



Brazos River Authority

Request for Bids

December 8, 2020

RFB No. 21-12-1193

Dear Prospective Respondent:

Sealed Bids will be received by the Purchasing Manager or other designee of the Brazos River Authority no later than **10:00 AM, January 13, 2021** for **Landscape and Mowing Services** for Williamson County facilities All qualified firms including Small, Minority, Women Owned Businesses and Historically Underutilized Businesses are encouraged to submit bids in response to this request.

Bids must be submitted and received no later than the due date and time specified. Any Bid received later than the specified time, shall not be considered. The BRA is **NOT** responsible for ensuring the delivery of Bids.

Refer to Section 14. Delivery of Bid Submittals for instructions on submitting a response to this solicitation.

Bid must be clearly identified as follows on the outside of the sealed physical submission or the electronic submission subject line. The BRA shall not be responsible for submissions that are not properly identified. Proper identification of Respondent's bid is the sole responsibility of the Respondent and failure to do so may result in the submission not being included in the bid opening:

RFB TITLE: Landscape and Mowing Services

RFB NO: 21-12-1193

RFB DUE DATE: 10:00 AM, January 13, 2021

The BRA shall have the right to accept or reject any or all Bids, or any part thereof, and to waive any technicalities in the interest of the BRA.

BRA will evaluate all relevant COVID-19, health, safety and business factors on all solicitations to determine when to initiate a notice to proceed on all projects, delivery of goods and/or services or procurement of construction related services to best attempt to balance BRA needs and to protect the health and safety of BRA employees, the employees of respondents and the public at large.

Sincerely,

Clarissa Cabrera, CTPM, CTCM

Clarissa Cabrera, CTPM, CTCM
Purchasing Manager

4600 Cobbs Drive • Waco, Texas 76710
254 761 3123

SUPPLIER DIVERSITY PURCHASING POLICY

The Brazos River Authority (BRA) will ensure that purchases of equipment, materials, supplies, and/or services conform with Texas Procurement law as applicable to the BRA, are cost effective, and contribute to the competitiveness of the BRA and its customers.

Procurement activities will be conducted in an open and fair manner with equal opportunity provided to all qualified parties. The BRA will provide equal contracting opportunities as provided by all applicable State and Federal laws to small business enterprises, Historically Underutilized Businesses and Disadvantaged Business enterprises.

GENERAL INSTRUCTIONS TO RESPONDENTS

The Work consists of the furnishing of all labor, materials, services, equipment, and appliances required for the delivery and the supplying of products and/or services as described herein and in the contract documents.

1. BID SUBMISSION: Bids must be received no later than the Bid opening date and time specified above. All Bids received after closing time will not be considered.

A. To be considered as eligible, a Respondent shall have complied with all legal requirements to permit him to operate in the State of Texas.

B. Bids must be mailed or hand delivered to be considered.

2. WITHDRAWAL OF BIDS: No Bid may be withdrawn for a period of ninety (90) days after Bid opening, except by 1) either mutual consent of the BRA and Respondent; or 2) previously submitted Bids may be withdrawn upon written request received from Respondent prior to time established for receipt of Bids.

3. SIGNATURE ON BIDS: To be valid, Bids must be signed by an authorized person. By such signature, Respondent agrees to strictly abide by the terms, conditions, and Scope of work embodied in this Request for Bids.

4. EXAMINATION OF BID DOCUMENTS: Before submitting a Bid, all Respondents shall examine the complete Request for Bids, including Bid Notice, Instruction to Respondent, and Scope of Services, all of which are part of the Bid Documents.

5. ADDENDA: *Unless otherwise stated in the Bid*, answers to all questions, inquiries, and request for additional information will be issued in the form of Addenda. During the Bid period, prospective Respondent may be advised by Addenda of additions, deletions from, or changes in the requirements of the Bid Documents. The BRA will not be responsible for the authenticity or correctness of oral interpretations of the Bid documents or for information obtained in any other manner than through the media of Addenda. Receipt of each Addendum shall be acknowledged by Respondent.

Any questions concerning this Bid should be emailed to **Clarissa Cabrera**, Purchasing Manager no later than five (5) days prior to the opening of the Bid. Mrs. Cabrera's email address is clarissa.cabrera@brazos.org. This is to allow the BRA sufficient time to respond to inquiries and provide information to all interested Respondents by Addendum. *Unless otherwise stated in the Bid*, Addenda will be posted on the BRA web site at www.brazos.org, Doing Business, Purchasing and Professional Services, Request for Bids.

Respondent is responsible for checking the BRA web site (www.brazos.org) for updates and Addenda until the time at which the submission is due. Failure to respond to all requirements, including those Addenda, shall be grounds for rejection of your Bid.

6. TAXATION: The BRA is exempt under the Texas Sales Tax and Use Tax Laws, and the Respondent shall not include such taxes in the Bid.

7. QUALIFICATION OF RESPONDENTS: The BRA reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Respondent fails to satisfy the BRA that such Respondent is properly qualified to carry out the obligations of the contract and to

complete the Work contemplated herein. Conditional Bids will not be accepted.

8. CONSIDERATION OF BIDS: Unless stated otherwise in the Advertisement or Request for Bids, the properly identified Bids received on time will be opened publicly and read aloud. Respondents are invited to be present.

9. COMPLIANCE WITH SCOPE OF SERVICES AND RIGHT OF SELECTION: The Respondent shall abide by and comply with the true intent of the scope of services and not take advantage of any unintentional error or omission.

10. QUANTITIES: Unless stated otherwise in this Bid, the BRA is obligated during the period stipulated to purchase all of its normal requirements from the successful Respondent and the Respondent is obligated to supply the quantities which the BRA requires for its operation. The quantities stated are given as a general guide for bidding but are not guaranteed amounts, they represent the best estimated usage. The BRA reserves the option to purchase more or less of these services at the Bid price.

11. REPRESENTATIONS: By execution and submission of this Bid, the Respondent hereby represents and warrants to the BRA that Respondent has read and understands the Bid Documents and this Bid is made in accordance with the Bid Documents.

12. INDEMNIFICATION: The Respondent shall comply with the requirements of all applicable laws, rules, and regulations and shall exonerate, indemnify and hold harmless the BRA from any and all liability or damages resulting from failure to do so.

In addition, the Respondent agrees to keep, save and hold the BRA harmless from any and all actions, liabilities, damages, judgments, costs and expenses including reasonable attorney's fees, in case an action is filed or does in any way accrue against the BRA, its officials, officers, and employees in consequence of the awarded contract for any negligent act or omission of the Respondent in the provision of services under the awarded contract, or that may result from the carelessness or lack of skill of the Respondent or the Respondent's officers, agent, contractors, assigns or employees. In the event a judgment is recovered against the BRA for any such liability, costs or expenses, such judgment shall be conclusive against the Respondent.

It is specifically understood and agreed by the Respondent that such indemnity is indemnity by the Respondent to indemnify and protect the BRA from liability, claims, suits, losses, damages or causes of action due to the Respondent's negligence, error or omission.

13. EVALUATION FACTORS: Respondents may furnish pricing for all or any portion of the solicitation (unless otherwise specified). The BRA may evaluate and award a contract for any item or group of items shown on the Solicitation, or any combination deemed most advantageous to the BRA. Bids that specify an "All or None" award may be considered if a single award is advantageous. In the event of a mathematical discrepancy on the Bid Form, the BRA will only consider the price determined to be most advantageous to the BRA.

14. CRITERIA FOR AWARD: The BRA will award contracts to the Respondent that represents the "Best Value" to the BRA.

15. TERMINATION: The awarded contract may be terminated at any time by the BRA for any cause without penalty or liability. Upon receipt of such notice, the supplier shall immediately discontinue all services and actions. The BRA shall pay the Respondent promptly the accrued and unpaid amounts due for services to the date of termination, to the extent the services are approved by the BRA.

16. CHANGE OF CONTRACT PRICE: The contract price may only be changed by change order or by a written amendment.

17. PAYMENT: Unless otherwise specified, payment for services and/or product will be processed within thirty (30) days from invoice date and acceptance of work and/or product. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing. Unit price on invoice shall be in two (2) decimal places only, i.e., \$.XX.

The BRA has set a goal to have as much paperwork submitted electronically. Respondents are asked to submit invoices electronically to the following Accounts Payable email address: accounts_payable@brazos.org. Respondents who use the electronic service should not mail the original invoice.

18. CONFIDENTIALITY OF DOCUMENTS: The BRA is subject to the Texas Public Information Act (PIA). Any information submitted to the BRA by a Respondent shall be considered non-confidential and available to the public, except as follows:

In the event a Respondent considers a specific portion of their Bid to be confidential and subject to an exception to disclosure under the PIA, such portion must be clearly identified and marked "CONFIDENTIAL". Do not mark an entire proposal confidential, as this is not in conformance with the PIA and is not acceptable. Only the specific portion or portions of the Bid that the Respondent considers to be confidential pursuant to the PIA should be marked. **IF AN ENTIRE BID IS MARKED CONFIDENTIAL, THE BRA WILL NOT TREAT ANY PORTION OF THE BID AS CONFIDENTIAL AND THE BID MAY BE REJECTED AS NON-CONFORMING.** The BRA will

honor notations of confidentiality made in accordance with this paragraph and decline to release such information initially. However, final determination of whether a particular portion of a Bid may in fact be withheld pursuant to the PIA will be made by the Texas Attorney General or a court of competent jurisdiction.

In the event a public information request is received for a portion of a Bid that has been marked confidential, the BRA shall ask the affected Respondent if the information may be released. If the release is agreed to, the BRA shall release the information.

If the release is denied, the matter shall be referred to the Texas Attorney General's Office in accordance with the process set forth in the PIA. The Respondent shall be fully and solely responsible for submitting arguments and evidence within the statutory timeframes to the Texas Attorney General's Office regarding its claim of confidentiality. The BRA will **NOT** submit arguments on behalf of the Respondent.

The Texas Attorney General's office shall rule on the matter. In the event that it is determined by opinion or order of the Texas Attorney General or a court of competent jurisdiction that such information may not be withheld, then such information will be made available to the requester. If it is determined that the information may be withheld, BRA will withhold the information from the requestor.

Pricing information contained in Bids or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

**REQUEST FOR BIDS
LANDSCAPE AND MOWING SERVICES
RFB NO. 21-12-1193**

SUBMITTAL SCHEDULE

Bids are posted on the BRA website and prospective Respondents should check www.brazos.org> Doing Business>, Purchasing & Professional Services>, Request for Bids for potential updates to Bid requirements.

Wednesday, December 9, 2020	RFB is available to download from the BRA website at http://www.brazos.org/Doing-Business/Purchasing-Professional-Services/Request-for-Bids , and click on “ <i>View this RFB</i> ”.
10:00 AM, Monday, January 4, 2021 or 2:00 PM, Monday, January 4, 2021	Attend one pre-bid conference to be held at Hutto Central Wastewater Treatment Plant, 350 CR 199, Hutto, Texas 78634
4:00 PM, Tuesday, January 5, 2021	Last date and time to ask questions or request additional information. Email questions to clarissa.cabrera@brazos.org
4:00 PM, Wednesday, January 6, 2021	Post response to questions received as of the deadline or as soon thereafter, as an Addendum on the BRA website – www.brazos.org / Doing Business/Purchasing and Professional Services/Request for Bids.
10:00 AM, Wednesday, January 13, 2021	Bids are due.
1:30 PM, Thursday, January 14, 2021	Bids will be opened and read out loud virtually at the link below. https://youtu.be/k5BaaHCYAig

**REQUEST FOR BIDS
LANDSCAPE AND MOWING SERVICES
RFB NO. 21-12-1193**

1. General

The BRA is seeking bids from contractors to provide Landscape and Mowing Services at three facilities in Williamson County.

BRA will evaluate all relevant COVID-19, health, safety and business factors on all solicitations to determine when to initiate a notice to proceed on all projects, delivery of goods and/or services or procurement of construction related services to best attempt to balance BRA needs and to protect the health and safety of BRA employees, the employees of respondents and the public at large.

2. Scope of Services

Contractor agrees to provide Landscape and Mowing Services at sites listed in Table A and as needed to ensure properties are presentable and well maintained. Facility Maps with mowing areas indicated are included as Attachment A. The work shall consist of furnishing all labor personnel, equipment, chemicals, services, and appliances required for the delivery of lawn and ground maintenance services described herein. The BRA reserves the right to award all facilities or individual to the successful contractor(s).

The successful contractor shall provide a single point of contact to address all aspects of the contract, including, but not limited to, the quality of the services provided, the timeliness and schedule of the services provided, property damage mitigation, and invoicing issues and discrepancies.

A Work Ticket (Attachment B) shall be properly completed upon each service visit and signed by both the contractor and a BRA representative, preferably a Supervisor, if possible.

The work for this contract will include mowing and landscape services, application of herbicide, and treatment of fire ants.

2.1 Specifications

A. Mowing and Landscape Services

1. It is anticipated that areas will need to be mowed weekly during peak growing seasons, the contractor in conjunction with a BRA representative will determine whether or not there has been enough growth to warrant mowing. All grass should be maintained at a height of not more than two and one-half (2 ½) inches. At no time should the grass on any property exceed a height of four (4) inches. Grass shall not be mowed during drought periods.
2. Mow all areas around buildings, fences, tanks, and other structures.
3. Edge all walkways, curbs, and roadways. All debris shall be blown off from walkways and roads to maintain a professional appearance.
4. Trim grass along edges of buildings, fences (fence lines should be trimmed on both sides), walls, trees, shrubs, cracks in sidewalks, roadways, and parking areas, tanks, and other structures. Trim trees and shrubs as needed to maintain a neat and professional appearance.
5. Weed and treat areas where needed.
6. Weeding shall be performed on the same schedule as mowing. Weeding is defined as removing the unwanted plants by hand or tillage action which lightly cultivates the soil for the purpose of destroying the weeds.
7. It is anticipated that mowing, edging, trimming and weeding will be performed approximately thirty (30) times a year. However, the Brazos River Authority makes no guarantee as to the number of times the contractor will be required to mow, edge, trim and weed the property as these services shall be performed strictly on an "as needed" basis to ensure properties are presentable and being well-maintained.

8. Contractor is expected to pick up any trash on site before each mowing, and remove clippings from roadways and walkways. This is required at every scheduled service visit, so that a clean and professional appearance is maintained at the facilities.

B. Application of Herbicide

1. Apply chemicals for weed control and/or a pre-emergent as required by the Texas Department of Agriculture Licensing Program. Approval by BRA representative is required prior to any application of chemicals for weed control and/or pre-emergent.

C. Fire Ant Treatment

1. Twice a year, apply chemicals for fire ant control at the designated BRA facilities as required by the Texas Department of Agriculture Licensing Program.
2. Application of fire ant control will be plant wide (inside fenced perimeter) and for other areas upon approval by BRA representative.

D. Hours of Operation

1. The regular hours of operation for BRA personnel are from 8:00 AM to 5:00 PM Monday through Friday.
2. All landscaping, mowing, etc. is to be during regular hours of operation and a Work Ticket (Attachment B) shall be properly completed upon each service visit and signed by both the contractor and a BRA representative, preferably a Supervisor, if possible.

C. Labor Force

1. The Contractor shall provide all necessary labor and all employees of the Contractor shall be no less than 17 years of age.
2. No visitors, wives, husband, or children of the Contractor employees allowed at the work site during working hours, unless they are bona fide employees of the Contractor.
3. Employees must have at least one employee on site that can communicate effectively with the ability to effectively receive, give, and understand written and verbal communication.
4. Labor force used at the BRA Central Basin locations shall be regular full time employees of Contractor.

E. Company Uniform

1. For security purposes, employees of successful contractor must wear shirt and/or blouse identifying them as an employee of successful contractor.

F. Security Check

1. Successful contractor will be required to provide name, driver's license number or state identification number, and date of birth for all employees who will be providing on-site services for the BRA for a background security check prior to beginning work. Employee(s) of successful contractor who have been convicted of a felony will not be permitted to perform grounds maintenance duties at the Williamson County Facilities.

G. Non-Emergent Requests

1. If awarded a contract for service, the successful contractor agrees to be on-site (BRA property) within seventy-two hour notice for non-emergency problems. For example, removal of broken tree limbs, branches, after-storm clean up.

Table – A

LOCATIONS, ESTIMATED ANNUAL NUMBER OF SERVICES DURING THE YEAR

Item	Plant/Location/Description of Work	Est. Annual Services
1	Sandy Creek, 10400 Trails End, Leander, TX	
	Mow, Edge, Trim & Weed	30
	Mow Hillside	25
	Weed Control	2

	Fire Ant Control	2
	Pre-Emergent	1
	Additional As Needed (Price of additional regular mow, edge, trim & weed)	Unknown
2	Hutto Central, 350 CR 199, Hutto, TX	
	Mow, Edge, Trim & Weed	30
	Weed Control	2
	Fire Ant Control	2
	Pre-Emergent	1
	Additional As Needed (Price of additional regular mow, edge, trim & weed)	Unknown
3	Hutto South, 10700 FM 1660, Hutto, TX	
	Mow, Edge, Trim & Weed	30
	Weed Control	2
	Fire Ant Control	2
	Pre-Emergent	1
	Additional As Needed (Price of additional regular mow, edge, trim & weed)	Unknown

3. Base Bid

Bid price to include all labor, materials, tools, equipment and incidentals necessary to satisfactorily design, fabricate, manufacture, furnish, deliver components and complete assemblies.

4. Information Required in the RFB Submittal - Tab Format

The BRA specifically requests succinct submittals tailored to the general and discipline-specific scope of services summarized above. All submittals become the property of the BRA. Each Bid submittal shall include the information requested below.

Tab A: Include the following:

- (1) Date your company was established and a brief history; number of employees; provide number and location of offices.
- (2) Provide name, title and office location of person who will be the principal contact for the BRA and the billing location if different.
- (3) Describe the types of organizations that your company typically serves and general nature of the work.
- (4) A list and description of similar services completed within the last five years under your current company name or any other company name similar in nature to this solicitation. This should include the name, the location, a brief description of Scope of Services, and a contact name and telephone number of a reference for each client. List litigation that your company has been a party to in the last five (5) years, under your current company name or any other company name. Include only litigation that involves business units in your company that are proposed for performing services under this RFB. To be fully responsive, provide the level of detail in the attached example, as well

as a name and phone number to contact an authorized representative of your company in the event that the BRA needs to clarify your response. Failure to be fully responsive will be sufficient grounds for the BRA to disqualify your company.

- (5) Have you ever defaulted, failed to complete a contract or had a contract terminated by the other party? If so, where and why? Provide name and telephone number of the other party.

Tab B: Include the following:

- (1) Complete and submit the attached Request for Bids – Bid Form
- (2) Complete and submit the attached W-9 form.
- (3) Complete and submit the attached Conflicts of Interest Questionnaire [CIQ] form.
- (4) Complete and submit the Non-Collusion Affidavit form.
- (5) Complete and submit the Vendor Compliance to State Law form.
- (6) Submit all relevant Texas Department of Agriculture licenses.

5. RFB Inquiries

All inquiries, including clarifying questions, related to this RFB shall **only** be directed to the Purchasing Manager via e-mail to clarissa.cabrera@brazos.org. The Purchasing Manager will direct any inquiries to the appropriate BRA staff, a response will be issued and if warranted, an Addendum will be posted on the BRA's website at www.brazos.org. **Failure to adhere to this restriction during the advertising, evaluation, and selection phases will result in the rejection of a Respondent's Bid.**

6. Respondent's Past Performance

BRA will consider Respondent's past performance and may conduct reference checks with other entities regarding past performance. BRA may examine Respondent's performance including, but not limited to: the Comptroller of Public Accounts Statewide Procurement Divisions Vendor Performance Tracking System, notices of termination, cure notices, assessments of liquidated damages, litigation, audit reports, repeated negative performance, records of repeated non-responsiveness to performance issues, and non-renewals of contracts. Such sources of Respondent performance may include any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the Federal government. Further, BRA may initiate such examinations of Respondent performance based upon media reports. Any such investigations shall be at the sole discretion of BRA, and any negative findings, as determined by BRA, may result in non-award to Respondent.

7. Conflict of Interest

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local government entity (i.e., Brazos River Authority) must disclose in the Conflicts of Interest Questionnaire Form ("CIQ") the person's affiliation or business relationship that might cause a conflict of interest with the local government entity. By law, the CIQ must be filed with the BRA Records Management Officer no later than seven (7) days after the date the person begins contract discussions or negotiations with the BRA, or submits an application or response to a Request for Bids, correspondence, or another writing related to a potential agreement with the BRA. Updated Questionnaires must be filed in conformance with Chapter 176.

A copy of the CIQ is attached. If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement. An offense under Chapter 176 carries a penalty up to a Class A misdemeanor.

8. Disclosure of Interested Parties

Pursuant to Section 2252.908 of the Government Code, the selected Firm in contracts for the sale or purchase of property, goods, or services with a local government entity (i.e., BRA) anticipated to have a value of at least \$250,000/\$500,000 must submit a Disclosure of Interested Parties Form to the local government entity that discloses all persons at the Selected Firm who have a controlling interest in the

selected Firm or who actively participated in facilitating the contract or negotiating the terms of the contract.

The requirements of Section 2252.908 of the Government Code are subject to change, and if you have any questions about compliance, please consult your own legal counsel.

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

9. Term of Agreement

The term of this Contract shall be for a period of one (1) year, commencing on the Effective Date, and may be renewed by subsequent agreement of the parties for up to four (4) additional one (1) year periods, for a total potential term of five (5) years.

10. Contract

The contract will be awarded to the lowest responsible Respondent. The executed contract between BRA and the selected Respondent shall be a BRA standard form contract. Contract terms are not subject to modification and Respondent will be expected to execute the contract in substantially the form provided. Respondent should not base a bid on an expectation that BRA will modify its contract terms.

The BRA reserves the right to award contract(s) without any negotiations and reserves the right to not make awards. The BRA reserves the right to conduct studies and other investigations as necessary to evaluate any submittal. Submission of a bid confers no legal right upon any Respondent.

The decision of BRA, or its designee with regard to the above, shall be administratively final. BRA, in its sole discretion, may waive administrative deficiencies and/or minor technicalities in submittals received.

11. Insurance Requirements

The Respondent shall, at Respondent's sole expense, maintain insurance coverage as determined acceptable to the BRA. The Respondent must obtain the following minimum insurance requirements and provide proof to the BRA prior to entering into a contract:

General Liability Insurance:	
Bodily Injury	\$ 500,000 per person
Bodily Injury	\$ 500,000 per occurrence
Property Damage	\$ 500,000 per occurrence
Aggregate	\$ 1,000,000
Workers' Compensation:	Statutory
Automobile Liability:	\$ 500,000 per claim / aggregate
Employers' Liability	\$ 1,000,000 policy limit

12. Testing

The BRA reserves the right to inspect and test the submitted product. The BRA in its sole discretion may disqualify a submitted product as non-conforming to the specifications if the product does not meet the requirements of the specifications during testing.

13. Recycled and Recyclable Products

The BRA encourages the use of recycled products and products that may be recycled or reused.

14. Delivery of Bid Submittals

Bids may be submitted in one of the following manners:

Electronic Transmission. Email transmission to Clarissa.Cabrera@Brazos.org. Emailed bid submissions shall be an attachment, in a Portable Document Format (PDF). Bids shall be clearly identified in the Subject Line as follows: RFB Title, RFB Number and RFB Due Date. The BRA shall not be responsible for submissions that are not properly identified. Proper identification of Respondent's bid is the sole responsibility of the Respondent and failure to do so may result in the submission not being included in the bid opening.

Drop Box Submission Prior to Bid Submission Deadline: Hand delivery of one sealed, clearly identified original signed paper copy submission may be received up to the bid submission deadline contained in the solicitation at the Brazos River Authority Office, 4600 Cobbs Drive, Waco, TX. 76710, utilizing the secure drop box located at the entrance of the office building. The BRA shall not be responsible for submissions that are not properly identified. Proper identification of Respondent's bid is the sole responsibility of the Respondent and failure to do so may result in the submission not being included in the bid opening.

Mail-In Delivery: Mailed by commercial carrier, overnight or express mail, one sealed clearly identified original signed paper copy submission may be accepted by the Purchasing Manager or other designee up to the bid submission deadline contained in the solicitation at the Brazos River Authority Office, 4600 Cobbs Drive, Waco, TX. 76710. The BRA shall not be responsible for submissions that are not properly identified. Proper identification of Respondent's bid is the sole responsibility of the Respondent and failure to do so may result in the submission not being included in the bid opening.



**REQUEST FOR BIDS – BID FORM
LANDSCAPE AND MOWING SERVICES
RFB No. 21-12-1193**

Item	Plant/Location/Description of Work	Est. Annual Services	Unit Price
1	Sandy Creek, 10400 Trails End, Leander, TX		
	Mow, Edge, Trim & Weed	30	
	Mow Hillside	25	
	Weed Control	2	
	Fire Ant Control	2	
	Pre-Emergent	1	
	Additional As Needed (Price of additional regular mow, edge, trim & weed)	Unknown	
2	Hutto Central, 350 CR 199, Hutto, TX		
	Mow, Edge, Trim & Weed	30	
	Weed Control	2	
	Fire Ant Control	2	
	Pre-Emergent	1	
	Additional As Needed (Price of additional regular mow, edge, trim & weed)	Unknown	
3	Hutto South, 10700 FM 1660, Hutto, TX		
	Mow, Edge, Trim & Weed	30	
	Weed Control	2	
	Fire Ant Control	2	
	Pre-Emergent	1	
	Additional As Needed (Price of additional regular mow, edge, trim & weed)	Unknown	

REQUEST FOR BIDS – BID FORM

**LANDSCAPE AND MOWING SERVICES
RFB No. 21-12-1193**

**ACKNOWLEDGMENT OF REQUEST FOR BIDS AND
RECEIPT OF ADDENDA**

RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS REQUEST FOR BIDS AND ADDENDA BY SIGNING BELOW AND SUBMITTING THIS ACKNOWLEDGEMENT WITH YOUR BID. FAILURE TO SIGN THIS ACKNOWLEDGEMENT WILL DISQUALIFY THE BID AS NON-RESPONSIVE. SIGNATURE SHALL BE HAND WRITTEN.

This acknowledgement shall become part of your response and the subsequent contract documents if applicable.

ACKNOWLEDGMENT OF REQUEST FOR BIDS:

Respondent hereby acknowledges that it has received and read the Request for Bids and all Addenda, and that this Bid is made in accordance with the provisions thereof. Respondent acknowledges that this Bid meets or exceeds all terms, requirements, conditions, and/or specifications set forth in the Request for Bids and Addenda, and exceptions or deviations from such terms, requirements, conditions, and/or specifications, if any, have been clearly and conspicuously identified as such in the Bid.

Does your company have 10 or more full time employees? Check one box only.

YES

NO

Name of Firm (Respondent)

Signature – Authorized Representative

Printed Name

Date

E-mail Address

Telephone Number