

Opportunities

for Williamson & Burnet Counties



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Bids for Lawn Services

Due date for Bids
May 16, 2024 by 4 pm central time

How to Submit a Proposal

Bid packets may be downloaded from www.owbc-tx.org . Interested parties should complete bid packet no later than 4PM on May 13, 2024, and email to information@owbc-tx.org. The subject line should read 2024Bid#02Lawn. If there are any questions, please contact information@owbc-tx.org.

The final selection process will be based on standardized scoring and competitive negotiation for the purpose of selecting a subcontractor. OWBC reserves the right to refuse any and all bids. The Contracts will be awarded for a one-year term and may be extended on a yearly basis, up to an additional Four (4) years based on satisfactory performance and the availability of funds.

Time Line

- | | |
|---|---|
| 1. Request for Bids Release date | Thursday May 2, 2024 |
| 2. Questions can be submitted to info@owbc-tx.org | Thurs. May 2, through Mon. May 13, 2024, 2024 |
| 3. Bids Due Date | Mon 13, 2024 by 4 pm Central Time |
| 4. Review of Bids Due Date | Friday May 16 2024 |
| 5. Announcement of Winning bid | Monday 20, 2024 |

About OWBC

To empower children, families, and seniors to achieve and maintain independence by partnering with area organizations to provide education, nutrition, and community support.

Opportunities for Williamson & Burnet Counties was established in 1965 as the area's official Community Action Agency. The organization is a private, non-profit corporation governed by elected officials, community leaders and target area representatives. Throughout its history, Opportunities has administered a wide range of social service and economic opportunity programs benefiting many individuals and families. Opportunities for Williamson & Burnet Counties has an annual operating budget of over \$12 million and a staff of more than two hundred.

Opportunities serves thousands of people annually in both counties. Working cooperatively with other agencies, I am an advocate for those who might not otherwise have a voice in the community in which they live. The Board and staff are dedicated to providing services to help those in need achieve a better, more productive life.

OWBC is an equal opportunity employer.

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OWBC

Solicitation for Lawn Services

1 SERVICE DESCRIPTION (Scope of work):

Services at multiple sites listed in the Service Areas

1. Mowing areas of grass identified in this Bid Packet
2. Picking up trash prior to mowing
3. Edging property as identified in this Bid Packet
4. Trimming bushes when needed
5. Cleaning lawn clippings from property
6. Clean up sidewalks of any clippings.

2 BIDDER ELIGIBILITY:

1. Bid packages which are incomplete, prices do not tabulate correctly, lack required documentation, or are illegible will be considered non-responsive and will be rejected. Submission must include all referenced attachments and required documents.
2. Bidders must have the staff, equipment, financial and technical resources needed to effectively perform all required activities Bidders must comply with all applicable federal, state, and local laws and regulations,
3. Bidders must have adequate general liability and vehicle insurance. Failure to provide a current copy of the general liability vehicle insurance will result in automatic disqualification. **Not Eligible if liability is not provided.**
4. Bidders may not be on a local, county, state, or federal Consolidated List of Debarred, Suspended and Ineligible Contractors and Grantees.
5. All bids must be submitted to OWBC Bid Services by May 16, 2024, 4pm Central Time.

3 CONTRACTOR SELECTION:

A contract pursuant to this solicitation, if awarded, shall be based on OWBC evaluation of price, past performance and experience, financial and technical resources, and compliance with all legal and other bidder requirements.

4 BID SHEET INSTRUCTIONS

1. Obtain official bid packet from <https://owbc-tx.org/> under the RFP Tab
2. Complete Bid Sheet
3. Complete Contractors Experience and Integrity
4. Complete Contractors Financial Resources
 - i. Attach Proof of Liability Insurance
5. Read Contract
6. Sign acknowledgement.
7. Email to info@owbc-tx.org by May 16, 2024, by 4 PM Central Standard Time

Submission

Bid packets may be downloaded from www.owbc-tx.org . Interested parties should submit a complete bid packet no later than 4PM on May 13, 2024, and email to information@owbc-tx.org. The subject line should read 2024Bid#02Lawn.

If there are any questions, please contact information@owbc-tx.org.

Sample Bid Sheet

<u>Site</u>	<u>Square Ft of Lawn</u>	<u>Contractor Price per Cut</u> <u>(write Bid in this row)</u>	<u>(multiply twice per month)</u>	<u>Total Price for Site</u> <u>(write Bid in this row)</u>
101 avenue A	500	\$100.00	X2	\$200.00
1313 Third Street	700	\$130.00	X2	\$260.00
<u>1234 Joe Street</u>	<u>300</u>	<u>NA</u>	<u>X2</u>	<u>NA</u>
<u>Total Price for all Sites per month</u>				<u>\$460.00</u>

5 Bid Sheet to be Completed with the Packet for Williamson County Only

<u>Site</u>	<u>Square Ft of Lawn</u>	<u>Contractor Price per Cut</u>	<u>(multiply 2x per month)</u>	<u>Total Price for Site</u>
OWBC – Central office 604 High Tech Dr. Georgetown, TX 78626	40,000		X2	
Bagdad Head Start Meals on Wheels 351 N. Bagdad Road Leander, TX 78641	700		X2	
Bartlett Head Start 620 West Clark Street Bartlett, TX 76511	68,890		<u>X2</u>	
Florence Head Start 203 Adams Street Florence, TX 76527	800		X2	
Harris Ross Head Start 303 Ferguson St. Taylor, TX 76574	4,000		X2	
Hutto Head Start 80 Mager Lane Hutto, TX 78634	115,000		X2	
Mary Bailey Head Start 601 College St. Georgetown, TX 78626	15,800		X2	
Rawleigh Elliott Head Start 103 Holly Street Georgetown, TX 78626	29,834		X2	
Round Rock Head Start 1001 E. Main St. Round Rock, TX 78664	310,000		X2	
<u>Total Price for all Sites per month</u>				

6 CONTRACTOR EXPERIENCE AND INTEGRITY:

A YEARS OF EXPERIENCE

_____ Number of years' experience you/your company has been in the Lawn Care business.

B RECORD OF PAST PERFORMANCE (REFERENCES)

List below the names, addresses and phone numbers of 3 previous clients as references for whom you/your firm have performed Lawn Services for 12 months. No points will be awarded for references, which cannot be verified, or who indicate that the work performed, or staff conduct was unsatisfactory. Accompanying references are required with each contract proposal. References will be verified.

Reference 1 Name Address and Phone # for verification

Reference 2 Name Address and Phone # for verification

Reference 3 Name Address and Phone # for verification

7 CONTRACTOR FINANCIAL RESOURCES:

- | | Yes | No |
|---|------------|-----------|
| 1. Provide proof of the required general liability insurance.
Attach a copy to the bid. | _____ | _____ |
| 2. Are you willing to wait 30 days after final inspection/billing to receive?
Payment by mail to address provided. | _____ | _____ |

8 CONTRACTUAL AGREEMENT STANDARD SPECIFICATIONS & CONDITIONS

The following standard specifications and requirements shall be binding upon the Contractor (if selected) and OWBC pursuant to this solicitation.

1. The contractor shall furnish equipment and staff for the delivery of Lawn services.
2. It is OWBC's intent to secure a quoted price (i.e., bid) for all services and labor. Incidental items not included in OWBC's solicitation shall not be billed to OWBC.
3. Contractor shall furnish all labor pursuant to completion of activities. The Contractor's work is subject final inspections of the work by Staff of OWBC.
4. Bidders must provide on-site supervision. Field staff must be proficient in lawn service. Must meet safety requirements by OSHA.
5. Once a job is completed, the Contractor must remove all debris from the job site and dispose of it in a proper and responsible manner. The Contractor shall take every precaution necessary to protect all existing trees, shrubbery, plants, sidewalks, buildings, vehicles, etc. in the area where work is being done, as well as the building covered by the contract, and shall rebuild, repair, restore and make good at his own expense all injury and damage to same which may result from work being carried on under this contract.
6. OWBC shall not be charged separately for sub-contractor's cost for job-related transportation, tools or equipment needed to perform work or for disposal of debris removed from the job site, for staff training or for fringe benefits.
7. The contractor is responsible for any job-related illness or injury to workers in his/her employment, and shall indemnify and hold harmless OWBC, OWBC staff, OWBC's clients in the event an on-the-job illness or injury occurs.
8. All work is performed on a reimbursement basis. No draws or advances shall be provided under this agreement.
9. The contractor is responsible to provide an invoice to OWBC via email by sending a PDF invoice to payables@owbc-tx.org upon completion of the assigned work. Other forms of submission are not accepted.
10. OWBC is responsible for paying for invoices received within 30 days.
11. All work assigned pursuant to this contract must be completed in a timely and expeditious manner. Failure of the Contractor to perform in accordance with said schedule may be grounds for termination of the services agreement.

12. The contractor must correct any bona-fide workmanship deficiency identified during an agency final inspection. Failure to take the required corrective action within a reasonable time period (normally 5 working days) may result in termination of this agreement. Measures that require more than two inspections due to the sub-contractor's failure to meet the specified work requirements shall result in each additional inspection being charged to the Contractor at the rate of \$100 per re-inspection.
13. Contractor must recognize the special needs and concerns of OWBC staff, Headstart Children, elderly, and disabled clients and must ensure that clients are always treated respectfully and courteously. Contractors and/or staff must always conduct themselves in a professional manner.
14. The contractor must retain all work and cost records for a minimum period of three (3) years after payment for the dwelling unit or facility repair has been made and all other pending matters are closed. This requirement is to assure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements.
15. The Contractor must meet the following and must provide assurances of the same.
 - a. ***Equal Employment Opportunity***--Compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Dept. of Labor regulation (41 CFR part 60).
 - b. ***Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)***--The sub-contractor must comply with the Copeland "anti-kickback" Act (18 USC 874 and 40 U.S.C.276c) as supplemented in Department of Labor regulations (29 CFR, Part 3, "Contractors and Sub-contractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.
 - c. ***Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)*** --compliance with Sections 102 and 107 of the Contract work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29CFR part 5). Under Section 102 of the act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act applies to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.
 - d. ***Debarment and Suspension (E.O.s 12459 and 12689)*** --No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspensions." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O.s 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

9 ACKNOWLEDGEMENT (SIGNATURE AUTHORITY):

I HEREBY ACKNOWLEDGE HAVING READ AND CERTIFY THAT I UNDERSTAND AND FULLY ACCEPT ALL THE CONTRACTUAL TERMS AND CONDITIONS WHICH ARE SET FORTH HEREIN AND WHICH SHALL BE INCLUDED IN ANY CONTRACT DOCUMENT EXECUTED PURSUANT TO THIS SOLICITATION.

Respondent's Company Name

Respondent's Printed Name

Title

Respondent's Signature

Date

EXECUTED to be effective on

Opportunities for Williamson-Burnet Counties

Marco Cruz, Executive Director

Date

BIDDER EVALUATION SHEET

(For OWBC Use Only)

Responders Company Name: _____

Bid provided (no points awarded):

Responsive criteria:

Bid has all required attachments/documents

Yes No

If not, Bidder is disqualified.

BID:

Lowest bid _____

This bid _____