

## **REQUEST FOR LAWN CARE & LANDSCAPE SERVICE GULF COAST CENTER**

**THE GULF COAST CENTER IS SEEKING QUALIFIED LAWN CARE & LANDSCAPE SERVICE PROVIDERS TO PROVIDE SERVICE/SERVICES TO IDENTIFIED CENTER FACILITIES FOR THE PERIOD OF TIME BEGINNING SEPTEMBER 1, 2023, AND ENDING AUGUST 31, 2024, UNLESS TERMINATED EARLIER IN ACCORDANCE WITH AGREEMENT. THE GULF COAST CENTER (“GCC”) IS THE TAX-EXEMPT COMMUNITY MENTAL HEALTH, INTELLECTUAL & DEVELOPMENTAL DISABILITIES AUTHORITY FOR GALVESTON AND/OR BRAZORIA COUNTIES, TEXAS. INTERESTED SERVICE PROVIDERS MUST DEMONSTRATE AN ABILITY TO COMPLETE THE JOB (EXPERIENCE, REFERENCES) AND PROVIDE APPROPRIATE DOCUMENTATION OF LIABILITY INSURANCE, VEHICLE INSURANCE AND WORKER’S COMPENSATION COVERAGE. INSURANCE COVERAGE MUST REMAIN IN EFFECT THROUGHOUT THE PERIOD IDENTIFIED ABOVE.**

### **A. SUBMITTAL PROCEDURE**

Interested lawn care & landscape service providers can make appointments with the facility representative to inspect the seven listed facilities. Price quotes for one or both county sites may be submitted. Price quote clearly marked LAWN CARE & LANDSCAPE SERVICE BID must be submitted no later than 10:00 A.M. on June 20, 2023, to the Gulf Coast Center, located at 4352 E.F. Lowry Expressway Texas City, Texas 77591 for consideration. No bids will be accepted after the stated deadline. The bid opening will be conducted at that time. The Gulf Coast Center may select one or more contractors based upon the price, best value, and service in the interest of the Gulf Coast Center or reject all proposals if deemed in its best interest.

Respondents can mail or personally deliver their bid to the designated location at the above address. The Gulf Coast Center will not be responsible for any bid(s) that is(are) lost in the mail or not delivered to the designated location by the stated deadline.

The bid must be signed by the person, or officer of the company submitting the bid that is authorized to enter into contractual agreements on behalf of the company. Bids shall include reference list and insurance certificates, or other evidence of insurance that is satisfactory to the Gulf Coast Center (minimum insurance requirements listed below).

### **B. NON-DISCRIMINATION**

The Gulf Coast Center does not discriminate against any individual or contractor with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age or disability; or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a contractor because of race, color, religion, sex, national origin, age or disability.

**C. PERMITS**

All, and any permits as required by authorities having jurisdiction; local, state, county and/or federal, are the total responsibility of bidder/contractor.

**D. SCOPE OF SERVICES & FREQUENCY:**

**1 – Bi-Weekly:**

Mowing and edging of the lawn, weed eating and blowing.  
Inspection of each facility to ensure overall attractiveness.  
Removal and Disposal of dead brush/bushes/trash/debris around facilities.

**2-Monthly:**

Inspection of flower beds – ensure plants are alive and bed is in adequate condition, free of pests and debris.  
Treatment of Ant Piles – ensure they are being treated with center approved ant killer.  
Gutters – ensure these are cleaned out, free of falling debris, and have adequate drainage.

**3-Annually:**

Flower beds – re-mulch annually.

The contractor is responsible for purchasing all supplies, tools and equipment needed to perform the scope of the service. Chemicals must be of acceptable quality and safety rating. The contractor is responsible for providing to each facility a copy of all Safety Data Sheets (SDS) for chemicals utilized at the sites. Tools and equipment are to be maintained in good, safe working order.

**F. SAFETY**

Safety in the workplace is to be maintained through appropriate operating procedures, proper training and utilization of chemicals and equipment, parking cones, etc. Documentation of contractor staff safety training must be provided.

**G. PAYMENTS**

Payments shall be made through ACH for services meeting specifications within thirty (30) days of receipt and approval of an invoice. Along with submission of the invoice a monthly service summary should be included stating the dates in which services are completed for each facility.

**H. TERM OF AGREEMENT**

The contract term will be for twelve months from September 1, 2023 – August 31, 2024. Extension of the contract for an additional year may be negotiated with the successful bidder when services have been conducted to mutual satisfaction, and prices and conditions remain unchanged. During the contract period, the Center maintains the right to terminate the Service Agreement with a thirty-day written notice if the services provided do not conform to the standards and requirements detailed herein.

## **I. INSURANCE MINIMUM REQUIREMENTS**

- a. Workers Compensation Insurance-such insurance shall be in an amount equal to the limit of liability and in the form prescribed by the laws of the State of Texas.
- b. General Liability Insurance-\$100,000 each occurrence limit subject to a General Aggregate limit of \$100,000 or \$100,000 combined Single Limit for Bodily Injury Liability and Property Damage Liability.
- c. Automobile Liability Insurance-\$100,000 Bodily Injury Each Person, subject to a \$300,000 Bodily Injury each Accident and \$100,000 Property Damage Liability each Accident, or \$300,000 Combined Single Limit for Bodily Injury Liability and Property Damage Liability.

## **J. SCHEDULE OF SERVICE**

Service to be provided any day of the week unless specifically not allowed. The work shall only be performed while the sunlight is available. No work is to be done at dusk or in darkness.

## **FACILITY**

### **Lawn Services:**

League City West (approximately 0.85 acre of grass and other vegetation on property.)

4444 West Main

League City, Texas 77573

Harbor House (approximately 1.27 acres of grass and other vegetation on property.)

5825 Emmett F. Lowry

Texas City, Texas 77591

\*Care must be taken to turn off the lawn sprinklers before mowing, then turning the sprinklers on when finished.

Mackey Buildings A & B (approximately 1.4 acres of grass and other vegetation on property.)

4352 Emmett F. Lowry Expressway

Texas City, Texas 77591

Mainland Buildings 1 & 2 and Brown House (approximately 13 acres of grass and other vegetation on property.)

7510 FM 1765 & 7602 FM 1765

Texas City, Texas 77591

NBCSC (approximately 0.5 acre of grass and other vegetation on property.)  
101 Brennen  
Alvin, Texas 77511

BCCSC (approximately 1.2 acres of grass and other vegetation on property.)  
101 Tigner  
Angleton, Texas 77515

Boat House and Bayou House (approximately 6.3 acres of grass and other  
vegetation on property.)  
2320 & 2352 East Mulberry  
Angleton, Texas 77515

**BID FORM**

Lawn Care Service for facilities of the Gulf Coast Center. Submit to: Attn: Samuel  
Tingle, Gulf Coast Center, 4352 E.F. Lowry Expressway, Texas City, TX. 77591.  
SamuelT@gulfcoastcenter.org

**1. LAWN & LANDSCAPE SERVICE PER SCOPE OF SERVICE:**

<b>FACILITY</b>	<b>FEE PER YEAR</b>
LEAGUE CITY WEST	_____

**2. LAWN & LANDSCAPE SERVICE PER SCOPE OF SERVICE:**

<b>FACILITY</b>	<b>FEE PER YEAR</b>
HARBOR HOUSE	_____

**3. LAWN & LANDSCAPE SERVICE PER SCOPE OF SERVICE:**

<b>FACILITY</b>	<b>FEE PER YEAR</b>
MACKEY BUILDINGS A & B	_____

**4. LAWN & LANDSCAPE SERVICE PER SCOPE OF SERVICE:**

<b>FACILITY</b>	<b>FEE PER YEAR</b>
MAINLAND BLDGS & BROWN HOUSE	_____

**5. LAWN & LANDSCAPE SERVICE PER SCOPE OF SERVICE:**

<b>FACILITY</b>	<b>FEE PER YEAR</b>
NBCSC	_____

**6. LAWN & LANDSCAPE SERVICE PER SCOPE OF SERVICE:**

**FACILITY** **FEE PER YEAR**  
BCCSC \_\_\_\_\_

**7. LAWN & LANDSCAPE SERVICE PER SCOPE OF SERVICE:**

**FACILITY** **FEE PER YEAR**  
BOATHOUSE & BAYOU HOUSE \_\_\_\_\_

**SITE VISIT TO FACILITY CONDUCTED FOR BID:** YES \_\_\_ NO \_\_\_

**BIDDER INFORMATION:** CONTACT REPRESENTATIVE:

\_\_\_\_\_  
COMPANY NAME:

\_\_\_\_\_  
ADDRESS:

\_\_\_\_\_  
CITY \_\_\_\_\_ ZIPCODE \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX \_\_\_\_\_ E-

MAIL \_\_\_\_\_

**NUMBER OF EMPLOYEES:** \_\_\_ **CONTRACT WORKERS:** \_\_\_ **EXPERIENCE AND YEARS IN BUSINESS:** \_\_\_\_\_

**REFERENCES OF CUSTOMERS SERVED IN THE LAST THREE YEARS:**

	COMPANY	CONTACT PERSON	TELEPHONE #	YEARS SERVED
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**INSURANCE COVERAGE:** YES/NO INSURANCE COMPANY  
WORKERS COMPENSATION \_\_\_\_\_

\_\_\_\_\_  
COMPREHENSIVE GENERAL LIABILITY

\_\_\_\_\_  
BUSINESS AUTOMOBILE LIABILITY

\_\_\_\_\_  
(INCLUDE CERTIFICATE OF INSURANCE)

AUTHORIZED BIDDER

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_