

RFP Request for Proposal for City of San Augustine Mowing Contract (Term of August 1, 2020-June 31, 2023)

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The City of San Augustine is accepting proposals (Bids) for mowing City property.

Instructions:

Submit a price in writing on a single sheet (handwritten is acceptable) showing the total price for the term of the proposed contract time. Also show the price per each cutting. You may submit this first page with the following information filled out by you in a sealed envelope no later than June 26, 2020 at 2 PM CST to City Hall, ATTN: City Manager. Bids will be opened publicly at the deadline in the City Council Chamber. Anyone may attend.

Price per Cut \$ _____
Total Contract \$ _____

Company Name: _____

Signed: _____ Date: _____

Questions:

Call 936-275-2121 or email to info@cityofsanaugustinetx.gov

The property and scope of work is defined as follows: (will be in the Contract)

This contract will apply to the property located at the following areas within the City:

1. City Hall 301 S. Harrison St.
2. Police Department 810 US 96 N.
3. City Public Works Building (across from PD) Hwy 96 N
4. Water Tower Highway 96 north
5. Chamber of Commerce log cabin 611 W Columbia St.
6. Lewis hotel 500 Columbia St.
7. Ayish Hall and train caboose
8. Old Electrical Plant at the end of N Bolivar St.
9. Senior Center 405 S Bolivar St
10. The Park at Harrison Street and Park Street/Golden Way Street
11. Public Library 413 E Columbia St
12. Water Tower on Milam St. behind the hospital
13. Baseball Park Hwy 21 E.
14. Water treatment plant 501 FM 2213
15. Waste Water Treatment & Solid Waste Entry Hwy 147 S.
16. Waste Water Treatment Hwy 147 S.
17. Solid Waste transfer station Hwy 147 S.

Contract Time:

The contract time will begin on August 1, 2020. The projected project completion date is June 30, 2023. While the contract time period there will be two cuttings monthly per site beginning in March and ending in November.

Contract Scope of Work: (See Appendix "A" Maps)

The Contractor agrees to provide the City with the following landscaping services by location: (General Mow, Weedeat & Blow Waste)

1. City Hall 301 S. Harrison St. - All grass including the corner (mound) at the back of the fire station. Weed eat and blow off all sidewalks and driveways.
2. Police Department 810 US 96 N. Mow, weed eat and blow away trimmings. Mow highway frontage and down both sides. The left side goes all the way back to the gate.
3. City Public Works Building (across from PD) Hwy 96 N. -Mow, weed eat and blow away trimmings. Mow The island between the annex and police station, the front, the side all the way to the back gate.
4. Water Tower Highway 96 north -Mow and weed eat. Highway frontage to the chain link fence. On the left side outside the fence, mow two stripes and all inside the fence around the tank.
5. Chamber of Commerce log cabin 611 W Columbia St. - Mow, weed eat and blow away trimmings. Mow front, both sides (highway to highway) and all the way to the bayou.
6. Lewis hotel 500 Columbia St. -Mow, weed eat and blow away trimmings. Mow front, both sides, and a large portion of the back (see what has been maintained).
7. Ayish hall and train caboose - Mow, weed eat and blow away trimmings. Mow from Columbia to the bridge and from the bayou to the railroad tracks including behind the caboose and Ayish Hall. Mow from the foot bridge 1 stripe down trail to HWY 147 and one stripe back out to the bridge.
8. Old electrical plant at the end of N Bolivar St. - Mow, weed eat and blow away trimmings. Mow from manhole at plant entrance all the way back to the back of the building. Mow in front of the building and the right side to and around the water tank.
9. Senior Center 405 S Bolivar St - Mow, weed eat and blow away trimmings. Mow in front of the building and from street to street on either side. Maintain hedges.
10. The Park at Harrison St and Park St also Golden Way St - Mow, weed eat and blow away trimmings. Mow all that has been maintained from Harrison street to tennis court. Mow between Park street and tennis court, behind tennis court and then fan out and mow what has been maintained. Mow around to the antenna/tv station. There are also propane tanks there to mow and weed eat around. Mow from the TV station half way between the wooded area and the double wide mobile home. Mow island between Golden Way and Park street and opposite side of Park street to the creek. Mow both sides of Golden Way (see what has been maintained).
11. Public library 413 E Columbia St - Mow, weed eat and blow away trimmings.
12. Water tower on Milam St. behind the hospital - Mow, weed eat and blow away trimmings. Mow inside the chain link fence.
13. Baseball park Hwy 21 E. - Mow, weed eat and blow away trimmings. Mow all areas from HWY 21 to the back side of the last field. Mow both sides of the drive into the park and the island. Blow away trimmings from the pavilion and picnic tables and basketball court.
14. Water treatment plant 501 FM 2213 - Mow, weed eat and blow away trimmings. Mow from Hwy 2213 on both sides of the drive all the way into the plant. Mow everything that has been maintained all the way to the lake. Mow inside the chain link fence at the plant.
15. Waste Water Treatment & Solid Waste Entry Hwy 147 S. - Mow, weed eat and blow away trimmings. Mow from Hwy 147, both sides of the drive all the way to the creek (see what has been maintained). Mow outside the yard along the chain link fence, around the back. On the left side mow to the tracks (see what is maintained).

16. Waste Water Treatment Hwy 147 S. - Mow, weed eat and blow away trimmings. Mow inside the chain link fence (see what is maintained).

17. Solid Waste transfer station Hwy 147 S. - Mow, weed eat and blow away trimmings. Mow from creek behind the sanitation dump to the chain link fence, to the left of the fence around to the back (see what is maintained). Mow inside the chain link fence, weed eat and blow.

General Note: Waste may NOT be blown into City Streets or neighboring, Non-City lots.

Payment/Other:

1. The City agrees to pay the Contractor for two (2) cuttings per month payable by City check to the Contractor pursuant to the per cutting Contract Price for all areas. Payment will be once per month, and the Contractor must invoice the City monthly for payment.
2. The Contractor will maintain \$2,000,000 of liability insurance. Liability of the Contractor includes incidental glass or other breakage to City or City resident property or vehicles. Vehicles will have \$500,000 liability insurance.
3. The cutting should generally happen in each area on the same two days of the month, but the Contractor may change dates to avoid rain days. The schedule must be agreeable to the City, but rain delays do not need to be approved. Cutting early would work the same way.
4. Any changes in work must be agreed to in writing by the City and the Contractor. The City agrees to pay the Contractor any additional fees or costs incurred by the Contractor because of new work which shall be agreed to in writing, and attached hereto.
5. During the last month of the season (November) each year, if cutting the grass becomes unnecessary the Contractor may substitute other work for cutting as acceptable to the City in order to be paid for the month. Hedge clipping in lieu of cutting is an example, and work substitutions must be agreed to by the City and the Contractor.
6. The City agrees to provide Contractor with a map of locations. (See Appendix A) The map will have the work areas generally outlined, but ask for clarification if unsure as to which areas get maintained.
7. The Contractor is responsible for abiding by all building regulations, fire codes, worker safety laws, and environmental protection laws. The Contractor shall pay any fines or penalties associated with a failure to abide by legal regulations. Further, the Contractor shall pay for any damages caused by the negligence of the Contractor or an employee of the Contractor.
8. The City agrees to provide Contractor with the property access needed to fulfill the terms of this contract.
9. The language herein will be incorporated in a contract between the City and Contractor after the bids are opened, and a successful bidder is awarded the work. The Contract will be on the July 2020 Council Agenda.
10. Price increases during the term will not be allowed except for fuel. For an increase based on fuel Contractor will submit proof of one month's fuel cost. The costs will be compared to the data from <https://www.eia.gov> - Weekly Retail Gasoline and Diesel Prices, 06/01/20 Value for "Gasoline – All Grades with a beginning value of \$2.064/Gallon. The percent increase from the site will be applied to the cost using this formula → $Cost \times 1. \% \text{ Increase per eia.gov} = \text{Amount to be added or subtracted from Monthly invoices as an add or deduct from the contract price.}$ This may be requested in writing by either party, and may only be requested one time in one year period. The intent is to stop one party or the other from being damaged by fluctuations in the cost of petroleum in recognition that fuel is a significant cost driver in operations for this work. (Figure 1 is a Screen Shot of the eia.gov cost for 06/01/2020)

Download Series History		Definitions, Sources & Notes							View History
Show Data By:		Graph	04/27/20	05/04/20	05/11/20	05/18/20	05/25/20	06/01/20	
<input checked="" type="radio"/> Product	<input type="radio"/> Area	Clear							
Gasoline - All Grades	<input type="checkbox"/>	<input type="checkbox"/>	1.870	1.883	1.941	1.969	2.049	2.064	1993-2020
All Grades - Conventional Areas	<input type="checkbox"/>	<input type="checkbox"/>	1.731	1.753	1.818	1.845	1.938	1.952	1994-2020

11. Contractor must provide phone contact numbers for the City. A Contractor with the ability to receive sms texts and emails is preferred.

Address any questions to the City Manager at 936-275-2121 or by email to info@cityofsanaugustinetx.gov. Late bids will not be considered.