

Request For Proposal

To obtain the services of a grounds maintenance company to render professional services in all areas of grounds maintenance



**HEART OF TEXAS
COUNCIL OF GOVERNMENTS**

**1514 South New Road
Waco, TX 76711**

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A. GENERAL INFORMATION

The Heart of Texas Council of Governments (HOTCOG) is a voluntary organization of local governments within Central Texas, created by the State of Texas and recognized as a political subdivision of the State. The stated purpose of HOTCOG is the improvement of the health, safety and general welfare of its citizens and the planning for the future development of the region. It does not have stockholders or equity owners and is not subject to taxes. The governing Board of Directors is comprised of representatives of member governments within Bosque, Falls, Freestone, Hill, Limestone and McLennan Counties.

B. CONDITIONS AND LIMITATIONS

Solicitation and selection of proposals via this Request for Proposal (RFP) shall conform to all State and Federal laws and regulations governing procurement of services. Proposers are responsible for familiarizing themselves with such laws and regulations. Failure to comply with or violation of any of the following conditions/limitations regarding this RFP process may invalidate a proposal or lead to its rejection.

All proposals must be received on time at the address indicated and must be responsive to the RFP instructions. HOTCOG is not responsible for lateness or non-delivery of mail, carrier, etc.

- A response to this request does not commit HOTCOG to award a contract or to pay any costs incurred in the preparation of a response nor to pay for any other costs incurred prior to the execution of a formal contract.
- HOTCOG reserves the right to accept or reject any or all proposals received and to cancel this RFP in part or in its entirety.
- HOTCOG reserves the right to make any changes to this RFP, as it deems necessary. HOTCOG will provide notification of such changes to all organizations recorded as having received or requesting an RFP.
- HOTCOG reserves the right to contact any individual, agency, or employer listed in a proposal or to contact others who may have experience and/or knowledge of the proposals relevant performance/qualifications.
- HOTCOG reserves the right to negotiate the final terms of any agreement or contract with the proposer.
- Proposal must be manually signed by a person having the authority to bind the organization in a contract.

C. STATEMENT OF WORK

Description of Work:

The services to be performed by the contractor are as follows:

1. Mow all grass, weed eating and edging all areas of the property a minimum of 38 times during each year in the contract period, January 1 through December 31.
2. Trash detail of grounds and blowing all walk and concrete areas including parking lot of the property after each mowing.
3. Maintenance of all shrub and flowerbeds, to include weeding of beds, hedging of shrubs, leaf raking, blowing and hauling off debris a total of 12 times a year during the contract period. Annual pruning/trimming of live oak trees on the property.
4. Fertilization of the grounds twice with a pre-emergent in February and September and one regular organic application in early summer. Fertilization of the shrub beds will be done annually.
5. Monitor/set and test sprinkler system once per quarter during the contract period. Quote price for labor and materials for normal repairs.

D. GENERAL SERVICE PROVIDER REQUIREMENTS

1. Contractor will observe all holidays given by HOTCOG. (This time may be used to maintain any detail work requested by HOTCOG).
2. Contractor's employees are solely responsible to contractor for all work.
3. Contractor's employees must be trained in all areas of grounds maintenance and meet HOTCOG's needs.
4. Contractor will furnish and maintain all grounds maintenance equipment.
5. Contractor's employees must be covered by Worker's Compensation.
6. Contractor must provide proof of bonding and insurance on all employees. Insurance coverage will be as follows:
 - General Liability \$ 2,000,000
 - Auto Liability \$ 1,000,000
 - Worker's Compensation

E. PROPOSAL GUIDELINES

I. Period of Performance.

HOTCOG is requesting a two (2) year contract with the option to renew for three (3) one (1) year terms upon the written consent of HOTCOG. Contract to begin January 1, 2025.

II. Due Date.

The deadline for submission in response to this Request for Proposal is December 9, 2024 by 4:00 P.M. C.S.T. All responses must be received by that date, regardless of the date of postmark, in order to be considered. Fax proposals will be rejected. Please mark the outside of the envelope “Grounds Maintenance.”

Submittal – Submit on original and two (2) clear copies to:

Michelle Vasquez, Director of Finance & Administration
Heart of Texas Council of Governments
1514 South New Road
Waco, TX 76711

III. Format.

Proposals must be typed on 8.5 x 11 paper with pages sequentially numbered.

IV. Profile of the Proposer.

It should be noted if the company is local, regional or national. The company should specify the location of the offices which will be performing the grounds maintenance services along with the range of service performed.

V. Mandatory Criteria

It should state that the company is fully insured and bonded and provide proof of these coverages. (These coverages must include Worker’s Compensation).

VI. Proposer’s References.

A list of no less than three (3) references should be provided.

VII. Compensation.

An all inclusive maximum monthly fee for which the requested work will be done shall be stated.

VIII. Additional Data.

Additional information should be supplied that is pertinent to this proposal and the services requested.

IX. Withdrawal of Proposals.

Proposals may be withdrawn by certified mail or in person by the applicant, provided that their identity is made know and a receipt for the proposal is signed.

F. EVALUATION AND SELECTION OF SERVICE PROVIDER

Proposals will be evaluated to ascertain which contractor best meets the needs of the Heart of Texas Council of Governments. Oral interviews may be arranged to assist in making the final selection. Evaluation consideration will include at a minimum the following:

- A. Prior experience of the company and its staff.
- B. Demonstrated competence and qualifications of the company.
- C. Company's understanding of the work to be performed.
- D. Reasonableness of the fee for services. Although a significant factor, fees charged may not be the dominant factor. Fees will be particularly important when all other evaluation criteria is relatively equal.

The proposals will be evaluated by HOTCOG staff. All questions concerning this RFP should be directed to Michelle Vasquez, Director of Finance & Administration 1514 South New Road, Waco, Texas 76711, (254)292-1831.

Responsiveness to Statement of Work 25 points

The method proposed to achieve the desired results through the adequacy of detailed work plans and activities in relation to what was requested. Points will be awarded on several factors, including the quality of and approval of service delivery.

Demonstrated Performance 35 points

The ability of the Proposer to successfully provide service for the kind and scope of work proposed. Proposer should describe prior experience and knowledge as it relates to the service and work previously listed. Three references where similar services have been performed are required.

Reasonableness of Cost

40 points

Proposers are to submit cost quotations to deliver the services found in the Statement of Work. Proposers will provide a flat monthly cost to HOTCOG for these services. Cost reasonableness is determined by relating the cost of services proposed to the market rate or other know factors.

Total Possible Points

100

ATTACHMENT A

PROPOSAL COVER SHEET

**HEART OF TEXAS COUNCIL OF GOVERNMENTS
IS SEEKING PROPOSALS FOR
GROUNDS MAINTENANCE SERVICES**

“Execution hereof is certification that the undersigned has read and understands the terms and conditions herein, and that the undersigned’s principal is fully bound and committed”

1. Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

2. Contact Person: _____ Phone: _____

3. Historically Underutilized Business (HUB) Minority Owned Female Owned
 Local Business Small

Typed Name and Title

Signature of Authorized Representative

Date

ATTACHMENT B
CERTIFICATION OF PROPOSER

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member or agent of HOTCOG has assisted in the preparation of this proposal. I acknowledge that I have read and understood the requirements and provisions of the RFP and that this organization will comply with the procurement standards applicable under this RFP and any other applicable local, State and Federal regulations and policies. I also certify that I have read and understand the General Information and Conditions and Limitations sections presented in this RFP and will comply with the terms, thereof, and furthermore that

I, _____ am the _____
(Typed Name and Signatory Authority) *(Title)*

of the corporation, partnership, association, public agency, educational provider or other entity named as Proposer and Respondent herein and that I am legally authorized to sign this proposal and submit it to the Heart of Texas Council of Governments on behalf of said organization by authority of its governing body.

ATTEST:

Name of Applicant/Organization

Name of Authorized Signatory

Title of Authorized Signatory

Signature of Authorized Signatory

Date

Subscribed and sworn to before me this _____ day of _____, 2012, in _____

County, State of _____.

Signature: _____
Notary Public

Date Commission Expires

ATTACHMENT C
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY, AND VOLUNTARY EXCLUSION -
LOWER TIER COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR part 98, Section 98-.510, Participants' responsibilities.

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective recipient of Federal Assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Bidder/Organization

Name and Title of Authorized Representative

Signature and Date