



## **City of Montgomery**

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**Request for Proposals**

**Grounds Maintenance**

**January 2020**

**CITY OF MONTGOMERY**  
**REQUEST FOR PROPOSALS**  
**BID – GROUNDS MAINTENANCE**

**PROJECT DESCRIPTION**

Contractor to furnish all labor, equipment, and materials needed for the completion of the work described below. Please complete the Price Schedule for each section. Additional maintenance/mowing visits will be paid on the per visit price as defined in the Price Schedule. Added maintenance/mowing areas shall be based upon a negotiated price agreed to by the City and the selected contractor. Invoices are to be submitted at the first of each month for payment on the previous month's service. This contract is not considered a salary and payments will only be made for work performed.

**1.) GROUNDS MAINTENANCE**

**AREAS TO BE MAINTAINED:**

Includes eleven (11) sites detailed in Schedule 1.

**DESCRIPTION OF WORK TO BE PERFORMED:**

- Mow
- Edge all borders – concrete, beds, along fence lines, around trees and other obstacles
- Weed beds, playground equipment areas, and volleyball courts by hand as needed regularly
- Sweep/power blow to clean up landscape-related grass
- Chemical weed control of sidewalks and parking areas
- Trim all shrubs and ground cover as needed
- Maintain a well-defined (trenched) bed line
- Remove all trash from landscaped areas

**FERTILIZER PROGRAM:** (Coordinated with mowing schedule)

- Fertilize applications two times per year, one in spring and one in fall.
- Prior approval by Public Works is required before commencing applications.
- Monitor and spot treatment for insect and disease control during fertilizer applications.
- Weed control can be used for hardscapes and shrub beds.

**SCHEDULE:**

- Bi-weekly or monthly from October to March and weekly from April to September, as proposed by contractor (not to exceed 36 times per year).

**CITY OF MONTGOMERY**  
**REQUEST FOR PROPOSALS**  
**BID – GROUNDS MAINTENANCE**  
**PRICE SCHEDULE**

**1.) GROUNDS MAINTENANCE:**

**WEEKLY FACILITIES:**

<b>Location</b>	<b>Price per occurrence</b>
1. City Hall	
2. Cedar Brake Park	
3. Homecoming Park	
4. Community Building	
5. Fernland Park	
6. Memory Park (mowing and trimming only)	
7. Jenny Adams Lot/Nat Hart Davis Museum	
Fertilizer application cost for all 7 weekly facilities (Twice per year maximum)	

**Attached forms to be submitted with Bid:**

- **Form 1295 Instructions**
- **Israel Prohibition on boycotting Israel Verification Form**

**Sealed bids are due by 2:00 p.m. on February 28, 2020 to:**

**By Mail or hand-delivered:**

Susan Hensley, City Secretary  
City of Montgomery  
101 Old Plantersville Road  
Montgomery, TX 77316

**Bid opening on February 28, 2020 at 2:05 p.m.**

Montgomery City Hall  
Conference Room  
101 Old Plantersville Road  
Montgomery, TX 77316

\_\_\_\_\_ Initial to indicate acceptance and understanding of the Project Description details.

**VENDOR CONTRACTS APPROVED BY CITY COUNCIL  
AND/OR IN EXCESS OF ONE MILLION DOLLARS**

**Effective January 1, 2016** there is now a requirement for Certificates of Interested Persons (Form 1295) to be filed with the city secretaries and they in turn electronically file notice with the Texas Ethics Commission (TEC).

The TEC website is <https://www.ethics.state.tx.us/tec/1295-Info.htm>

***Summary of law:***

1. All contracts that must be approved by the city council must be given a contract tracking number.
2. Vendors or business entities (but not other governmental entities) must be given the Form 1295 and directed to fill it out.
3. The Form 1295 must be signed by an authorized person from the business entity and notarized.
4. The Form 1295 must be submitted to the city secretary.
5. The city secretary must in turn electronically file the notice of the Form 1295 to the Texas Ethics Commission at its website:  
  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)
6. The city secretary must electronically file all such forms within 30 days of the contract approval.
7. Form 1295 will be executed by the Vendor and filed with the City Secretary prior to the Contract being executed.

# Vendor Training and Registration

## Form 1295:

### Step One - Set up Account

For a video detailing how you register your company for the first time with the Texas Ethics Commission go to:

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/FirstLogin-Business/Form1295Login-Business.html>

### Step Two - Create Certificate Form 1295

For a video detailing how to create a Form 1295, following registration go to:

<https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>

To complete your Form 1295 you will need to obtain a Contract Tracking Number from the City of Montgomery City Secretary at (936) 597-3288 or via email at [shensley@ci.montgomery.tx.us](mailto:shensley@ci.montgomery.tx.us).

You will print out your completed Certificate – Form 1295 and have it notarized. The Form 1295 will then be submitted to the City of Montgomery City Secretary for acknowledgment of the Certificate.

## Prohibition on Boycotting Israel Verification

This Verification is hereby incorporated into the terms of the contract by and between (Owner) **City of Montgomery** and **[Contractor]** \_\_\_\_\_ entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

1. **Contractor**, in conjunction with the execution of the above referenced contract and in accordance with Chapter 2270 of the Texas Government Code, effective September 1, 2017, does hereby agree, confirm, and verify that it:

- A. Does not Boycott Israel; and
- B. Will not Boycott Israel during the term of the contract.

"Boycott Israel" has the meaning given to it in Chapter 808 of Subtitle A, Title 8 of the Texas Government Code. As of the effective date of the statute, the term means "refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action make for ordinary business purposes."

2. Contractor hereby acknowledges and agrees that this verification is a material term of the contract and Owner is expressly relying on this verification in agreeing to enter into the contract with Contractor.
3. **TO THE MAXIMUM EXTENT PERMITTED BY LAW, CONTRACTOR AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS OWNER FROM ALL CLAIMS, CAUSES OF ACTION, LEGAL PROCEEDINGS, DAMAGES, COSTS, FEES AND EXPENSES ARISING OUT OF OR RELATED TO AN ACTUAL OR ALLEGED MISREPRESENTATION BY CONTRACTOR PROVIDED HEREUNDER.**

[Signatures on Following Page]

Prohibition on Boycotting Israel Verification [Continued]

\_\_\_\_\_

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

State of Texas  
County of Montgomery

Before me, a notary public, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements therein contained in Paragraph 1A and B are true and correct.

(Personalized Seal)

\_\_\_\_\_  
Notary Public's Signature

Receipt and incorporation into the above referenced contract hereby agreed to and acknowledged by:

\_\_\_\_\_  
Richard Tramm, City Administrator  
City of Montgomery, Texas



The City of Montgomery, Texas is seeking sealed bids for the following two (2) contracts:

- Publication dates: