



## REQUEST FOR PROPOSALS

NOTICE ISSUED: AUGUST 23, 2019

The Greater Southeast Management District (Houston Southeast) is seeking qualified, experienced and professional contractor(s) to provide landscaping and irrigation maintenance in the public rights-of-way and medians, trash and debris disposal services and bus shelter cleaning and maintenance along the seven economic development corridors within the District. Prospective respondents are invited to submit their bids and qualifications for Environmental, Urban Design and Visual Improvements Services.

**BIDS SHALL BE ACCEPTED UNTIL:  
OCTOBER 7, 2019, at 3:00 p.m. (CST)**

**THREE (3) COMPLETE COPIES OF SEALED BIDS MUST BE DELIVERED TO:**

**Greater Southeast Management District  
5445 Almeda Rd, Suite 503  
Houston, TX 77004  
Attn: Theola Petteway, Interim Executive Director**

**The outside of the envelope must contain the vendor's name,  
address and the following language:**

**RFP - SEALED FOR:**

**BID NUMBER: GSMD19-3**

**RESPONSE TO INVITATION TO BID FOR ENVIRONMENTAL, URBAN DESIGN AND VISUAL  
IMPROVEMENTS SERVICES FOR GREATER SOUTHEAST MANAGEMENT DISTRICT; HOUSTON, TX**

**SUBMITTED BIDS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THIS REQUEST FOR  
PROPOSALS AND SPECIFICATIONS.**



## TABLE OF CONTENTS

SECTION	PAGE
General Conditions	
a. Project	3
b. Scope of Services	
c. Term and Extension	
d. Price Proposal	
e. Proposal Submission	
f. Evaluation Criteria	4
g. Contract Award and Terms	
h. Pre-Proposal Meeting	
i. Late Proposals	
j. Addenda	
k. Examination of Bid Document	
l. Examination of Site and Local Conditions	
m. Insurance Requirements	
n. Qualification of Bidder	5
o. Participation of Minority, Women, and Disadvantage	
p. Business Enterprises (MWDBE)	
q. Proposal Openings	
r. Proposal Rejection	
s. Bonding Requirements	6
t. Brand Names	
u. Payments and Invoicing	
v. Default	
w. Nondiscrimination	
x. Governing Law and Venue	
y. Liabilities	
z. Indemnification	
<b>EXHIBITS</b>	
Exhibit A: General Provisions	8
Exhibit B: Specific Provisions	9
Exhibit C: Houston Southeast Boundary Map	14
Exhibit D: Bid Form	15



**ENVIRONMENTAL, URBAN DESIGN AND VISUAL IMPROVEMENT SERVICES FOR THE GREATER  
SOUTHEAST MANGEMENT DISTRICT, HOUSTON, TX  
INVITATION TO BID**

**GENERAL CONDITIONS**

**PROJECT:** The Greater Southeast Management District's Environmental, Urban Design and Visual Improvements Services Landscape Maintenance Project is intended to provide daily field operations relating to landscape, irrigation maintenance in the public right-of-ways and medians, trash and debris disposal services and bus shelter cleaning and maintenance along the seven economic development corridors within the District. A map showing the boundaries of the District is attached hereto as Exhibit C.

**SCOPE OF SERVICES:** The selected contractor(s) shall furnish all personnel, labor, materials, tools, equipment and services required daily field operations relating to landscape, irrigation maintenance in the public right-of-ways and medians, trash and debris disposal services and bus shelter cleaning and maintenance along the seven economic development corridors within the District.

**Service Area 1: Landscaping and Irrigation Maintenance** includes mowing, edging, weeding, blowing, trash collection and debris and litter removal in public spaces, right-of-ways, and medians in the District. The qualified contractor will provide adequate personnel, equipment, and vehicles to perform at a minimum of eight (8) hours per day, five (5) days per week (Monday through Friday). The contractor should maintain a minimum of two (2) trucks exclusively for the district, and a crew, comprised of seven (7) workers and one (1) supervisor.

**Service Area 2: Trash and Debris Disposal Services** includes pick-up and removal of heavy trash within the public rights-of-way in addition to the routine City of Houston Heavy Trash Schedule; to include but not limited to general household and/or construction debris, used appliances/furniture, branches, tires, and miscellaneous debris. Removal of trash, litter, and debris at MLK Plaza at MacGregor Park. All material shall be disposed of in a legal manner and in accordance with the City of Houston Ordinances. If hazardous waste material is identified that may be hazardous to the general public, and/or maintenance crews, the contractor shall notify the District immediately. Hazardous waste material removal shall be considered Additional Services. Contractor shall provide all personnel, labor, materials, tools, equipment, and services required to provide daily cleanup services.

**Service Area 3: Bus Shelter Cleaning and Maintenance** includes the services for the METRO bus stops twice per week. Empty trash receptacles and replace plastic can liners, pick up and dispose of trash within a twenty (20) foot radius of the shelter, clean and remove any graffiti/posters/flyers/bandit signage on the shelter, and dispose of collected trash in a legal and responsible manner once per month, mow grass, if any up to twenty (20) feet radius of shelter; power wash in and around shelter, scrub shelter domes and conduct visual inspection of METRO Info panels installed in a shelter to confirm good condition and provide written confirmation of inspection in monthly reporting.

A more detailed description of the services required is set forth in the "Scope of Services (General Provisions)" attached hereto as Exhibit A and in the "Scope of Services (Specific Provisions)" attached hereto as Exhibit B. **Contractors may bid on one or all service areas of the scope.**

**TERM AND EXTENSION:** The anticipated project start date is **Wednesday, January 1, 2020** or such other date as determined by the District. This contract is for one year with the option of extending the contract up to three years (one year at a time), upon review and negotiation of costs not to exceed 10% in any given years.

**PRICE PROPOSAL:** Please provide a price proposal to accomplish the scope described above. Respondents must complete the "Official Greater Southeast Management District Bid Form" attached hereto in Exhibit D.

This invitation to bid should not be construed as an agreement to purchase goods or services. The District reserves the right to reject any or all bids.



**PRE-PROPOSAL MEETING:** A pre-bid meeting will be held at 5445 Almeda Road, Suite 502 on Thursday, September 5, 2019 at 3:00 PM.

**DEADLINE FOR SUBMITTING BID QUESTIONS:** Questions concerning this Invitation to bid must be submitted via email on or before **3:00 p.m. (CST)** on **Tuesday, September 10, 2019** to Nikki Knight at [nknight@houstonse.org](mailto:nknight@houstonse.org). If you wish to receive a copy of the Greater Southeast Management District's response to any questions submitted, you must submit a written request for same via email to Nikki Knight [nknight@houstonse.org](mailto:nknight@houstonse.org) on or before **3:00 p.m. (CST) Tuesday, September 10, 2019**.

**DISTRICT RESPONSE TO SUBMITTED BID QUESTIONS:** The District will provide a response to all questions via an addenda by Friday, September 13, 2019 by 5:00 p.m. (CST).

**PROPOSAL SUBMISSION:** Three (3) copies of the Response to this Invitation to Bid should be submitted in a single package clearly marked for identification on the outside with the Respondent's name and "Response to Invitation to Bid for Environmental, Urban Design and Visual Improvements Services". Responses may be either mailed or hand delivered, provided that all Responses are received on or before **3:00 PM (CST) on Monday, October 7, 2019**.

**NO LATE SUBMISSIONS WILL BE CONSIDERED.**

Responses should be submitted to:

Theola Petteway, Interim Executive Director  
Greater Southeast Management District  
5445 Almeda Road, Suite# 503  
Houston, TX 77004

The outside of the envelope must contain the vendor's name, address and the following language:

RFP - SEALED FOR:

**BID NUMBER: GSMD19-3**

**RESPONSE TO INVITATION TO BID FOR ENVIRONMENTAL, URBAN DESIGN AND VISUAL IMPROVEMENTS SERVICES FOR GREATER SOUTHEAST MANAGEMENT DISTRICT; HOUSTON, TX**



**EVALUATION CRITERIA:**

The selection team will evaluate responses in accordance with the following criteria:

- a. Pricing
- b. Performance of Similar Work
- c. Minority/Woman/Small/ Disadvantaged Business Status
- d. Years in Business
- e. Professional References and Past performance

**CONTRACT AWARD AND TERMS:** The Greater Southeast Management District will negotiate final contract terms upon selection. Any contract presented is subject to review by the District staff and its legal counsel. Final approval and contract award will be issued by the Greater Southeast Management District Board of Directors.

**LATE PROPOSALS:** It is the responsibility of the Bidder to deliver his bid or bid modification on or before the date and time of the bid closing to 5445 Alameda Road, Suite 503, Houston, TX 77004. Bids received late will be rejected and returned unopened to the bidder.

**ADDENDA:** Addenda to bid specifications are incorporated by reference as if fully set out herein. It is the responsibility of the Bidder to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms.

**EXAMINATION OF PROPOSAL DOCUMENTS:** All bidders shall carefully examine the specifications herein and must fully inform themselves of the conditions and requirements of the items/services to be furnished. Failure to do so will be at bidder's own risk and cannot secure relief on the plea of error, or dispute, or question such specifications and the directions explaining or interpreting them.

Should a bidder find discrepancies in, or omissions from, the specifications, or should he/she be in doubt to their meaning, he/she shall at once notify the District. Notification is to be in written form and must be submitted at least seven (7) work days prior to the Bid Submittal Deadline. Any interpretations by the District will be made in written form. Any change in requirements will be done in the form of a written addendum. The receipt of any resulting amendment must be acknowledged in accordance with the directions on the amendment. Oral explanations or instructions given before the award of the contract will not be binding upon the District.

All other questions should be directed to the requester shown on the "Cover Sheet" of this Invitation for Bid (IFB).

**EXAMINATION OF SITE AND LOCAL CONDITIONS:** Bidder shall examine project area, become familiar with local conditions under which the work shall be performed, conduct appropriate investigations and correlate personal observations with requirements of the Bid Documents before submitting a Bid. Bidder shall make site investigations to the extent Bidder deems necessary to ascertain extent of general conditions. Failure of Bidder to perform the investigations prior to submitting a Bid does not relieve Bidder of responsibility for investigations, interpretations, and proper use of the Bid Documents. Project Site visit can be done at the discretion of the Contractor. Project area site inspection is not mandatory.



**INSURANCE REQUIREMENTS:** Insurance: Contractor shall provide and maintain certain insurance in full force and effect at all times during the term of this Contract and any extensions thereto. Such insurance is described as follows:

Risks and Limits of Liability: The insurance, at a minimum, must include the following coverage and limits of liability:

(COVERAGE)	(LIMIT OF LIABILITY)
Workers' Compensation	Statutory for Workers' Compensation
Employer's Liability	Bodily Injury by Accident \$100,000 (each accident)
	Bodily Injury by Disease \$100,000 (policy limit)
	Bodily Injury by Disease \$100,000 (each employee)
Commercial General Liability; Bodily and Personal Injury; Products and Completed Operations Coverage	Bodily Injury and Property Damage, Combined Limits of \$500,000 each Occurrence, and \$1,000,000 aggregate per 12-month period (defense costs excluded from face amount of policy)
Automobile Liability	\$1,000,000 combined single limit
Professional Liability Coverage	\$1,000,000 per claim/aggregate

If the required insurance is not in place at the time responses are submitted, responders must show evidence of insurability at the above described coverage limits, which evidence can be in the form of a valid insurance quote or such other evidence of insurability acceptable to the District. Alternatively, the responders may submit a copy of a valid Certificate of Insurance with the above coverage and limits of liability as proof of insurance. Failure to provide evidence of insurability will render proposals non-responsive and proposals will be returned to bidder.

Insurance must be in effect at the time a Contract is executed with the successful bidder. The insurance carrier shall be required to give the District notice of termination at least 10 days prior to the intended termination of any specified policy. Each certificate of insurance shall specify if Contractor has a SIR, and if so, Contractor shall be required to provide the entire policy of insurance with which it has a SIR and/or deductible.

**QUALIFICATION OF BIDDER:** The District may make such investigation as it deems necessary to determine the ability of the bidder to provide the services requested herein, and the bidder shall furnish to the District all information and data for this purpose as the District may request. The District reserves the right to reject any bid should the evidence submitted by, or investigation of the bidder fail to satisfy the District that such bidder is properly qualified to carry out the obligations of the bid and to complete the requirements contemplated therein.

**PARTICIPATION OF MINORITY, WOMEN, and DISADVANTAGED BUSINESS ENTERPRISES (MWDBE):** It is the policy of the District to encourage the growth of minority, women, and disadvantaged business enterprises (MWDBEs) by encouraging the full participation of MWDBE businesses in all phases of its procurement activities and affording those firms a full and fair opportunity to compete for contracts. MWDBE firms must be certified by the City of Houston, Houston Minority Business Council, and /or the Houston Women's Business Council. Proof of such certifications should be included with the response.



**PROPOSAL OPENINGS:** Bids will be opened by the District or its representative at **3:05 pm on Monday, October 7, 2019** Bid tabulation along with recommendation for Board of Directors action will be available on **Wednesday, October 9, 2019** before close of business day.

**PROPOSAL REJECTION:** THE DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS OR ANY PART THEREOF, TO WAIVE ANY INFORMALITIES IN THE BID AND MINOR IRREGULARITIES, TECHNICAL DEFECTS OR CLERICAL ERRORS.

The District's decision shall be final.

**BONDING REQUIREMENTS:** If required, before execution of the contract with the successful bidder by the District, the successful bidder shall file with the District the necessary bonds satisfactory to the District in the amounts and for the purposes noted. Bonds shall be duly executed by a responsible corporate surety, authorized to issue such bonds in Texas and secured through an authorized agent with an office in Texas. The successful bidder shall pay all bond premiums, costs and incidentals.

**BRAND NAMES:** Manufacturers' brand names and model numbers, when used, are for reference to indicate the character or quality desired. Equal items will be considered, provided your offer clearly describes the item. Offers for equal items must state the manufacturers brand and model number, or level of quality. The determination of the District as to what items are equal is final and conclusive. When manufacturer's brands, model numbers or level of quality is not stated by bidder, the offer will be considered exactly as specified.

**PAYMENTS AND INVOICING:** Invoices in triplicate, shall be mailed or delivered to the District whose name and address shall appear in the "INVOICE TO" section of any purchase order and/or contract as a result of this bid.

**DEFAULT:** In the event the successful bidder who is awarded a purchase order and/or contract resulting from this bid shall be in breach or default, the District may procure the items/services from other sources and may deduct from any monies due, or that may thereafter become due to the successful bidder, the difference between the price named in the purchase order and/or contract and actual cost thereof to the District. Prices paid by the District must be considered the prevailing market price at the time such purchase is made. These rights and remedies shall not be exclusive but in addition to any other rights and remedies provided by contract law. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the District.

**NONDISCRIMINATION:** During the performance of this bid, bidder and any sub-bidders shall not unlawfully discriminate against any employee or applicant for employment because of race, color, ancestry, religion, sex, national origin, marital status, age, medical condition (cancer related), physical handicap (including AIDS), or sexual orientation. Equal employment extends, but is not limited to recruitment, compensation, benefits, layoff, termination, and all other conditions of employment. Bidder and sub-bidders shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Bidder shall comply with all local, state, and federal provisions dealing with fair employment and non-discrimination.

**GOVERNING LAW AND VENUE:** This bid, or any contract that may result from the award of this bid, shall be deemed to be made under, and shall be governed by and construed in accordance with, the laws of the state of Texas. Any action brought to enforce the terms, or provision of this bid or any contract that may result from the award of this bid, shall have venue in the County of Harris, State of Texas.

**LIABILITIES:** The bidder shall hold the District, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted, or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all actions brought against the District or bidder because of the unauthorized use of such items.



**INDEMNIFICATION:** Contractor has the contracted duty (hereinafter "the duty") to indemnify, defend and hold harmless, District, its Board of Supervisors, officers, employees, agents and assigns from and against any and all claims, demands, liability, judgments, awards, interest, attorney's fees, costs, experts' fees and expenses of whatsoever kind or nature, at any time arising out of or in any way connected with the performance of this Agreement, whether in tort, contract or otherwise. This duty shall include, but not be limited to, claims for bodily injury, property damage, personal injury, and contractual damages or otherwise alleged to be caused to any person or entity including, but not limited to employees, agents and officers of Contractor.

Contractor's liability for indemnity under this Agreement shall apply, regardless of fault, to any acts or omissions, willful misconduct or negligent conduct of any kind, on the part of the Contractor, its agents, subcontractors and employees. The duty shall extend to any allegation or claim of liability except in circumstances found by a jury or judge to be the sole and legal result of the willful misconduct of District. This duty shall arise at the first claim or allegation of liability against District. Contractor will on request and at its expense, defend any action suit or proceeding arising hereunder. This clause for indemnification shall be interpreted to the broadest extent permitted by law.





## Exhibit A

### Greater Southeast Management District

#### Environmental, Urban Design and Visual Improvements Services Field Services

##### Scope of Services

##### (General Provisions)

### **Service Area 1: Landscape and Irrigation Maintenance Services**

Contractor shall provide all personnel, labor, materials, tools, equipment, and services required to provide daily general maintenance, landscape and cleanup services including but not limited to mowing, edging, tree and planting bed weeding, tree and planting bed mulching, blowing, tree, shrub, and ground cover trimming, trash collection, debris and litter removal ("Field Maintenance Services") in public spaces and right-of-ways in the area commonly known as "District" in the City of Houston, Texas. Contractor will provide part-time and full-time employees, one of which shall be a working supervisor, who is assigned solely to perform Environmental, Urban Design and Visual Improvement Services on behalf of the District at least five days a week. Contractor are responsible for ensuring that employee shall at all times be dressed appropriately (specifically, employees shall wear a Houston Southeast branded uniform consisting of a shirt and vest containing the District name and logo, which shirt and vest will be supplied by the District). Contractor represents that it has the necessary current licenses, including but not limited to pest control and irrigation licenses, to perform its obligations under this Agreement.

### **Service Area 2: Trash and Debris Disposal Services**

Contractor shall provide all personnel, labor, materials, tools, equipment, and services required to provide daily cleanup services. Includes pick-up and removal of heavy trash within the public rights-of-way in addition to the routine City of Houston Heavy Trash Schedule; to include but not limited to general household and/or construction debris, used appliances/furniture, branches, tires, and miscellaneous debris. Removal of trash, litter, and debris at MLK Plaza at MacGregor Park. All material shall be disposed of in a legal manner and in accordance with the City of Houston Ordinances. If hazardous waste material is identified that may be hazardous to the general public, and/or maintenance crews, the contractor shall notify the District immediately. Hazardous waste material removal shall be considered Additional Services. Contractor shall provide vehicles for use in trash and debris collection within the District. At all times, while in the District, vehicles shall display clearly visible signage containing the District's name and logo. Any such signage shall be provided by the District for use by the Contractor and must be surrendered to the District upon termination of this Agreement. Contractor shall be solely responsible for the disposal of trash and debris collected and shall properly dispose of any such trash and debris in accordance with any applicable municipal, state or federal law. Contractor are responsible for ensuring that employee shall at all times be dressed appropriately (specifically, employees shall wear a Houston Southeast branded uniform consisting of a shirt and vest containing the District name and logo, which shirt and vest will be supplied by the District). Contractor represents that it has the necessary current licenses, including but not limited to pest control and irrigation licenses, to perform its obligations under this Agreement.

### **Service Area 3: Bus Shelter Cleaning and Maintenance**

Contractor shall provide all personnel, labor, materials, tools, equipment, and services required to provide cleanup services. Services for the METRO bus stops twice per week. Empty trash receptacles and replace plastic can liners, pick up and dispose of trash within a twenty (20) foot radius of the shelter, clean and remove any graffiti/posters/flyers/bandit signage on the shelter, and dispose of collected trash in a legal and responsible manner once per month, mow grass, if any up to twenty (20) feet radius of shelter; power wash in and around shelter, scrub shelter domes and conduct visual inspection of METRO Info panels installed in a shelter to confirm good condition and provide written confirmation of inspection in monthly reporting. Contractor are responsible for ensuring that employee shall at all times be dressed appropriately (specifically, employees shall wear a Houston Southeast branded uniform consisting of a shirt and vest containing the District name and logo, which shirt and vest will be



supplied by the District). Contractor represents that it has the necessary current licenses, including but not limited to pest control and irrigation licenses, to perform its obligations under this Agreement.

To the extent the Environmental, Urban Design and Visual Improvement Services are to be performed hereunder entails landscape maintenance, such services shall be provided in accordance with the Environmental, Urban Design and Visual Improvement Services Specifications set forth in the Scope of Services (Specific Provisions) attached hereto as Exhibit B.

Contractor shall provide at its sole cost and expense a facility for storage of its materials, tools, and equipment required to provide the services required under this Agreement. The District shall have no responsibility for any loss or damage to any of the Contractor's materials, tools or equipment.

Contractor shall provide weekly written reports in form and substance as is required by the Interim Executive Director of the District or his designee. The form, substance and frequency of such reports shall be in the sole discretion of and may be changed periodically by the Interim Executive Director of the District or his designee and Contractor shall be given at least 1-week advance notice of such changes in reporting requirements.

Contractor shall coordinate weekly with the Interim Executive Director of the District or his/her designee for work assignments and to determine an appropriate schedule for performance of such Field Maintenance Services. In the event of a change in such schedule for any reason, Contractor will notify the Interim Executive Director or his/her designee immediately of such change.

In the event, Contractor shall be unable to perform the Environmental, Urban Design and Visual Improvements Services due to inclement weather, such Visual Improvements and Beautification Services shall be performed at the next earliest possible date when inclement weather no longer prohibits Contractor from performing such services.



**Exhibit B**  
Greater Southeast Management District  
Field Maintenance Services  
Scope of Services  
(Specific Provisions)

PART I GENERAL

1.01 SCOPE

A) **Service Area 1: Landscaping and Irrigation Maintenance**

Perform all work necessary utilizing acceptable horticultural practices for the landscape maintenance of the public spaces and rights-of-way within the Greater Southeast Management District. Such work includes, but is not limited to the following:

1. Mowing, edging, and trimming of lawn areas.
  - (a) Mowing to be performed so that no more than one-third of the grass blade is removed in returning the grass to acceptable height for grass species. Turf shall be mowed weekly during the growing season and at other times as needed. Mowing patterns shall be alternated each week to avoid creating ruts and compaction.
  - (b) Edging and trimming shall include removing all grasses and weeds along walls, fence, foundations, curbs, sidewalks, paths, drives, shrubs, trees, poles, stakes, guy wires or any other object or structure within or bordering the turf area. Contractor shall edge and trim at each mowing. Contractor may use herbicides to control weed growth next to walls, fences, curbs, gutters and foundations. Herbicides may be used next to trees and shrubs, but any damage resulting from such use shall be the Contractor's responsibility. The Contractor shall abide by all rules and regulations of the Texas Department of Agriculture and Pesticide Regulation, Department of Health, and Department of Industrial Relations regarding the safe application of herbicides. Care shall be taken to ensure the safety of the public and the Contractor's employees during chemical weed control operations. Care shall be taken by the Contractor to avoid herbicide drift onto non- target plants.
  - (c) Trimming shall be done around sprinkler heads as necessary to permit maximum water coverage by the system. Excavations and bare lawn areas around sprinkler heads to minimize trimming is not permit permitted. Contractor is responsible for all damage caused by trimming and edging.
  - (d) Contractor shall inspect existing lawn/ turf areas and make recommendations to properly fertilize those areas. This will be done in the spring and fall of 2016. Contractor will include the cost for this work in the bid proposal.
2. Trees, Shrub, and Ground Cover, Pruning, weeding, Maintenance, and Fertilization
  - (a) Shrubs and ground covers shall be fertilized annually, at Contractor's expense, using an approved, organic based, slow-release fertilizer at the manufacturer's recommended application rate.
  - (b) Trees shall be fertilized annually, at Contractor's expense, using an approved, organic based, liquid fertilizer at the manufacturer's recommended application rate.
  - (c) All shrubs and ground cover plants growing in the work area shall be pruned as required to maintain their natural form, within their space, and maintain plants on a healthy growing condition. All dead, dying or damaged branches shall be removed immediately. Plant growth



is to be kept within reasonable bounds to prevent its encroachment into walks, passageways, and streets. Clear view of traffic signs and intersections is to be maintained at all times.

- (d) All Trees, Shrub, and Ground Cover beds shall be weeded during each mowing cycle. The preferred method is to manually remove weeds. The contractor may utilize pre and/or post emergent herbicides, or spot treatments if approved by the District. Tree wells or tree grouping beds shall be manually weeded only. The contractor shall NOT utilize products that utilize the ingredient Glyphosate.

### 3. Disease and Pest Control

- (a) The Contractor shall routinely inspect all landscaped areas for the presence of disease, insect, or rodent infestation. Upon approval of District representative, the Contractor shall implement the approved control measures utilizing all safeguards necessary to protect the public and Contractor's employees.
- (b) Use of herbicides and pesticides must conform to all local, state, and federal guidelines that govern agricultural chemical use in public areas.
- (c) Where possible, the contractor shall utilize natural and/or organic herbicides and pesticides in lieu of chemical based products.
- (d) Care should be taken to avoid chemical drift onto non-target organisms.
- (e) Contractor shall report to District's representative any and all damaged, unhealthy and dead grassed areas together with a report on the suspected cause and recommended cure for such damage, health condition or death. Contractor shall be responsible for replacing turf which die due to insects, pets, disease, improper maintenance or Contractor negligence or damage, in which case, the Contractor shall remove the affected turf area and replace with material of equivalent variety subject to the prior approval of the Department of Public Works representative. Replacement grass may be sowed only upon the Department's representative approval. The District shall be responsible for replacing lawn which dies from vandalism, weather, flood or causes other than those specified as the Contractor's responsibility.

### 4. General pickup and removal of trash, litter and debris.

- (a) Pick-up and removal of trash, litter, and debris within the public rights-of-way including branches. Removal of at MLK Plaza at MacGregor Park. All material shall be disposed of in a legal manner and in accordance with the City of Houston Ordinances. *If hazardous waste material is identified that may be hazardous to the general public, and/or maintenance crews, the contractor shall notify the District immediately. Hazardous waste material removal shall be considered Additional Services.*

### 5. Additional horticultural maintenance for:

- 1) Main Street area (Binz to 59)
- 2) Park at Palm Center
- 3) Old Spanish Trail Street
- 4) Griggs Street
- 5) Martin Luther King Blvd
- 6) Long Dr.
- 7) Alameda Rd
- 8) Scott St.
- 9) Southmore Blvd.
- 10) Blodgett St.
- 11) Emancipation Avenue St.



- 12) MacGregor Plaza
- 13) McGowen. St. from Emancipation Avenue to Scott
- 14) TxDOT underpass of I-45
- 15) TxDOT underpass of US-59/IH-69.
- 16) East & West side of 288 and Southmore, MLK and Beekman and Scott and I-45

- (a) Removal of tree ring and planting bed weeds as needed.
- (b) Maintenance of the Park at the Palm Center to be conducted Mondays, Wednesdays and Fridays. Services shall include pick-up and removal of waste, debris in park areas, splash pad, playground areas, rosebush rotunda, jogging trails, community garden and covered pavilion.
- (c) Bi-Annual mulching of tree and planting beds with +/-3" of high quality, double ground, aged, hardwood bark mulch of no more than 15% hardwood materials. Contractor to perform in Fall of 2019 and early Spring of 2016. Contractor to provide samples to District for review and approval prior to applying. **Contractor shall NOT use dyed mulches.**
- (d) Tree, shrub, ground cover, and ornamental pruning as needed, but no less than on an annual basis in early spring. All pruning work to be performed by, or under the supervision, of a certified arborist. Contractor shall maintain minimum of seven (7) feet above finished sidewalk and pavement surfaces.
- (e) The contractor will hand water and replace plants for the recently beautified medians. Those are located on 288 and Southmore on the east and west sides, MLK and Beekman, and Scott and 1-45. The contractor will water twice a week and three times a week during the summer months. Contractor shall provide water trucks and temporary water meters as necessary to secure and apply supplementary watering as needed at no additional cost to the District.
- (f) Removal of shopping carts and other related shopping items to be returned to retailer
- (g) Preparation of monthly summary report to include work completed including before and after photos, evaluation of existing inventory and recommendations
- (h) Meet with the District representatives bi-monthly to discuss status of ongoing maintenance
- (i) If contractor or staff notice traffic signage has been damaged with or tampered with, they are to notify the City of Houston or TxDOT of the location of traffic signage to be repaired. Contractor is to visually inspect wayfinding signage during daylight work hours to ensure signage is without defect. Contractor is required to correct any manner of wayfinding signage in the District ROW that has been tampered with, unless it must be replaced. Contractor will notify District of wayfinding signage that has been damaged beyond repair.
- (j) Maintenance of two (2) dumpsters belonging to the District, currently located at:
  - a. 4328 Old Spanish Trail and 5445 Almeda Rd.
- (k) Maintenance and Monitoring of Irrigation System for (1) Main Street area (Cambridge to Southmore), (2) Park at Palm Center, (3) Old Spanish Trail Street, and (4) Griggs Street (5) Blodgett (6) 4601 Almeda Road (7) 5216 Almeda Road (8) 1622 Wheeler.
  - a. General System Operation
    - i. Contractor is responsible for ensuring their staff are properly trained and familiarized with the setup, monitoring, and maintenance of the irrigation system at all District's sites.



- ii. Contractor is responsible for understanding the capacities and capabilities of the irrigation system and ensuring that system modifications do not cause landscape water demand to exceed the hydraulic capacity of the system.
  - iii. Contractor shall notify the District immediately upon inspection of the irrigation system(s) of any major deficiencies or necessary repairs that are needed in order to bring the irrigation system(s) up to full working condition. Contractor shall make minor repairs to irrigation in keeping with proper specifications for the system and hardware. All repairs will be documented and forwarded to the district in weekly reports.
  - iv. Contractor will review and establish appropriate time intervals for each valve zone in the irrigation systems and adjust during the operating season as necessary to include local evapo-transpiration data, weather station information, operation during night hours, and cycle and soak requirements.
  - v. Contractor will manage all irrigation systems for peak efficiency and water conservation. Check for proper water application rates by inspecting soil moisture and health of plant materials on a weekly basis.
  - vi. Contractor will perform Blodgett (Irrigation) back-flow testing annually and submit corresponding documents to proper entities on behalf of the District.
- b. Irrigation System Monitoring
- i. Visually inspect all irrigated landscape areas once weekly from April through September and at least once monthly during other times to identify potential leaks as evidenced by water related plant stress, surface water or erosion, broken or damaged equipment, and paved surfaces or building walls/windows affected by irrigation spray.
  - ii. Visually inspect the operation of all irrigation valve zones once monthly to identify coverage problems, misdirected nozzles, broken or damaged equipment, hard-scape or building overspray, pressure problems and system leaks.
  - iii. Provide the following written irrigation system management reports to District's Representative to include summary of additional services, system repairs and renovations, general operations and recommendations once monthly.
- c. Irrigation System Maintenance
- i. Run-off of water from irrigation systems into or onto streets, sidewalks, stairs, or gutters is not permitted. Immediately make adjustments, repairs, or replacements required to correct the source of the run-off.
  - ii. Clean and adjust heads, nozzles and valves as needed based on Contractor's observations. In addition, clean drip irrigation valve strainers if applicable.
  - iii. Inspect and test backflow prevention valves annually, in order to check back flows and install any irrigation system Contractor needs to have license certified by state
- d. Irrigation System Repair and Renovation
- i. Provide 24 hour per day, 7 days a week emergency response to immediately replace or repair broken, damaged or inoperable irrigation components which





pose damage or safety hazards to persons or property. Prepare Proposals for all other repair or replacement work.

- ii. Monitor remotely, if applicable, irrigation systems that have remote communication capabilities.
- iii. All repairs to the system shall be identical to the original installation and by the same manufacturer, unless approved otherwise in advance by the District.
- iv. Damage to Irrigation System due to Contractor negligence is to be repaired by the Contractor at no additional cost to the District.
- v. Damage to Irrigation System due to events other than Contractor's activities shall be not the responsibility of the Contractor. Repairs to damaged systems will be considered additional services.
- vi. Contractor shall notify the District when shutting off any part of the irrigation system(s) for repairs and/or modifications.

**B) Service Area 2: Trash and Debris Disposal Services**

Perform all work necessary utilizing acceptable trash and debris disposal practices for public spaces and rights-of-way along the economic corridors of the and other streets/intersections as specified within the Greater Southeast Management District in addition to the routine City of Houston Heavy Trash Schedule. Such work includes, but is not limited to the following:

- (a) Provide daily cleanup services. Includes pick-up and removal of heavy trash within the public rights-of-way including general household and/or construction debris, used appliances/furniture, branches, tires, and miscellaneous debris. All material shall be disposed of in a legal manner and in accordance with the City of Houston Ordinances. *If hazardous waste material is identified that may be hazardous to the general public, and/or maintenance crews, the contractor shall notify the District immediately. Hazardous waste material removal shall be considered Additional Services.*
- (b) Pick-up and removal of excess vehicle debris after vehicle collisions/accidents, as needed.

Contractor shall provide all personnel, labor, materials, tools, equipment, and services required. Contractor shall provide vehicles for use in trash and debris collection within the District. At all times, while in the District, vehicles shall display clearly visible signage containing the District's name and logo. Any such signage shall be provided by the District for use by the Contractor and must be surrendered to the District upon termination of this Agreement. Contractor shall be solely responsible for the disposal of trash and debris collected and shall properly dispose of any such trash and debris in accordance with any applicable municipal, state or federal law. Contractor are responsible for ensuring that employee shall at all times be dressed appropriately (specifically, employees shall wear a Houston Southeast branded uniform consisting of a shirt and vest containing the District name and logo, which shirt and vest will be supplied by the District). Contractor represents that it has the necessary current licenses, including but not limited to pest control and irrigation licenses, to perform its obligations under this Agreement.



### C) **Service Area 3: Bus Shelter Cleaning and Maintenance**

Perform all work necessary utilizing acceptable maintenance and cleaning practices for public spaces and rights-of-way along the economic corridors of the and other streets/intersections as specified within the Greater Southeast Management District. Such work includes, but is not limited to the following:

- (a) Services for the METRO bus stops twice per week. Empty trash receptacles and replace plastic can liners, pick up and dispose of trash within a twenty (20) foot radius of the shelter, clean and remove any graffiti/posters/flyers/bandit signage on the shelter, and dispose of collected trash in a legal and responsible manner.
- (b) Once per month, mow grass, if any up to twenty (20) feet radius of shelter; power wash in and around shelter, scrub shelter domes and conduct visual inspection of METRO Info panels installed in a shelter to confirm good condition and provide written confirmation of inspection in monthly reporting. Contractor shall provide all personnel, labor, materials, tools, equipment, and services required to provide cleanup services. Contractor are responsible for ensuring that employee shall at all times be dressed appropriately (specifically, employees shall wear a Houston Southeast branded uniform consisting of a shirt and vest containing the District name and logo, which shirt and vest will be supplied by the District). Contractor represents that it has the necessary current licenses, including but not limited to pest control and irrigation licenses, to perform its obligations under this Agreement.

### D) Extra Services:

All services not covered under this contract shall be considered "EXTRA SERVICES" and will be charged separately according to the nature of the task and work involved. **WRITTEN AUTHORIZATION** for such work must be obtained prior to performance.

## 1.02 CONTRACTOR'S PERFORMANCE

The Contractor shall perform all work required as necessary to fulfill the intent of the contract. All work shall be performed in a professional manner, safety to pedestrians and property will be top priority, noise shall be kept to a minimum, and work staged from a location on the site as to not interfere with the users of the site.

## 1.03 EMERGENCIES

The Contractor shall respond to emergency and complaint calls 24 hour per day, 7 days a week for emergency responses regarding conditions in the public right of way requiring immediate attention, including but not limited to, fallen trees or branches or water leaks. Contractor shall immediately notify the District of any water leaks or other conditions requiring an immediate response. The Contract shall be liable to the District for any delay or failure to perform due to fire, flood, earthquake, pandemic, acts of God, acts of war, riots, civil disorder, strikes, lock-outs or labor disruptions or the failure of telecommunications systems (a "Force Majeure Event"). Upon the occurrence of a Force Majeure Event, the Contractor shall be excused from any further performance of its obligations pursuant to this Agreement affected by the Force Majeure Event only for so long as such Force Majeure Event continues and Contractor continues to use commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay.





## PART II EXECUTION

### 2.01 TURF MAINTENANCE

#### A) Mowing, edging, trimming and blowing.

- (a) During cool weather mow at 1 1/2", hot weather at a height of 2"
- (b) Never scalp the lawn or remove more than one half the existing top growth in one mowing.
- (c) Trim grass around sprinkler heads, rights-of-way obstructions, walls, and pavement edges each time the grounds are mowed.

### 2.02 GENERAL CLEAN UP

A) The Contractor shall remove and dispose of all waste material or refuse from his operations immediately after maintenance functions have been performed in compliance with the City of Houston's waste management ordinances.

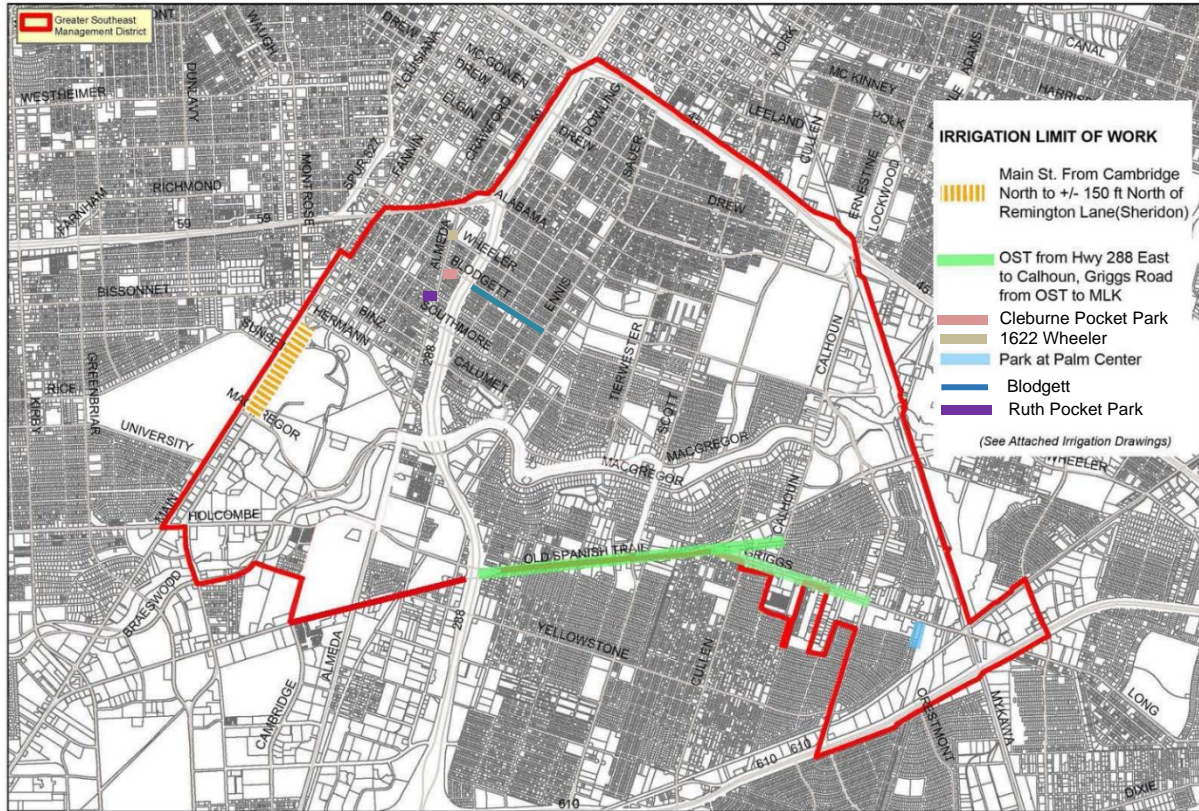
- (a) Leaves, paper, grass clippings or other debris shall be bagged and removed from site during each visit.
- (b) No turf clippings, litter or debris should be raked or blown in such a way that it ends up on privately owned property, public streets, and sidewalks or in the City of Houston's water and sewer system.



# Exhibit C

## Greater Southeast Management District Boundary Map

REQUEST FOR PROPOSAL - DISTRICT WIDE MAINTENANCE SERVICES



**Exhibit D**  
Official Houston Southeast Management District Bid Form  
**BID FORM – PART A**

To: Greater Southeast Management District  
Attention: Theola Petteway, Interim Executive Director  
5445 Almeda Road, Suite# 503  
Houston, Texas 77004

**Project: Right-of-Way Maintenance and Median enhancements, Trash/Debris Disposal Services and Bus Shelter Cleaning and Maintenance for Environmental, Urban Design and Visual Improvements Services**

Bidder Name: \_\_\_\_\_

Bidder Contact Info: \_\_\_\_\_

Bidder Agent/Phone No: \_\_\_\_\_

**BID PRICE:**

**TASK 1: DISTRICT WIDE GENERAL MAINTENANCE** \$ \_\_\_\_\_

**TASK 2: LANDSCAPING AND MEDIAN ENHANCEMENT/HORTICULTURAL MAINTENANCE**

Area 1: Main Street (Binz to 59) \$ \_\_\_\_\_

1.1 - Binz to Southmore

1. Deep watering of trees, shrubs, and or ground covers in addition to irrigation system
2. Weeding, cultivating, and cleaning of all planting areas
3. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.

1.2 - Holcombe to 59

1. Monitoring and coordination for adjustment of automated irrigation system including adjustment of irrigation clocks.
2. Dewatering of trees.
3. Pruning and trimming of trees, shrubs and groundcovers.
4. Application of fertilizers, soil amendments, insecticides and herbicides.
5. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs and other hardscape areas.
6. Mowing, edging and trimming of lawn areas.
7. Weeding, cultivating, and cleaning of all planting areas.
8. Mulch top dressing applied once yearly during January- February
9. Deep watering of trees, shrubs, and or ground covers in addition to irrigation system.



10. Due-diligence reporting of area issues to GSMD and appropriate entities to include streetlight outages, vagrant activity and malfunctioning METRO light rail traffic arms.
11. Hand-Watering of Roses

Area 2: Park at Palm Center (Including Community Garden) \$\_\_\_\_\_

1. Monitoring and coordination for adjustment of automated irrigation system including adjustment of irrigation clocks.
2. Pruning and trimming of trees, shrubs, and groundcovers.
3. Application of fertilizers, soil amendments, insecticides, and herbicides.
4. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
5. Mowing, edging and trimming of lawn areas.
6. Weeding, cultivating, and cleaning of all planting areas.
7. Mulch top dressing applied once yearly during January- February
8. Deep watering of trees, shrubs, and or ground covers in addition to irrigation system.
9. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.

Area 3: OST/Griggs Road (Alameda to TX-Spur 5)/ Scott to 610 \$\_\_\_\_\_

1. Monitoring and coordination for adjustment of automated irrigation system including adjustment of irrigation clocks.
2. Dewatering of trees (Two Trees on Griggs)
3. Pruning and trimming of trees, shrubs, and groundcovers.
4. Application of fertilizers, soil amendments, insecticides, and herbicides.
5. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
6. Mowing, edging and trimming of lawn areas.
7. Weeding, cultivating, and cleaning of all planting areas.
8. Mulch top dressing applied once yearly during January- February
9. Deep watering of trees, shrubs, and or ground covers in addition to irrigation system.
10. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.

Area 4: Martin Luther King Blvd (I-610 to OST) \$\_\_\_\_\_

1. Pruning and trimming of trees, shrubs, and groundcovers.
2. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
3. Mowing, edging and trimming of lawn areas.
4. Weeding, cultivating, and cleaning of all planting areas.
5. Deep watering of trees, shrubs, and or ground covers in addition to irrigation system.
6. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.



Area 5: Long Dr. (Griggs to I-610) \$ \_\_\_\_\_

1. Pruning and trimming of trees, shrubs, and groundcovers.
2. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
3. Mowing, edging and trimming of lawn areas.
4. Weeding, cultivating, and cleaning of all planting areas.
5. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.

Area 6: Alameda Rd (OST to US-59) \$ \_\_\_\_\_

1. Pruning and trimming of trees, shrubs, and groundcovers.
2. Application of fertilizers, soil amendments, insecticides, and herbicides.
3. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
4. Mowing, edging and trimming of lawn areas.
5. Weeding, cultivating, and cleaning of all planting areas.
6. Deep watering of trees, shrubs, and or ground covers in addition to irrigation system. (Two Trees)
7. Due-diligence reporting of area issues to GSMD and appropriate entities to include street-light outages, vagrant activity, malfunctioning METRO light rail traffic arms.

Area 7: Scott St. (Old Spanish Trail to I-45) \$ \_\_\_\_\_

1. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Weeding, cultivating, and cleaning of all planting areas.
4. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.

Area 8: Southmore Blvd. (Main to Scott St.) \$ \_\_\_\_\_

1. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.
4. Weeding, edging, and trimming of lawn areas.

Area 9: Blodgett St. (Main St. to Scott St.) \$ \_\_\_\_\_

1. Pruning and trimming of trees, shrubs, and groundcovers.
2. Application of fertilizers, soil amendments, insecticides, and herbicides.
3. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
4. Mowing, edging and trimming of lawn areas.
5. Weeding, cultivating, and cleaning of all planting areas.
6. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.



7. Mulch top dressing applied once yearly during January- February
8. Monitoring and coordination for adjustment of automated irrigation system including adjustment of irrigation clocks.

Area 10: Emancipation Avenue St. (Southmore Blvd. to I-45) \$ \_\_\_\_\_

1. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
2. Mowing, edging and trimming of lawn areas.
3. Weeding, cultivating, and cleaning of all planting areas.
4. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.

Area 11: MacGregor Plaza (Around MLK statue)/ 100 sq. ft. area of MacGregor Park \$ \_\_\_\_\_

1. Pruning and trimming of trees, shrubs, and groundcovers.
2. Application of fertilizers, soil amendments, insecticides, and herbicides.
3. General site clean up to include removal of trash and products of maintenance on sidewalks, pavement curbs, and other hardscape areas.
4. Mowing, edging and trimming of lawn areas.
5. Weeding, cultivating, and cleaning of all planting areas.
6. Deep watering of shrubs, and or ground covers in addition to irrigation system.
7. Due-diligence reporting of area issues to GSMD and appropriate entities to include street light outages, vagrant activity, malfunctioning METRO light rail traffic arms.
8. Maintain trees and irrigation system

Area 12: McGowen St. from Emancipation Avenue to Scott \$ \_\_\_\_\_

1. General site clean up to include removal of trash and products of maintenance on sidewalks, pavements curbs, METRO bus stops, and other hardscape areas.
2. Mowing, edging, and trimming of lawn areas
3. Weeding, cultivating, and cleaning of all planting areas

Area 13: TxDot underpass of I-45 \$ \_\_\_\_\_

1. General site clean up to include removal of trash and products of maintenance on sidewalks, pavements curbs, and other hardscape areas.
2. Mowing, edging, and trimming of lawn areas
3. Weeding, cultivating, and cleaning of all planting areas
4. Mulch top dressing applied once yearly during January- February

Area 14: TxDot underpass of US-59/IH-69 \$ \_\_\_\_\_

1. General site clean up to include removal of trash and products of maintenance on sidewalks, pavements curbs, and other hardscape areas.
2. Mowing, edging, and trimming of lawn areas
3. Weeding, cultivating, and cleaning of all planting areas
4. Mulch top dressing applied once yearly during January- February





Area 15: East & West side of 288 and Southmore, MLK and Beekman and Scott and I-45 \$ \_\_\_\_\_

1. Hand water and replace plants for the recently beautified medians
2. Mulch top dressing applied once yearly during January- February
3. Deep watering and maintenance of shrubs, and or ground covers in addition to irrigation system.

**TASK 3: IRRIGATION MAINTENANCE** \$ \_\_\_\_\_

- Area 1: Main Street (Cambridge to Southmore Blvd) \$ \_\_\_\_\_
- Area 2: Park at Palm Center \$ \_\_\_\_\_
- Area 3: Old Spanish Trail (Hwy 288 to Calhoun) \$ \_\_\_\_\_
- Area 4: Griggs Road (Old Spanish Trail to Martin Luther King Blvd)
- Area 5: Blodgett to 288 \$ \_\_\_\_\_
- Area 6: 4601 Alameda \$ \_\_\_\_\_
  - 6.1 - 5216 Alameda \$ \_\_\_\_\_
  - 6.2 - 1622 Wheeler \$ \_\_\_\_\_

**TASK 4: SPLASH PAD MAINTENANCE** (Park at Palm Center) \$ \_\_\_\_\_

1. Replace damaged pads
2. Maintain Irrigation fountain heads, valves, controller system \$ \_\_\_\_\_

**TASK 5: TRASH AND DEBRIS DISPOSAL SERVICES** \$ \_\_\_\_\_

1. Provide daily cleanup services. Includes pick-up and removal of heavy trash within the public rights-of-way including general household and/or construction debris, used appliances/furniture, branches, tires, and miscellaneous debris. Removal of trash, litter, and debris at MLK Plaza at MacGregor Park.
2. Pick-up and removal of excess vehicle debris after vehicle collisions/accidents, as needed.
  - i. Main Street area (Binz to 59)
  - ii. Park at Palm Center
  - iii. Old Spanish Trail
  - iv. Griggs Road
  - v. Martin Luther King Blvd
  - vi. Long Dr.
  - vii. Alameda Rd
  - viii. Scott St.
  - ix. Southmore Blvd.
  - x. Blodgett St.
  - xi. Emancipation Avenue St.
  - xii. MacGregor Plaza
  - xiii. McGowen. St. from Emancipation Avenue to Scott
  - xiv. TxDOT underpass of I-45
  - xv. TxDOT underpass of US-59/IH-69.
  - xvi. East & West side of 288 and Southmore, MLK and Beekman and Scott and I-45



**TASK 6: BUS SHELTER CLEANING AND MAINTENANCE SERVICES**

\$ \_\_\_\_\_

Perform all work necessary utilizing acceptable maintenance and cleaning practices for public spaces and rights-of-way along the economic corridors of the and other streets/intersections as specified within the Greater Southeast Management District. Such work includes, but is not limited to the following:

- (a) Services for the METRO bus stops twice per week. Empty trash receptacles and replace plastic can liners, pick up and dispose of trash within a twenty (20) foot radius of the shelter, clean and remove any graffiti/posters/flyers/bandit signage on the shelter, and dispose of collected trash in a legal and responsible manner.
- (b) Once per month, mow grass, if any up to twenty (20) feet radius of shelter; power wash in and around shelter, scrub shelter domes and conduct visual inspection of METRO Info panels installed in a shelter to confirm good condition and provide written confirmation of inspection in monthly reporting.

Stop Name	Direction
1. Almeda Rd @ Cleburne	Northbound
2. Almeda Rd @ Old Spanish Trail	Northbound
3. Blodgett St @ Ennis St	Westbound
4. Calhoun Rd @ Old Spanish Trail	Southbound
5. Calhoun Rd @ UH University Drive	Southbound
6. Cleburne St @ Emancipation Ave	Eastbound
7. Cleburne St @ Tierwester St	Eastbound
8. Cleburne St @ Velasco	Westbound
9. Cullen Blvd @ University of Houston	Northbound
10. Griggs Rd @ Calhoun Rd	Westbound
11. Griggs Rd @ Martin Luther King Blvd	Westbound
12. Holcombe Blvd @ Ardmore St	Westbound
13. Holman St @ Burkett St	Westbound
14. Holman Street @ Delano St	Westbound
15. Holman St @ Scott St	Westbound
16. Hutchins Street @ Cleburne St	Southbound
17. Martin Luther King Blvd @ Beekman Rd	Northbound
18. Old Spanish Trail @ Calhoun Rd	Eastbound
19. Old Spanish Trail @ LaSalette St	Westbound
20. Old Spanish Trail @ Tierwester St	Westbound
21. Scott St @ Southmore Blvd	Northbound
22. Scott St @ Wheeler Ave	Northbound
23. Southmore Blvd @ Almeda Rd	Eastbound
24. Southmore Blvd @ Almeda Rd	Southbound
25. Tierwester St @ Holman St	Northbound





**TOTAL STIPULATED LUMP SUM BID PRICE**

\$ \_\_\_\_\_

*Please include Bid Summary Sheet in proposal submission.*

**SIMILAR WORK:**

How many similar jobs has your company completed in the past five (5) Years? \_\_\_\_

Please briefly describe each job and identify and provide current contact information for the owner/manager: (attach additional sheets if necessary)

---



---



---



---



---

**MWDBE STATUS:** Is your company a Minority, Women, or Disadvantaged Business Enterprise (MWDBE) certified by the City of Houston, Houston Minority Business Council, and /or the Houston Women’s Business Council?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please attach certificate\*

**YEARS IN BUSINESS:** How many years has your company been in operation? \_\_\_\_\_

**\*Please attach Certificate of Business Formation. Name on the certificate must match the name of the Responder.**



# BID SUMMARY SHEET

Download Excel Document at <https://houstonse.org/notices-2/>

## SUMMARY

TASKS	TOTALS
TOTAL TASK 1: DISTRICT-WIDE GENERAL MAINTENANCE	\$
TOTAL TASK 2: LANDSCAPING AND MEDIAN ENHANCEMENT/HORTICULTURAL MAINTENANCE	\$
TOTAL TASK 3: IRRIGATION MAINTENANCE	\$
TOTAL TASK 4: SPLASH PAD MAINTENANCE (PARK AT PALM CENTER)	\$
TOTAL TASK 5: TRASH AND DEBRIS DISPOSAL SERVICES	\$
TOTAL TASK 6: BUS SHELTER CLEANING AND MAINTENANCE SERVICES	\$
<b>TOTAL STIPULATED LUMP SUM BID PRICE</b>	<b>\$</b>



# BID WORKSHEET

Download Excel Document at <https://houstonse.org/notices-2/>

## WORKSHEET

TASKS	PRICE	TOTALS
<b>TASK 1: DISTRICT-WIDE GENERAL MAINTENANCE</b>	<b>PRICE</b>	
<b>TOTAL TASK 1: DISTRICT-WIDE GENERAL MAINTENANCE</b>		\$
<b>TASK 2: LANDSCAPING AND MEDIAN ENHANCEMENT/HORTICULTURAL MAINTENANCE</b>	<b>PRICE</b>	
Area 1: Main Street		
Area 2: Park at Palm Center		
Area 3: Old Spanish Trail		
Area 4: Martin Luther King Blvd.		
Area 5: Long Drive		
Area 6: Alameda (OST to US-59)		
Area 7: Scott Street (OST to I-45)		
Area 8: Southmore Blvd (Main to Scott St.)		
Area 9: Blodgett St. (Main St. to Scott St)		
Area 10: Emancipation Ave (Southmore Blvd. to I-45)		
Area 11: MacGregor Plaza (Around MLK Statue)/100 sq. ft. area of MacGregor Park		
Area 12: McGowen Street from Emancipation Ave to Scott St		
Area 13: TxDot Underpass of I-45		
Area 14: TxDot Underpass of US-59/IH-69		
Area 15: East and west Side of 288 and Southmore, MLK and Beekman and Scott and I-45		
<b>TOTAL TASK 2: LANDSCAPING AND MEDIAN ENHANCEMENT/HORTICULTURAL MAINTENANCE</b>		\$
<b>TASK 3: IRRIGATION MAINTENANCE</b>	<b>PRICE</b>	
Area 1: Main Street (Cambridge to Southmore Blvd)		
Area 2: Park at Palm Center		
Area 3: Old Spanish Trail (Hwy 288 to Calhoun)		
Area 4: Griggs Road (Old Spanish Trail to Martin Luther King Blvd)		
Area 5: Blodgett to 288		
Area 6: Alameda (4601 Alameda)		
Area 6: Alameda Road (5216 Alameda)		
Area 6: Alameda Road/Wheeler Ave (1622 Wheeler)		
<b>TOTAL TASK 3: IRRIGATION MAINTENANCE</b>		\$
<b>TASK 4: SPLASH PAD MAINTENANCE (PARK AT PALM CENTER)</b>	<b>PRICE</b>	
<b>TOTAL TASK 4: SPLASH PAD MAINTENANCE (PARK AT PALM CENTER)</b>		\$
<b>TASK 5: TRASH AND DEBRIS DISPOSAL SERVICES</b>	<b>PRICE</b>	
Area 1: Main Street area (Binz to 59)		
Area 2: Park at Palm Center		
Area 3: Old Spanish Trail		
Area 4: Griggs Road		



Area 5: Martin Luther King Blvd		
Area 6: Long Dr.		
Area 7: Alameda Rd		
Area 8: Scott St.		
Area 9: Southmore Blvd.		
Area 10: Blodgett St.		
Area 11: Emancipation Avenue St.		
Area 12: MacGregor Plaza		
Area 13: McGowen. St. from Emancipation Avenue to Scott		
Area 14: TxDOT underpass of I-45		
Area 15: TxDOT underpass of US-59/IH-69.		
Area 16: East & West side of 288 and Southmore, MLK and Beekman and Scott and I-45		
<b>TOTAL TASK 5: TRASH AND DEBRIS DISPOSAL SERVICES</b>		\$
<b>TASK 6: BUS SHELTER CLEANING AND MAINTENANCE SERVICES</b>	<b>PRICE</b>	
Alameda Rd @ Cleburne		
Alameda Rd @ Old Spanish Trail		
Blodgett St @ Ennis St		
Calhoun Rd @ Old Spanish Trail		
Calhoun Rd @ UH University Drive		
Cleburne St @ Emancipation Ave		
Cleburne St @ Tierwester St		
Cleburne St @ Velasco		
Cullen Blvd @ University of Houston		
Griggs Rd @ Calhoun Rd		
Griggs Rd @ Martin Luther King Blvd		
Holcombe Blvd @ Ardmore St		
Holman St @ Burkett St		
Holman Street @ Delano St		
Holman St @ Scott St		
Hutchins Street @ Cleburne St		
Martin Luther King Blvd @ Beekman Rd		
Old Spanish Trail @ Calhoun Rd		
Old Spanish Trail @ LaSalette St		
Old Spanish Trail @ Tierwester St		
Scott St @ Southmore Blvd		
Scott St @ Wheeler Ave		
Southmore Blvd @ Alameda Rd		
Southmore Blvd @ Alameda Rd		
Tierwester St @ Holman St		
<b>TOTAL TASK 6: BUS SHELTER CLEANING AND MAINTENANCE SERVICES</b>		\$
<b>TOTAL STIPULATED LUMP SUM BID PRICE</b>		\$

