANY. The contract documents constitute the entire agreement between the CITY and COMPANY, and all are as fully a part of the Contract as if attached to and repeated in this agreement. The contract documents may be altered, amended or modified only as provided herein.

III. PURCHASE/WORK ORDER

The goods and/or services to be provided under this Contract shall be commenced by COMPANY upon final execution of this Contract and on a date to be specified in a written “Purchase Order” or “Work Order”(whichever applicable), in accordance with the contract documents. Time is of the essence for this Contract.

IV. MODIFICATION AND ASSIGNMENT

This Contract may not be altered; modified or amended except in writing properly executed by the parties and may not be assigned to a third party.

V. TERMINATION

Unless otherwise provided in the contract documents, CITY may terminate this Contract at any time without cause with thirty-(30) day’s written notice. Additionally, CITY shall have the right to cancel this Contract if COMPANY fails to provide the goods and/or services in accordance with the Contract Documents after giving seven-(7) day’s prior written notice. Irrespective of which party shall effect termination or the cause therefore, CITY shall within thirty-(30) days of termination compensate COMPANY for any delivery of goods and/or services made up to the time of termination. No amount shall be due for lost or anticipated profits.
VI. TERM
The term of this Contract shall be an initial term of one-(1) year beginning on the ________, 2017, and ending on the ________, 2018 unless terminated by either party under the terms set forth herein. This Contract shall automatically be renewed, without need for formal action, for two one-year terms beginning on the same day of the initial term, unless earlier terminated as provided in the contract documents.

VII. GOVERNING LAW AND VENUE
The parties agree that the laws of the State of Texas shall apply to and govern this Contract and venue for any legal proceeding shall be in Dallas County, Texas.

VIII. INDEPENDENT CONTRACTOR/INDEMNITY
It is agreed for all purposes hereunder, the COMPANY is and shall be an independent contractor and shall not, with respect to their acts or omissions, be deemed an agent or employee of CITY.

COMPANY agrees to indemnify and hold harmless and defend CITY, its officers, agents and employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorneys' fees and other reasonable costs arising out of or resulting from COMPANY'S work and/or activities conducted in connection with or incidental to this Contract and from any liability arising out of, or resulting from, the intentional acts or negligence, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of COMPANY, including but not limited to its officers, agents, employees, subcontractors, licensees, invitees, and other persons.

COMPANY further agrees that it shall at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, employees, subcontractors, licenses, invitees and other persons, as well as their property, while engaged in the delivery of such purchases and/or services pursuant to this Contract or while on City's premises where the services are being provided. It is expressly understood and agreed that CITY shall not be liable or responsible for the negligence of COMPANY, including but not limited to its officers, agents, employees, subcontractors, licensees, invitees, and other persons.

Further, CITY assumes no responsibility or liability for harm, injury, or any damaging events which are directly or indirectly attributable to premise defects, real or alleged, in the vicinity where such purchases and/or services are to be delivered by COMPANY, which may now exist or which may hereafter arise upon the premises, responsibility for any and all such defects being expressly assumed by COMPANY. COMPANY understands and agrees that this indemnity provision shall apply to any and all claims, suits, demands, and/or actions based upon or arising from any such premise defects or conditions, including but not limited to any such claim asserted by or on behalf of COMPANY, including but not limited to its officers, agents, employees, subcontractors, licensees, invitees, and other persons.

It is further agreed with respect to the above indemnity, that CITY and COMPANY will provide the other prompt and timely notice of any event covered which in any way, directly or indirectly, contingently or otherwise, affects or might affect the COMPANY or CITY, and CITY shall have the right to compromise and defend the same to the extent of its own interests.

IX. DISCRIMINATION REGULATIONS
COMPANY, in the execution of this Contract and particularly in the employment practices engaged in, agrees that it will not discriminate on the basis of race, color, religion, national origin, sex, age, handicap or disability.
X. NOTIFICATION

All notices and communications required herein shall be personally delivered or mailed to the other party by United States certified mail, return receipt requested. Unless otherwise changed in writing by the respective party, notice intended for COMPANY shall be sent to the COMPANY’s address as shown on COMPANY’s Proposal; notice intended for CITY shall be sent to: ____________________, 1515 N. Galloway Avenue, Mesquite, Texas 75149. Mailed notices shall be deemed to have been received three-(3) days after mailing.

IN WITNESS WHEREOF, CITY and COMPANY have executed this Contract in three (3) counterparts, each of which shall be deemed an original, the day and year first written above.

CITY OF MESQUITE
(CITY)

By: ________________________________
   Cliff Keheley, City Manager

ATTEST:

By: ________________________________
   Sonja Land, City Secretary

COMPANY

By: ________________________________
   Signature
   Printed Name: ________________________________
   Printed Title: ________________________________

Acknowledgment
State of Texas, County of Dallas: Before me the undersigned authority on this day personally appeared ____________________, known to be the person whose name is subscribed to the foregoing document and known to me to be the ____________________ (title) of ____________________ (company name) and acknowledged to me that (s) he executed said document with full authority to do so and for the purposes and consideration expressed therein. Given under my hand and seal of office the _____ day of ____________________, 2017.

APPROVED AS TO FORM:

By: ________________________________
   City Attorney or designee

______________________________
   Notary Public in and for the State of Texas
TO THE VENDOR

DID YOU REMEMBER TO:

- Abide by the General and Special Conditions
- Make note of the opening date and time. All bids must be submitted by 2:00 p.m. Bids received after 2:00 p.m. will not be accepted.
- Fill in the unit and extended price on your bid.
- Fill in the total amount.
- Fill in the terms, if requested.
- Acknowledge receipt of all addendums.
- Fill in the delivery time or the calendar days (if applicable).
- Fill in the company name, address and phone number.
- Sign bid.
- Include on the front of your sealed envelope the following information: Company name, address, bid number, opening date and time.

Mailing Address:  
City of Mesquite  
P.O. Box 850137  
Mesquite, TX 75185-0137

Physical Address:  
City of Mesquite  
1515 N. Galloway Avenue  
Mesquite, TX 75149

Purchasing Office  
972-216-6201  
972-216-6397 Fax

If the procedures are not followed, your bid could be disqualified.

Thank you

Ryan Williams  
Manager of Purchasing