



*Colorado River Municipal Water District*

Colorado River Municipal Water District  
400 East 24<sup>th</sup> Street  
PO Box 869  
Big Spring, Texas 79721

Request for Proposals  
for  
Lawn Services  
for  
400 East 24<sup>th</sup> Street, Big Spring, Texas  
and  
401 East 24<sup>th</sup> Street, Big Spring, Texas  
and  
406 East 23<sup>rd</sup> Street, Big Spring, Texas



## Package

For services beginning January 2, 2021, Colorado River Municipal Water District is requesting bids for lawn services for the offices located at 400 East 24<sup>th</sup> Street, 401 East 24<sup>th</sup> Street and 406 East 23<sup>rd</sup> Street, Big Spring, Texas. CRMWD requests that proposals are bid on a 24-month contract.

### **Sealed bids will be received by:**

Colorado River Municipal Water District  
Attn: Audra Hoback, Business Services  
400 East 24<sup>th</sup> Street  
Big Spring, Texas 79720

### **Bids are due no later than 3:00 PM on Thursday, November 5, 2020.**

CRMWD is not required to accept the lowest bid. In addition to cost, service will also serve as a basis for award of the contract. Each bidder must list three references it services that are approximately our size. References may be checked if deemed advisable. (Form provided)

Successful bidder is required to furnish original Certificates of Insurance with CRMWD named as additional insured with the following limits:

- ◆ General Liability, covering property and bodily injury, with a minimum of \$500,000
- ◆ Worker's Compensation which has statutory limits
- ◆ Automobile Liability with a minimum of \$250,000 Combined Single Limit

CRMWD reserves the right to reject any and all bids and to accept any bid deemed advantageous to CRMWD. Any deviation from these specifications must be stated in detail with complete reference to the bid specification provision from which the deviation is being made. **Failure to provide proof of insurance at the minimum specified insurance levels will result in an additional \$200 per month being added to the bid price.** The adder will only be used as a basis to evaluate the bids and will not be used to adjust the final contract amount.

The bidder may schedule a time to view the service area with Audra Hoback in order for the bidder to submit a proper lawn service schedule in their proposal.

CRMWD has 10 holidays – New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day and Christmas Day.

Please complete the appropriate enclosed bid forms that include:

- a) Data Sheet
- b) References
- c) Declaration of Compliance

**All bidders shall complete the bid forms provided. An authorized official of the bidder must sign all bid forms submitted.**

**Failure to complete bid forms may result in bid being disqualified.**

## **Lawn Services (Every Two Weeks, April 1<sup>st</sup> to October 31<sup>st</sup>)**

The following lawn services shall be performed at 400 East 24<sup>th</sup> Street, 401 East 24<sup>th</sup> Street and 406 East 23<sup>rd</sup> Street. As a minimum requirement, services shall include the following:

1. Pick up all trash and any debris that will interfere with cutting operations prior to mowing/weed-eating. All trash & debris should be disposed of properly and off site.
2. Mow, weed-eat, edge and remove cuttings from all grassy areas as shown in the attached map. The attached map shows the approximate acres to be maintained. This area is approximately 110,000 sq. ft (2.5 acres).
3. Remove leaves and cuttings from sidewalks, driveways and parking areas. Leaves and cuttings shall not be blown into streets or onto adjacent property.
4. Around all trees, poles, benches or any areas that grow excessive grass that cannot be cut with a mower, the area will need to be cut with a weed-eater or grasses removed around these obstacles. No chemical can be used as a part of this contract. Care must be taken around trees so the bark is not damaged.

## **Lawn Services (Monthly, November 1<sup>st</sup> to March 31<sup>st</sup>)**

The following lawn services shall be performed at 400 East 24<sup>th</sup> Street, 401 East 24<sup>th</sup> Street and 406 East 23<sup>rd</sup> Street. As a minimum requirement, services shall include the following:

1. Pick up all trash and any debris that will interfere with cutting operations prior to mowing/weed-eating. All trash & debris should be disposed of properly and off site.
2. Mow, weed-eat, edge and remove cuttings from all grassy areas as shown in the attached map. The attached map shows the approximate acres to be maintained. This area is approximately 110,000 sq. ft (2.5 acres).
3. Remove leaves and cutting from sidewalks, driveways and parking areas. Leaves and cuttings shall not be blown into streets or unto adjacent property.
4. Around all trees, poles, benches or any areas that grow excessive grass that cannot be cut with a mower, the area will need to be cut with a weed-eater or grasses removed around these obstacles. No chemical can be used as a part of this contract. Care must be taken around trees so the bark is not damaged.
5. Fall clean-up (following freeze, and after trees lose leaves, usually late November) consisting of picking up and disposing properly and off site of any fallen leaves, twigs, branches, paper, grass, clippings and debris of any sort from yard, sidewalks and other paved areas.
6. Spring clean-up (March) consisting of consisting of picking up and disposing properly and off site of any fallen leaves, twigs, branches, paper, grass, clippings and debris of any sort from yard, sidewalks and other paved areas.

**\*\*Contractor shall be responsible for damages to sprinkler, electrical systems, building and vehicles on the property for all damages caused by objects thrown by lawn equipment. Any damages shall be repaired immediately. If repairs are not completed within a reasonable time or to the satisfaction of the owner, repairs will be made and deducted from the contract's payment\*\***



**Implementation**

1. Describe the equipment and supplies to be provided by the District to implement the proposal.
  
  
  
  
  
  
  
  
  
  
2. Describe the labor, equipment and supplies that the bidder will supply to implement the proposal.
  
  
  
  
  
  
  
  
  
  
3. List additional lawn services you will provide that are above our minimum requirements.

**Bi-Weekly Lawn Schedule**

Monday

Tuesday

Wednesday

Thursday

Friday

**Proof of Insurance Coverage submitted with bid documents? YES or NO (circle one)**

**24 Month Lawn Services \$\_\_\_\_\_ per month.**

Please provide CRMWD with three references that have utilized your services on a contract basis for at least three (3) years.

**Company Name:** \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Size of Lawn(s) \_\_\_\_\_

**Company Name:** \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Size of Lawn(s) \_\_\_\_\_

**Company Name:** \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Size of Lawn(s) \_\_\_\_\_

The undersigned does hereby declare that they have read the Request for Proposal in which they are submitting a proposal with full knowledge of the requirements, and does hereby agree to furnish all services in full accordance with the requirements outlined in the Request for Proposal.

The proposer affirms that, to the best of their knowledge, the proposal was arrived at independently and is submitted without collusion to obtain information or gain favoritism that would in any way limit competition or give unfair advantage over other proposers.

The undersigned hereby declares that they have the authority to represent the proposer in submitting this proposal at the prices and level of services herein after notice of proposal award.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Signatory

\_\_\_\_\_  
Date

**It is the intention of CRMWD to submit the contract or contracts to be recommended to the General Manager.**





**CRMWD  
Landscape  
110,000  
Square Feet**



4/20/2015 RLS  
1 inch = 100 feet

M:\GIS\CRMWD\_Maps\Official\_Landscape

Source: Esri, DigitalGlobe, GeoEye, Earthstar, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community