



Mountain City, Texas

CITY OF MOUNTAIN CITY REQUEST FOR BIDS #020821A CITY LAWN & MAINTENANCE

DUE BY MONDAY, FEBRUARY 8, 2021 @ 5pm

The City of Mountain City, Texas (located on Hwy 2770 next to Hays High School) is soliciting sealed bids for a city lawn services. All bids are to be made out to the City of Mountain City, and sent to the attention of City Administrator Tiffany Curnutt via mail to 101 Mountain City Dr, Mountain City, TX 78610, or by email @ tiffany.mountaincity@gmail.com, or by hand delivery. Emailed bids will be placed in a sealed envelope.

All bids must be in writing and received on or before 5:00 p.m. on February 8, 2021. No verbal bids or amendments will be accepted. Any bids received after 5:00 p.m. on February 8, 2021 will not be considered. The City of Mountain City hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority businesses will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, religion, or national origin in consideration for award.

Firm prices must be bid and the vendor's signature on the bid constitutes an offer to perform the services in full for the price specified in the bid. The bidder must be prepared to prove that bidder has liability insurance to include liability insurance for each vehicle. Proof of insurance must be provided in the bid packet. A bidder who cannot produce proof of insurance may be disqualified. A purchase order will be executed, and the bidder must sign the purchase order prior to starting work.

The City of Mountain City reserves the right to reject any or all bids and to negotiate changes, additions, or deletions. The City reserves the right to accept the bid which it deems to be in the City's best interest and will not necessarily be bound to accept the lowest bid. All bids will be opened in public at the City Hall of Mountain City, 101 Mountain City Drive, on February 8, 2021 at 5:15pm. All bids will be reviewed to verify compliance with all bid requirements. The winning bidder will be contacted on via email or phone no later than Tuesday, February 9 @ noon.

The bid shall include labor and any necessary materials for a city lawn and maintenance to accomplish all tasks noted. The bid shall clearly state each of the tasks and note that the vendor "will comply" or "will not comply". Each bidder shall complete the below chart and include it in the formal bid proposal.

Work should commence no earlier than 30 days after approval and no later than 60 days after approval. The vendor's signature on the bid and the purchase order constitutes an offer to perform all the services solicited in this request. Contractor shall invoice the City after each service or on a regular, agreed upon schedule. Payment will be submitted to the contractor within 30 days of receipt. Upon approval, contract will be awarded for one three-year term with two optional one-year extensions.



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Areas of maintenance include:

- Area surrounding the City Hall @ 101 Mountain City Dr and the adjacent lot / large open field.
- Area surrounding all buildings on City Hall property including; City Hall, storage building and small rental building.
- Signage at Main Entrance
- Common Areas throughout the City (end of Live Oak Dr, Ash Dr (x2), Hemlock, Poplar Dr)
- Tree trimming, shrub/rose maintenance, flower beds at the City Hall

Please complete the below chart with “will comply” / “will not comply” ;

Service Description	Will Comply / Will Not Comply
1. Each mowing, where possible, will be performed at an oblique or ninety-degree angle to previous service trip to prevent wheel depressions in the turf.	
2. Corrective height adjustments shall be made on mowing units as warranted by grass condition, height of grass and seasonal changes.	
3. Pick up small trash / debris on each visit. Any debris pick up that will result in additional charges must be approved by The City first.	
4. Edging/Trimming around all turf perimeters including parking areas, buildings etc. is required with each mowing cycle.	
5. All “landscaped” areas will have debris removed with each visit.	
6. Water based chemical shall be used to control weeds in landscaped areas including main entrance median.	
7. Additional services or an increase in cycle frequency may be requested by the City at the pricing noted below in the Pricing Description section.	
8. Contractor shall invoice the City upon completion of each service or through an agreed upon invoicing schedule.	

Equipment / Protective Gear	Will Comply / Will Not Comply
1. Contractor agrees to use its best effort to maintain and operate all equipment in a clean and safe condition.	
2. Contractor will wear protective clothing & eye protection while working in high traffic areas.	
3. Contractor will notify The City of any equipment outages that may prevent regular maintenance or result in a delayed service.	



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Please complete the below chart by filling out the “Cost Per Cycle” column and add any additional information as you see fit.

Monthly Pricing Description	Cycles per Year	Cost per Cycle
1. Maintain area surrounding City Hall, large open area behind City Hall, areas surrounding all buildings on property. Frequency: March-Oct (up to 2 times monthly.) NOTE: twice monthly is not guaranteed, if mowing is not needed due to drought or other reasons then it should not be performed. Second mowing to be approved by City. Nov-Feb (1 time monthly if needed)	Up to 20	
2. Signage at Main Entrance & Flower beds. Frequency: Same as above.	Up to 20	
3. Common Areas throughout the City. Frequency: 1 time per month, year round	12	
4. Tree trimming, trim shrubs/rose bushes, clean out flower beds surrounding City Hall. Frequency: 1 time in February, 1 time in October	2	
5. Additional service offerings (please describe):		

Please add any additional information or supporting documentation in your submitted bid packet.

All bids must include;

- Company / Contractor Name
- Point of Contact Name
- Mailing Address
- Phone Number
- Email Address
- Completed Service Description, Equipment / Protective Gear and Monthly Pricing Description Charts
- 3 References from businesses or government entities that service is currently provided to.
- Proof of Insurance

If you have questions please contact City Administrator Tiffany Curnutt at tiffany.mountaincity@gmail.com.