



RFP NO. 19 - 01

Landscaping and ground maintenance for NOLANVILLE EDC'S 204 N. MAIN ST AND MAIN STREET IMPROVEMENTS

The Nolanville Economic Development Corporation is soliciting sealed proposals to be received by the City Secretary's Office located at 101 North 5th Street, Nolanville, Texas 76559. City of Nolanville normal business days are Monday through Friday between the hours of 8:00a.m. to 5:00p.m. and shall be closed on recognized holidays.

Deadline: Proposals will be received until **10 am. Central Time, on , Thursday, October 17, 2019**. All submitted proposal will be gathered and taken to the Nolanville City Hall Nolan Conference Room, to be publicly opened and read aloud. Any proposal received after the closing time will not be accepted and will be returned to the proposer unopened. It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the City Secretary's Office prior to the proposal opening date and time. The receiving time in the City Secretary's Office will be the governing time for acceptability of the proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures.

Bidding documents can be downloaded from the City of Nolanville web page address: www.ci.nolanville.tx.us, or may obtain copies of same by contacting the office of:

City Secretary, 101 North 5th Street, Nolanville, TX 78541 by calling (254) 698-6335 or by e-mailing your request to the following e-mail address: cityhall@ci.nolanville.tx.us

If you have any questions or require additional information regarding this proposal, please contact Ms. Crystal Briggs, City Secretary, at (254) 698-6335. Last day for questions is **October 07, 2019**. Answers will be posted on the City website at www.ci.nolanville.tx.us as received, and to the best of the City's ability, no later than **October 07, 2019** at 10 am.

Hand-delivering Proposals: 101 North 5th Street
Nolanville, Texas 76559
c/o City Secretary

If using Land Courier (i.e., FedEx, UPS) or Mail : City of Nolanville
c/o City Secretary
101 North 5th Street
Nolanville, Texas 76559

The City of Nolanville reserves the right to refuse and reject any or all proposals and to waive any or all formalities or technicalities and to accept the proposal deemed most advantageous to the City, and hold the proposals for a period of 60 days without taking action. Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the proposal envelope with corresponding proposal number and time.





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RFP NO. 19 - 01
Landscaping and ground maintenance for NOLANVILLE EDC'S 204 N. MAIN ST AND MAIN STREET
IMPROVEMENTS

Bidders receiving a "NOTICE TO BIDDERS" and/or "REQUEST FOR PROPOSALS" notice in the mail or reading same in the newspaper are advised that the bidding documents can be downloaded from the City of Nolanville web page address: www.ci.nolanville.tx.us, or may obtain copies of same by contacting the office of:

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c/o City Secretary
101 North 5th Street
Nolanville, Texas 76559

If Mailing Proposals: City of Nolanville
c/o City Secretary
101 North 5th Street
Nolanville, TX 76559

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**REQUEST FOR PROPOSALS
FOR**

**Landscaping and ground maintenance for NOLANVILLE EDC'S 204 N. MAIN ST AND MAIN
STREET IMPROVEMENTS**

The Nolanville Economic Development Corporation of Nolanville, TX hereby invites proposals from independent contractors for the landscaping and ground maintenance services as specified in this solicitation.

This Request for Proposals (RFP) contains submission requirements, scope of services, period of services, terms and conditions and other pertinent information for submitting a proper and responsive proposal. Prospective proposers desiring any explanation or interpretation of the solicitation must request it at least seven (7) calendar days before the RFP submittal deadline.

Proposals must be received no later than 5 p.m.. CST on OCTOBER 17, 2019.



NDC Proposal No: 19-01	Title: Landscaping & Ground Maintenance
Due Date: Thursday, October 17, 2019	
Issued By: Nolanville Economic Development Corporation 101 N. Main St Nolanville, Tx 76559	Submit Inquiries to: Nolanville City Secretary 101 N. Main St Nolanville, Tx 76559 (254) 698-6335

In determining award, selection will be based on evaluation criteria stated in RFP

1. Instruction

- 1.1 Complete, sign and return Attachment No. 1, Request for Proposal Form, Attachment No. 2 Proposer Certifications, Attachment No. 3 Conflict of Interest Questionnaire (Form CIQ)
- 1.2 Your proposal and the prices quoted therein must remain firm for acceptance for a period of ninety (90) days.
- 1.3 Sealed Proposals shall be delivered to the address noted above by the referenced due date.
- 1.4 Please include a copy of your company’s W-9.

Please submit the following attachments, including supplemental documents, with your response at the due date stated above:

- Attachment No. 1. Request for Proposal Form
- Attachment No. 2 Proposer Certifications
- Attachment No. 3 Conflict of Interest Questionnaire (Form CIQ);
- Exhibit No. 1 Schedule of Items and Prices (attached)
- Exhibit No. 2 Standard Price Sheet

2. Vendor Selection

In determining to whom to award a contract, the NEDC shall consider:

- 1. The total long-term cost to the NEDC to acquire the vendor's goods or services;
- 2. The purchase price
- 3. The reputation of the vendor and of the vendor's good or services;
- 4. The quality of the vendor's goods or services;
- 5. The extent to which the goods or services meet with the NEDC’s needs;



ATTACHMENT NO. 1

**REQUEST FOR PROPOSAL FORM RFP-19-01 –
LANDSCAPING & GROUNDS MAINTENANCE SERVICES**

Date:			
Submitted By:		Title:	
Company:		Email:	
Phone:			
Signature:			

1. General Information

A. The Nolanville Economic Development Corporation (NEDC)

The Development Corporation Act of 1979 allows cities to finance new and expanded business enterprises through economic development corporations. Chapters 501, 504 & 505 of the Local Government Code outline the characteristics of Type A & Type B EDCs, authorize cities to adopt a sales tax for funding and define allowed projects.

Type B: Develop Industry AND Cultivate Communities. Any project eligible under Type A and other projects including quality of life improvements AND which are approved through local enabling legislation. Development process for Type B is lengthier and more transparent than for Type A due to public hearing & public notice requirements. The NEDC is a Type B, 501c4 organization funded by 4B sales Tax and approved by state and local enabling legislation

B. Overview of Services Requested and the Submission Process

Description: The NEDC is seeking to hire a local contractor to provide LANDSCAPING AND GROUND MAINTENANCE SERVICES for property owned by NEDC open space/lot on the corner of 204 Main St, Nolanville, TX 76559 and Main St road from Avenue I to Frontage Rd..

Term It is anticipated that the contract term for contract(s) awarded resulting from this request for proposal, if any, will be for one (1) year with option to renew for three (1) one-year terms. Further, NEDC reserves the right to extend the contract term on a month to month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term. NEDC reserves the right to award separate contracts to multiple bidders.



The proposer certifies that he/she has read, understands, and agrees to be bound by the requirements and terms and conditions and any and all amendments issued by NEDC and made a part of this solicitation as set forth or referenced in this solicitation. The undersigned understands and agrees that any award resulting from this offer will be made in the form of an NEDC Purchase Order and will have the following order of precedence:

- 1) NEDC Terms and Conditions of Purchase Order,
- 2) NEDC referenced solicitation including all amendments issued by NEDC,
- 3) the Request for Proposal response as accepted and awarded by NEDC.

The undersigned further certifies that he/she is legally authorized to make the statements and representations in its response to this solicitation and that said statements and representations are true and accurate to the best of his/her knowledge.

The undersigned understands and agrees that when evaluating proposals and making an award decision, NEDC relies on the truth and accuracy of the statements and representations presented in the proposal response. Accordingly, NEDC has the right to suspend or debar the undersigned from its procurement process and/or terminate any contract award that may have resulted from this solicitation if NEDC determines that any statements or representations made were not true and accurate.

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2. Solicitation Schedule

The following is the anticipated solicitation schedule including a brief description for milestone dates:

Solicitation Milestone	Date & Time
Request for Proposal released and posted to NEDC s & City websites	September 26, 2019
Deadline to receive written question/inquiries	October 07, 2019
Proposal Submittal Due Date and Time	Thursday, October 17, 2019
Anticipated Board Recommendation and Approval	October 24, 2019

Nolanville Economic Development Corporation (NEDC) reserves the right to accept or reject, in whole or in part, any or all proposals received and to make award based on individual items or combination of items. Although NEDC may award one contract as a result of this Request for Proposal, NEDC reserves the right to award by line or in the aggregate and/or multiple awards, whichever is in the best interest of the College as a result of this solicitation.

NOTE: Nolanville Economic Development Corporation reserves the right to revise this schedule.

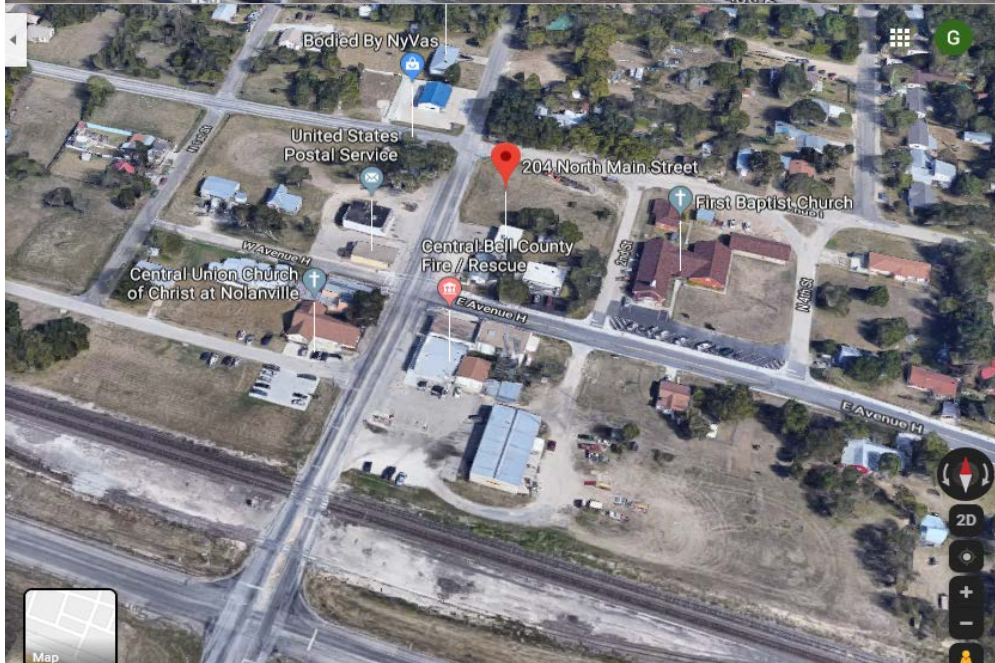
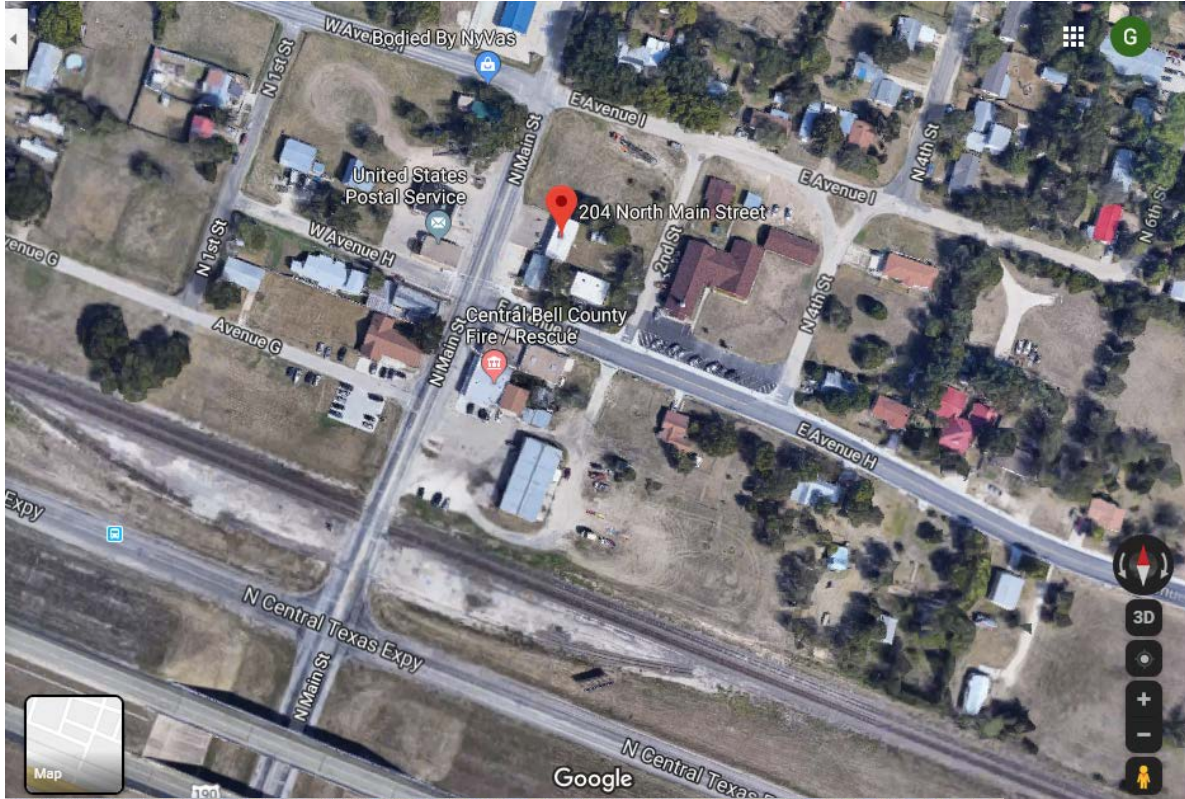
Pre-Proposal Conference

A pre-proposal conference will be held at a time and location as indicated in the Solicitation Schedule above. Attendance at this conference is advised if your firm wishes to ask any questions in connection with this RFP-C. Please print a copy of the RFP-C and bring it with you, as no additional copies will be provided at the conference.

Site Visits

There are No scheduled site visits. It is highly encouraged that all contractors conduct site visits for each facility/site to become familiar with the scope of work. Google Map Photo included of site is dated from 2016 and not reflective of the current landscaping needs, it is intended to show the location and area.

Site 1& 2 Include: 204 N. Main St and Improvements/Landscape along Main St. From Avenue I to Frontage Rd.





Bidder Must Make Thorough Study and Investigation

The Bidder must be familiar with the project by thorough personal examination of the proposed work site(s), by due consideration of the specifications and drawings if applicable), and by use of any other means that may be necessary to determine the following:

- a. The actual conditions and requirements of the work;
- b. Any unusual difficulties that may be encountered in the prosecution of the work;
- c. The character and respective amounts of all classes of labor and material which the contractor may be required to furnish in order to complete all or any part of the work. All circumstances and conditions affecting the work or its cost.

The Bidder's proposal must include any and all expenses that may incur in order to complete the work stipulated under the proposed contract. Any failure of the Contractor acquainting themselves with all the available information concerning the above, shall not be relieved from responsibility for estimating properly the difficulty or cost to successfully perform the work.

The current anticipated schedule for the General Contractor's work is as follows:

Anticipated Work Start Date	November 1, 2019
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3. ANTICIPATED SCOPE OF SERVICE

3.1 Scope of Services

The Contractor shall furnish all labor, materials, tools, equipment, transportation, insurance, incidentals, and other facilities to perform all work for the said Landscape and Grounds Maintenance Services for 204 N. Main Street and Main St.

Work to be performed comprises general grounds keeping, horticultural maintenance, irrigation and cleanup of landscape areas as designated in each service area and the list of locations and, when necessary, repairs to vandalism, irrigation systems and replacement of plant materials. Services to be rendered include but are not limited to the following:

- Maintenance of 204 Corner and Main St landscaping, ground cover areas, mowing and edging
- Removal of litter and debris from turf, planter beds, fence lines and street curbs
- Pruning of trees and shrubs
- Application of chemical agents for control of weeds, plant disease and insects that are harmful to plant growth and/or pedestrians
- Monthly inspection and maintenance of irrigation systems by a licensed irrigator (provide evidence of such licensure)
- Replacement of plant material

3.2 General Landscape

- Perform grass mowing, edging, trash blowing of lawn areas. & debris removal and power
- Maintain the health and appearance of existing landscape plants, trees, shrubs, groundcovers and lawn area.
- Ensure that each site is free of debris, weeds, insect infestation.
- Replace plants or dead ground cover that died under the Contractor's care and not due to vandalism or circumstances beyond Contractor's control.
- Perform all work in a professional skillful manner using quality equipment and materials.

3.3 Planting, Planter Boxes and Bed Care

- All trimmings and debris, etc. shall be removed by the contractor and disposed of offsite.
- Required to provide the plant materials, soils, soil amendments, and other necessary materials for installing plant annuals and associated plant materials.
- Trim trees to keep them from touching any building.
- Prune all shrubs and young trees as required by thinning and shaping as necessary for a natural appearance.

3.4 Mulching Contractor shall install medium shredded hard wood/brown mulch twice per year in the month of April at a minimum depth of two inches on all existing beds, at the base of trees and other mulched areas. Mulch must be at least two inches away from the base of the tree and not mounded to the trunk.

3.5 Tree Replacement and Additions: Supply and plant trees to replace or add new trees with the prior approval. All groundcover areas shall be pruned to maintain a neat edge along planter box walls and to eliminate areas for pests and insects. Any runners that start to climb buildings, shrubs or trees shall be pruned out of these areas

3.6 Lawn Care

Frequency: Ground cover/planter beds- at each visit

Lawn, under trees- as needed

- **Mowing:** Mowing operation shall be completely performed at each site according to Maintenance Schedule determined by contractor. Walkways shall be cleaned immediately following each mowing and all cuttings and debris shall be removed from the site by the contractor and not blown into the street, planter beds or storm drains.
- **Weeding** – Every Visit: Keep basins and areas between plants free of weeds. Use herbicides per manufacturer's recommendations. Cultivate as necessary for aeration. Weed ground cover areas, cracks, crevices and all mulch beds. Weed perimeter of Bldgs. and any fence lines and structures.
- **Raking / Sweeping / Blowing** Accumulation of leaves and/or debris shall be removed from all landscaped areas including beds, planters, and turf areas under trees and removed from site. Under no circumstances shall leaves, grass clippings and/or debris be blown into the street or into storm drains as a means of removal from the site.

3.7 Reporting and Meetings



The Contractor shall be responsible for submitting reports on a monthly basis in an electronic or verbal format regarding this project to the City Manager or EDC Coordinator regarding the current status and any recommendations regarding the project.

3.8 Safety Plan

The Contractor agrees to perform all work outlined in the Scope of Services in such a manner as to meet all accepted standards for safe practices during the maintenance operation and to safely maintain stored equipment, machines, and materials or other hazards consequential or related to the work. Contractor agrees additionally to accept the sole responsibility for complying with all local, County, State, or other legal requirements including but not limited to, full compliance with the terms of the applicable O.S.H.A. Safety Orders at all times so as to protect all people, including Contractor's employees, members of the public or others from foreseeable injury, or damage to their property. Contractor shall inspect all potential hazards at said facilities and keep a log indicating date inspected and action taken.

3.9 Term

It is anticipated that the contract term for contract(s) awarded resulting from this request for proposal, if any, will be for one (1) year with option to renew for three (1) one-year terms.

3.10 Payment

Payment will be recurring on a 6 month basis.

3.11 Pricing:

Please complete the price table and provide detailed responses to all items being responded to. See the attached Exhibit 1 – Schedule of Items & Prices Worksheet.

3.12 Bidder Qualifications Bidders must provide proof with their bid of their ability to meet the minimum qualifications set forth under the Scope of Services. Bidders are instructed to provide a brief summary of the bidder's safety history for the past two (2) years. This narrative should site any hazardous safety incidents and actions to correct such incidents in the future

3.13 Delays The Contractor shall make a good faith effort to adhere to the contracted maintenance schedule. In the event that Contractor is unable, for whatever reason, to maintain maintenance schedule (i.e. poor weather conditions, etc.)

3.14 – Insurance – The Contractor shall carry appropriate insurance at all times throughout the duration of the project.

Exhibit 1

MAINTENANCE SCHEDULE AND PRICES – ALL SERVICE AREAS

(Note: estimates are based on 12-month service period)

Description	Estimated No. Of	Service Date	Cost Per For Service
Mow, edge, remove trash and power blow (weed/grass); water plant containers and annual bed. Do Not Over Water	25	Twice a month	\$
Prune Trees	12	Every other month	
Insect Control	1	Once a month	
Spray weeds in paving cracks	24	Every other a month	
Fluff mulch	3	March, June and November	
Cultivate beds	3		
Trim lower limbs at 8 ft. and below	2		
Aerate lawns	1	April	
Mulching	2	March and November	
Fertilize lawn	2	February and November	
Fertilize Shrubs	2	February and August	
Fertilize Trees	1	February	
Inspections (irrigation system)	2	Semi Annual	
Additional Rate Per Hour of Labor for additional duties as needed.			



Service Area 1

204 N Main St. Nolanville, Tx 76559 - Law space, trees, and main street area

Service Area 2

Main Street Road – landscaping, shrubs, and trees

Section 4. Pricing:

Please complete the price table and provide detailed responses to all items being responded to.

1. Instructions

Complete this section in its entirety, and submit this form, as well as your **Standard Price Sheet**.

2. Total Cost I have received and thoroughly examined the specifications and work schedule and have visited and examined the work sites. I have also received and considered all solicitation amendments as posted on the solicitation website and have included those provisions in my Proposal.

I understand the work to be done as provided in the Scope of Services and specifications. I further understand that the work is subject to the review and approval of NEDC and submit the following Proposal.

NOTE: Proposer shall insert annual cost below as indicated on Exhibit 1 – Schedule of Items & Prices Worksheet.

	Service Area & Totals
Service Area 1: 204 Main St Total:	\$
Service Area 2: Main St Total:	\$

Contractor to include their **standard price sheet to** cover all items and services not specifically covered in the RFP. Please include additional Rate Per Hour of Labor for additional labor/maintenance duties the NEDC may need. Ex: Special event site preparation, maintenance crew labor cost.

Additional Services As needed:

General Maintenance Outside of this scope	\$ _____ per man hour
Additional Landscaping-enhancement and plantings	\$ _____ per man hour



Price Proposal Signature The information in this RFP is to be utilized solely for preparing the proposal response to this RFP and does not constitute a commitment by NEDC to procure any product or service in any volume.

Certification By submitting this Request for Proposal response, the above named individual certifies that the individual/company is not ineligible to receive a purchase order/contract per the terms and requirements set forth per NEDC General Terms and Conditions or for any other reason. Further, the above named individual certifies that he/she has read, understands and agrees to be bound by the requirements and terms and conditions set forth in this Request for Proposal

Name:	
Title:	
Date:	
Signature:	

NONDISCRIMINATION: The successful bidder shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement.

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below. Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections one (1) through three (3) below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer.



Attachment No. 2 Proposer Certifications

Certificate of Insurance Information

Parties making deliveries to or performing services at the NEDC sites, must carry public liability, property damage and Worker Compensation insurance with carriers authorized to provide such insurance under the laws of the State of Texas.

Upon request from the NEDC, the successful bidder shall provide the NEDC with a certificate of insurance naming the NEDC as certificate holder. Respondent must provide proof of insurance for any liability resulting from the student's actions (i.e. injury to, or damage to property of, a third party).

Attachment No. 3 Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p>	Date Received	
<p>2 <input type="checkbox"/> 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.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>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.</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains 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.</p>		
<p>6 <input type="checkbox"/> 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).</p>		
<p>7</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity Date</p>		



EXHIBIT NO. 2

RFP LANDSCAPING & GROUNDS MAINTENANCE SERVICES

standard price sheet