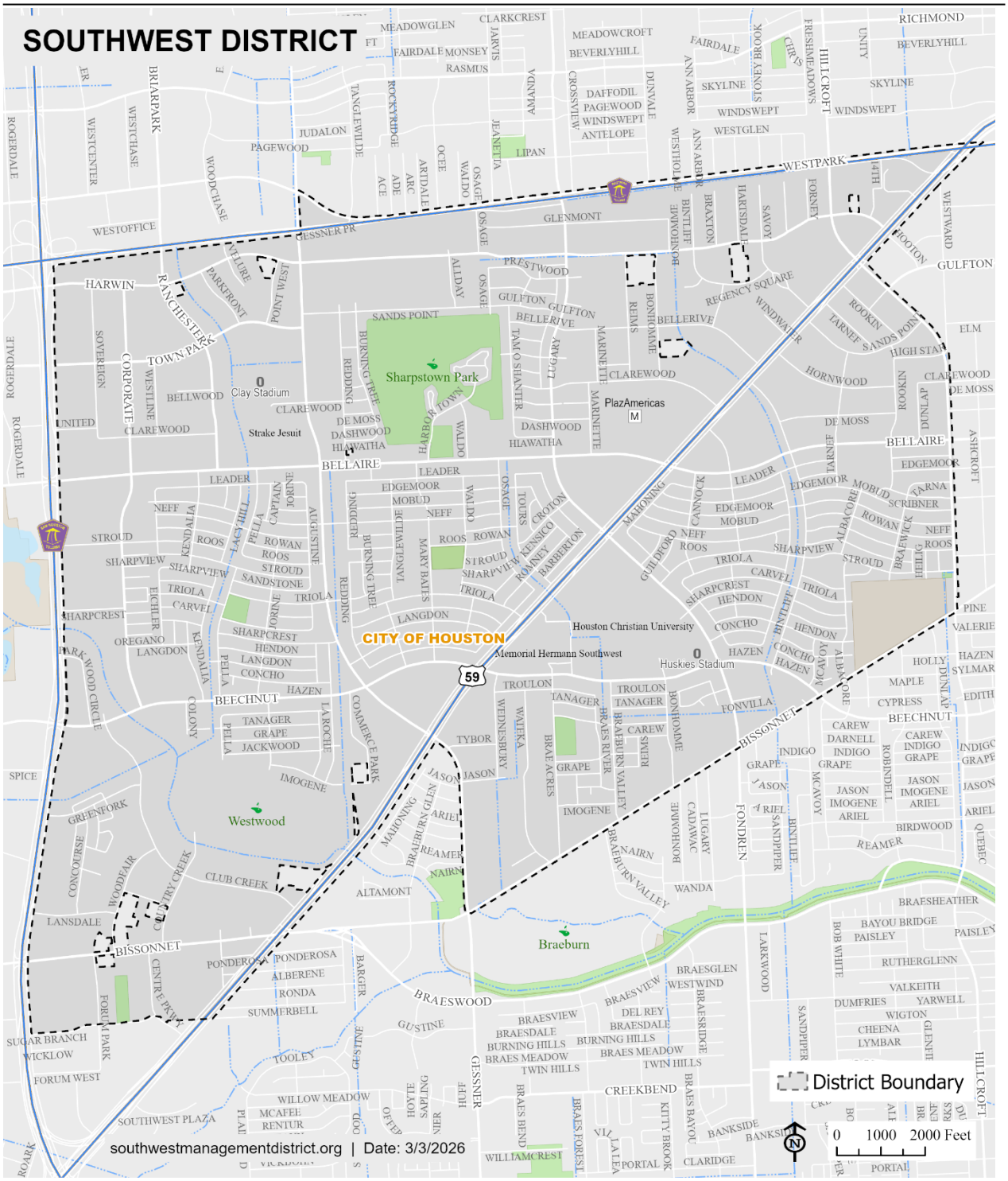


April 10, 2026

Request for Proposal

for

Landscape Maintenance

PART – GENERAL INFORMATION PERTINENT TO PROPOSAL PREPARATION

INVITATION TO BID

The Southwest Management District invites your firm to submit a proposal in accordance with this Request for Proposal (RFP). Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a landscape maintenance agreement based on the specifications outlined in this RFP.

THE DATE OF SOLICITATION:

March 2, 2026

THE PROJECT:

Project Name: Southwest MD Landscape Maintenance

Office Address: Hawes, Hill, & Associates, LLP.
9600 Long Point, Suite 200
Houston, Texas 77055

THE OWNER:

Name: Southwest Management District

Address: P.O. Box 22167
Houston, Texas 77227-2167

Contact: Dave Hawes
Executive Director
281.923.2504
dhawes@HawesHill.com

PROPOSAL CONTACTS

Any questions concerning this RFP, and all correspondence must be submitted in writing via e-mail to the following contact:

Name:	Dave Hawes	281.923.2504	dhawes@haweshill.com
	Fabiana Boero	979.739.6573	fboero@haweshill.com
	Cameron Nguyen	281.460.0050	cnguyen@haweshill.com

Questions may not be submitted by telephone. All questions must include:

- Contractor's name, e-mail, and address
- Reference to the specific section of the RFP in question
- Contact name, telephone number, and email address

Questions from RFP participants and the corresponding response will be shared with all bidders via email. All questions shall be received at least 48 hours prior to bid due date and time. Questions submitted after that time will not be addressed.

SUBMISSION OF PROPOSALS:

In order to qualify for the work on this project, bidders must submit all information requested in the following bid forms. All proposals must be received between 9:00 a.m. and Noon on Friday, May8th, 2026. All bids must be submitted as original hard copies, filled out, and signed. Electronic or faxed submittals will not be accepted. Bids will be received at: 9600 Long Point, Suite 200, Houston, Texas 77055 on date indicated above. Envelopes must show the project name and be marked "Sealed Bid". An authorized representative of the company must sign the Bid Cover Sheet. No proposals will be accepted after Noon on Friday May 8th.

If and when specifications are revised, the Southwest Management District will issue an addendum addressing the nature of the change. Bidders must sign and include it in the returned bid package.

All proposals must remain in effect for at least 30 days from submittal. Southwest Management District has the sole discretion to:

a) reject any and all bid proposals, and
b) negotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests.

There is no guarantee, either expressed or implied, that award of a landscaping contract will be made to any firm.

CONTRACTOR INFORMATION

Southwest Management District may request additional information, samples, or presentations in support of proposals. Additionally, the Southwest Management District may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

PART – 1 GENERAL CONDITIONS

SCOPE OF WORK

The Landscape Maintenance Contractor (hereinafter called the "Contractor") shall recognize and perform in accordance with all stated intents, specifications, and stipulations contained or referenced herein (including section zero, "General Information Pertinent to Proposal Preparation")

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but not limited to mowing, edging, pruning, fertilizing, irrigation monitoring, and cleanup.

The intent is to maintain a Class A appearance of the property as determined by the Owner. The Contractor shall maintain such an appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by the District.

TURF MAINTENANCE

Mowing

- Grassy areas shall be mowed at an appropriate height to keep a neat appearance considering the topography. The Contractor is required to use proper mowing equipment to provide a high-quality cut and minimize the occurrence of unnecessary scalping due to uneven terrain.
- Excessive clippings are to be collected and removed from the job site at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is highly recommended to keep clippings out of the streets and off sidewalks.
- Permanent fixtures in the turf areas are to be trimmed with string trimmers to avoid unsightly growth at the base. Care is to be taken at all times when operating around fixtures to prevent damage to them.
- Mowing will be done once a week each month during the warm weather months, 4-5 times a month depending on the scheduled service day of the week (April, May, June, July, August, September), 3 weeks a month during the seasonal change months (March & October) and every other week during the cool weather months (November, December, January, February). This will result in a minimum of 38-42 visits a year depending on the service day of the week.
- Any insect infestation, disease, or other problems will be reported in writing to the District upon discovery.

Edging

- All curbs will be edged in mowing areas, and all trimmings picked up to leave the street & sidewalks surfaces free of debris.
- Edging that cannot be addressed during regular visits due to vehicle obstructions is to be addressed in writing to the District upon discovery to achieve a solution.
- The edging schedule will follow the mowing schedule, once a week each month during the warm weather months, 4-5 times a month depending on the scheduled service day of the

week (April, May, June, July, August, September), 3 weeks a month during the seasonal change months (March & October) and every other week during the cool weather months (November, December, January, February). This will result in a minimum of 38-42 visits a year depending on the service day of the week.

Turf Fertilization, Pest & Weed Control

- Organic fertilizer shall be used to maintain a healthy green color and shall be applied four times annually.
- All turf areas shall be treated with crabgrass prevention and broadleaf weed control products at least twice annually.
- Additional applications of fertilizer or herbicides will be provided on an as-needed basis at the recommendation of the Contractor as an additional service and upon authorization of the District.
- Debris (organic and inorganic) Removal Before & After Mowing
- Esplanades are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance. All loose trash is to be removed before mowing occurs. Mowing of trash is strictly prohibited.
- Heavy accumulations of sand, gravel, leaves, etc., are to be removed with a shovel and brooms if blowers provide unsatisfactory results.
- All debris is the responsibility of the Contractor and will not be allowed to remain in streets or on sidewalks after service. No debris may be disposed of on-site, and any hauling expense shall be included in the proposal or be done at the expense of the Contractor.

TREE AND SHRUB MAINTENANCE

- All plant and tree materials are to be pruned in a manner to provide a neat natural appearance. All trees in District 'adopted' esplanades and rights-of-way are to be pruned of low-hanging or broken limbs and all suckers are to be removed from the main trunk up to ten feet above grade quarterly. Limbs that obstruct signs, walkways, or vehicular traffic shall be removed.
- Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, drains, curbs, light posts, and all other structures.
- All formal hedges shall be sheared to maintain desired shape and height with a face slope of 5° on all sides making the top slightly smaller than the bottom preventing self-shading and promoting solid growth.
- Ornamental flowering trees are to be pruned to encourage maximum flower growth and production.
- Dead or damaged portions of plants shall be removed upon discovery.
- All plant material will be fertilized with organic fertilizer four time annually.
- Additional applications of organic fertilizer will be provided on an additional service and upon authorization of the District.
- Contractor shall monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted in writing to the District. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem. All chemicals are to be applied in accordance with the manufacturer's recommendations and state regulations.

- All pruning debris is the responsibility of the Contractor and will not be allowed to remain in streets or on sidewalks after service. No debris may be disposed of on-site, and any hauling expense shall be included in the proposal or be done at the expense of the Contractor.
- Any and all deficiencies and professional recommendations regarding trees of any size must be provided to the District upon discovery in writing.
- Trees shall be shaped according to horticultural standards. Contractor shall straighten and guy trees under a ten-foot range if necessary and requested by the District.

PEST & WEED CONTROL

- All plantings shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices, preventative cultural practices, and most effective and cost-efficient results shall be implemented.
- Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. District shall be informed before any drastic cutbacks are performed.
- All mulched beds shall be weeded continuously throughout the year, on a monthly rotating basis, to provide a well-maintained appearance. Beds at or along high visibility areas are to be inspected weekly. Weed removal shall be done by hand, with a hoe, by organic post-emergent treatments, or by synthetic spot treatment. Weeding with line trimmers is not acceptable.

GROUNDCOVER & BEDS

- Open ground between plants shall be kept weed-free by hand, with a hoe, by organic pre/post emergent treatment, or by synthetic spot treatment. Weeding with line trimmers is not acceptable.
- All plant materials shall be free of insects and disease. At all times public and environmental safety is to be considered when applying pesticides.
- Groundcovers shall be fertilized with organic fertilizer four times annually, and additionally as needed and approved by the District in writing.
- Litter and debris shall be removed during maintenance visits to ensure a neat appearance. All debris is the responsibility of the Contractor and will not be allowed to remain in streets or on sidewalks after service. No debris may be disposed of on-site, and any hauling expense shall be included in the proposal or be done at the expense of the Contractor.
- Soil surfaces in beds shall be turned to aerate soil and then raked to maintain a neat appearance.
- Bed areas shall have a defined edge, and groundcovers shall be kept trimmed within curbs and along walkways. Groundcovers shall not be allowed to grow into or through shrubs or other plantings.
- Any and all deficiencies and professional recommendations regarding groundcovers and beds must be provided to the District upon discovery in writing.
- Bed maintenance shall occur in conjunction with turf maintenance.

IRRIGATION SERVICES

- Contractor shall provide expertise and all labor to water all maintained areas as required and in accordance with seasonal conditions. Contractor shall inspect, test, and ensure proper irrigation system time-clock operations a minimum of once monthly. This includes monitoring the irrigation sprinkler system to ensure that watering times are properly set, using the least amount of water necessary throughout the year. The controllers shall be programmed per seasonal requirements and to ensure that all sprinkler heads are adjusted properly to maximize effective use of water on landscaping and to minimize overflow of water onto sidewalks, streets, driveways, and buildings. The sprinkler system will be checked after each mowing for any damage, which occurs because of the Contractor's own labor, and shall be repaired by Contractor at Contractor's expense, within 48 hours.
- The system shall be thoroughly evaluated at the time that the Contractor begins to work in the District. This evaluation, along with cost estimates to bring the system to acceptable working conditions, shall be given in writing to the District. The cost of this evaluation shall be included in the Scope of Work, but any necessary repairs shall be at the District's expense upon District approval.
- The Contractor shall present repairs and maintenance requirements to the District in writing upon discovery. The District agrees to be financially responsible for replacing and repairing time clocks and related valves on a timely basis. Invoices presented without the proper authorization will not be accepted or paid. Contractor shall at no additional cost, fully cooperate and respond to assist and repair malfunctioning sprinkler systems on a 24-hour basis, seven days a week.
- Contract proposal will also include a yearly system start-up and winterization maintenance.

IRRIGATION INSPECTIONS

- Sprinkler head damage will be inspected regularly at the time of weekly service visits.
- Controller inspections will occur once a month to ensure station timing (start and stop times), clock settings, seasonal adjustments, and ensure rain/freeze sensors are working properly.
- Emitter Device inspections will occur once a month to ensure head screens are free of clogs, leaks and freely pop up and down as designed. Ensure heads produce even spray patterns that cover the area designated and do not overspray pavements or other plant materials.
- Backflow Prevention Devices: Ensure enclosure is intact including locking devices and ensures no debris is blocking the proper function of the device. A yearly backflow prevention assembly test (BPAT) is required per TCEQ regulations. Submit test reports to District upon receipt and inform District of any repairs and/or replacements that are necessary as a result of these tests along with cost proposal for all materials, labor, and any additional re-testing.

SEASONAL PERENNIAL COLOR MAINTENANCE

- Spent or dead blooms, including stems, declining foliage, and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.
- Plants shall be fertilized four times annually with organic fertilizer.
- The Contractor is responsible for monitoring the water needs of all seasonal color beds and coordinating the appropriate irrigation settings.
- Plants shall be monitored for the presence of insects or diseases and shall be treated accordingly. An Integrated Pest Management (IPM) strategy, emphasizing least toxic choices,

preventative cultural practices and most effective and cost-efficient results shall be implemented.

- Soil surfaces shall be turned and raked as noted in bed maintenance to maintain a neat appearance.
- Litter shall be removed with each service visit, and beds shall not be void of plant material at any time. Should any plant material need to be replaced due to any type of damage, a proposal for replacement shall be submitted in writing and approved by the District prior to replacement installation. The District agrees to be financially responsible for replacing plant materials on a timely basis.

MULCH

- Applications of approved hardwood bark mulch shall be placed on shrub beds, flower beds, and tree wells once annually. Additional applications will be provided on an additional service and upon authorization of the District.
- Mulch shall be applied to a depth of 3 inches as a minimum standard.
- At tree locations, mulch will be applied in a manner to create a well around the base of the tree.

CONTRACTOR WARRANTIES

- Contractor shall provide a thirty (30) day warranty and promptly replace at its own cost any seasonal color that dies or fails to bloom after installation by Contractor.
- Contractor shall provide a one (1) year warranty and promptly replace at its own cost any new trees, ornamental grasses, perennials, or ground cover that dies after installation by Contractor.
- Contractor is responsible for maintaining all plant materials in a healthy condition. Contractor shall promptly replace at its own cost any trees, shrubbery, or ground covers that are damaged or killed due to Contractor's negligence or inaction including improper watering or feeding, uncontrolled pests, Contractor equipment damage, or other maladies within Contractor's responsibility and/or control. Acts of God, acts by others, vandalism, vehicle accidents, and other causes out of Contractor's control are excluded.
- Any such replacements must be made in a timely manner using plant materials that patch the species, size, and shape of the replaced landscape materials.

DURATION OF CONTRACT

The term of the contract shall be for a period of one (1) year, anticipated to commence in mid 2026 upon approval of the Board of Directors and execution of a contract.

ASSIGNMENT

The successful contractor may not assign, sell, or otherwise transfer this contract without written permission from the Southwest Management District.

AWARD

The District reserves the right to award this contract to the contractor that best meets the specifications outlined in this document. The contract award will be made after approval by the District's Board of Directors.

CONTRACT OBLIGATION

The District must award the contract, and the Board Chairman or other person authorized by the District must sign the contract before it becomes binding on the District or the Contractor. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

CONTRACT RENEWALS

Renewals may be made as stipulated in the District Service Agreement, hereto be attached as 'Exhibit D'.

DISQUALIFICATION OF OFFERER

Upon signing this bid document, a Contractor offering to sell supplies, materials, services, or equipment to the District certifies that the Contractor has not violated the antitrust laws of this state codified in Texas Business and Commerce Code §15.01, et seq., as amended, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the District believes that collusion exists among the Contractors. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a Contractor and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that Contractor will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.

E-MAIL ADDRESSES CONSENT

Vendor affirmatively consents to the disclosure of its e-mail addresses that are provided to the District. This consent is intended to comply with the requirements of the Texas Public Information Act, TX. Government Code Ann. §522.137, as amended, and shall survive termination of this agreement. This consent shall apply to e-mail addresses provided by the Contractor, its employees, officers, and agents acting on the Contractor's behalf and shall apply to any e-mail address provided in any form for any reason whether related to this bid/proposal or otherwise.

EVALUATION

Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the District. It shall be based on all factors that have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the District Office and recommendation to the District's Board of Directors. Compliance with all bid requirements, delivery, and needs of the District are considerations in evaluating bids. Pricing is NOT the only criterion for making a recommendation. The District reserves the right to contact any Contractor, at any time, to clarify, verify, or request information regarding any bid.

GOVERNING FORMS

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the District's interpretation shall govern.

HIPAA COMPLIANCE

Bidder agrees to comply with the Standards for Privacy of Individually Identifiable Health Information of the Health Insurance Portability and Accountability Act of 1996, PL 104-191, 45 CFR Parts 160-164, as amended, and the Texas Medical Records Privacy Act, Texas Health and Safety Code Chapter 181, as amended, collectively referred to as "HIPAA", to the extent that the Contractor uses, discloses or has access to protected health information as defined by HIPAA. Contractor may be required to enter a Business Associate Agreement pursuant to HIPAA.

HOLD HARMLESS AGREEMENT

The successful Contractor shall indemnify and hold the St. George Place Management District harmless from all claims for personal injury, death and/or property damage resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the District upon request.

INSPECTIONS & TESTING

The District reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If the Contractor cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the District can reject the bid as inadequate.

INVOICES AND PAYMENTS

Contractor shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the contractor for correction. Under term contracts, when multiple deliveries and/or services are required, the contractor may invoice following each delivery and the District will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. Prior to any and all payments made for goods and/or services provided under this contract; the contractor should provide his Taxpayer Identification Number or social security number as applicable. This information must be on file with the District's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

MATERIAL SAFETY DATA SHEETS

Under the "Hazardous Communication Act," commonly known as the "Texas Right To Know Act," the Contractor must provide the District with each delivery, material safety data sheets that are applicable to hazardous substances defined in the Act. Failure of the contractor to furnish this documentation will be cause to reject any bid applying thereto.

NAME BRANDS

Specifications may reference name brands and model numbers. It is not the intent of the District to restrict proposals in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items.

Contractor may offer items of equal stature, and the burden of proof of such stature rests with contractors. The District shall act as sole judge in determining equality and acceptability of products offered.

POTENTIAL CONFLICTS OF INTEREST

An outside consultant or contractor is prohibited from submitting a bid for services on a District project of which the consultant or contractor was a designer or other previous contributor, or was an affiliate, subsidiary, joint-venture participant or was in any other manner associated by ownership to any party that was a designer or other previous contributor. If such a consultant or contractor submits a prohibited bid, that bid shall be disqualified based on conflict of interest, no matter when the conflict is discovered by the District.

PRICING

Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the Pricing/Delivery Information form. Prices shall be all inclusive: No price changes, additions, or subsequent qualifications will be honored during the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, drayage and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, contractor MUST indicate the items required and attendant costs or forfeit the right to payment for such items.

Where unit pricing and extended pricing differ, unit pricing prevails.

TASK ORDERS

Once the successful Contractor has entered into a master agreement with the District, any additional services that are not included in the agreed upon annual scope of work shall be by individual Task Orders that define the additional service being requested. Depending on the scope of additional service being requested, the approval for the Task Order may require approval by the District's Board of Directors.

RECYCLED MATERIALS

The Southwest Management District encourages the use of products made of recycled materials and shall give preference in purchasing products made of recycled materials if the products meet applicable specifications as to quantity and quality. The District will be the sole judge in determining product preference application.

SCANNED OR RE-TYPED RESPONSE

If in its bid response, the bidder either electronically scans, re-types, or in some way reproduces the District's published bid package, then in event of any conflict between the terms and provisions of the District's published bid specifications, or any portion thereof, and the terms and provisions of the bid response made by bidder, the District's bid specifications as published shall control. Furthermore, if an alteration of any kind to the District's published bid specifications is discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such Items and shall be an established supplier of the item bid.

SUPPLEMENTAL MATERIALS

Contractors are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package, and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the contractor wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.

TAXES

The Southwest Management District is exempt from all federal excise, state and local taxes unless otherwise stated in this document. The District claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the District office.

TERMINATION

The Southwest Management District reserves the right to terminate the contract for default if the contractor breaches any of the terms therein, including warranties of contractor or if the contractor becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the District may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to the District's satisfaction and/or to meet all other obligations and requirements. The District may terminate the contract without cause upon thirty (30) days' written notice.

TITLE TRANSFER

Title and Risk of Loss of goods shall not pass to the Southwest Management District until the District receives and takes possession of the goods at the point or points of delivery. Receiving times may vary. Generally, deliveries may be made between 9:00 a.m. and 4:00 p.m., Monday through Friday. Contractors are advised to consult the District office for instructions. The place of delivery shall be shown under the "Special Requirements/Instructions" section of this bid package.

WAIVER OF SUBROGATION

Contractor and Contractor's insurance carrier waive any and all rights whatsoever with regard to subrogation against the Southwest Management District as an indirect party to any suit arising out of personal or property damages resulting from Contractor's performance under this agreement.

WARRANTIES

Contractor shall furnish all data pertinent to warranties or guarantees which may apply to items in the bid. Contactors may not limit or exclude any implied warranties.

Contractor warrants that product sold to the District shall conform to the standards established by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event a product does not conform to OSHA Standards, where applicable, the District may return the product for correction or replacement at the contractor's expense. If contractor fails to make the appropriate correction within a reasonable time, the District may be corrected at the contractor's expense.

PART – 2 SPECIAL REQUIREMENTS AND INSTRUCTIONS

The following requirements and instructions supersede General Requirements where applicable.

APPLICATION

This contract shall apply to the Southwest Management District (the "District") Landscape Maintenance.

BID REQUIREMENTS

Each Contractor should submit as a bid for this entire RFP, completed where necessary, for example, the RFP cover sheet, the Price Sheets, Residence Certification, etc.

Enclose the bid in an envelope, seal it and indicate on the outside of the envelope the Job Name and "SEALED BID". The District shall not be responsible for any effort or cost expended in the preparation of a response to this RFP. All protests should be coordinated through the District office prior to award recommendation to the District's Board of Directors.

DELIVERY

If delivery is required, all items must be packaged so as to be protected from damage during shipping and handling. Any item(s) damaged in shipping must be replaced in-kind, or repaired, by the contractor, at the discretion of, and at no additional charge to the District.

PAYMENT

The Southwest Management District will pay original invoices that clearly itemize the goods and/or services provided as to quantity, part number, description, price, applicable discount (if any), labor charges showing time differential, if applicable and if previously agreed to, and delivery, installation, and set-up costs, if applicable and if previously agreed to. The monthly spreadsheet report must be attached to the monthly invoice. Only charges as stated on the Price/Delivery Information Sheet(s) submitted as a part of the bid will be considered.

Invoices must indicate Southwest Management District, the address to which the product(s) and/or service{s) were delivered, and the applicable purchase order number, if any. Invoices will be matched to delivery tickets prior to payment; therefore, all delivery tickets should have an accurate description of the product(s) and/or service(s).

USAGE REPORTS

The Southwest Management District reserves the right to request, and receive, at no additional cost, a monthly usage report detailing the products and/or services furnished to date under a contract resulting from this RFP. The reports must be furnished no later than five (5) working days after written request and itemize all purchases to date by the District, description of each item purchased, including manufacturer, quantity of each Item purchased, per unit and extended price of each item purchased, and total amount and price of all items purchased.

PART – 3 LANDSCAPE SERVICES

Landscape services shall consist of a complete, regularly scheduled program (and as agreed upon with District) for maintaining the health and appearance of the District's landscape and plantings as described in the scope of services and within the boundaries of the district as defined by the attached maps. All esplanades that have been 'adopted' by the District are to be maintained to the specifications described below. These services shall be carried out by trained service technicians at all times. The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement.

Contractor shall prepare monthly landscape and irrigation maintenance reports and deliver to the District by the deadline set by committee and attend meetings to present the report. Monthly report will include date services provided, irrigation repair with detail provided, areas fertilized, or herbicide applied, plant materials replaced, and any other details of service.

MONTHLY REPORT

The Contractor will submit a report for each service visit including date of service, services provided during the service date (regular weekly or seasonal service) and special projects completed. The service visit monthly reports will be delivered to the District by the deadline set by committee and attend meetings to present the report.

PART – 4 BID FORMS

Proposals must adhere to the format of these bid forms and content of this RFP. Proposals will not be evaluated unless all parts of the bid form are submitted in a complete package. The information set forth is the minimum required to qualify for consideration.

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Date: _____

ANNUAL LANDSCAPE SERVICES BID:

In compliance with your Invitation to Bid, we propose to furnish all materials, labor, equipment and services necessary to perform the Landscape Maintenance Services for a period of one (1) year for the landscaping and bed work for the above stated project, for an annual fee of (District is tax-exempt, so fee should not include federal, state or local sales tax):

Annual Fee for Landscape Maintenance (Total): $_____

BID FORM PRICE AUTHORIZATION

By signing this bid form, such action certifies that the contractor has personal knowledge of the following:

- That said Bidder has examined the RFP and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said bid; and that said bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid.
- That all of said work will be performed at the Bidder's own proper cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery, apparatus, debris removal and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.
- The undersigned, being a reputable Landscape Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or Integral, his/her Bid Proposal for the landscape services of:

SOUTHWEST MANAGEMENT DISTRICT

Project Name: _____

Name of Contractor: _____

Authorized Signature: _____

Name & Title of Signatory: _____

Type of Organization (Corporation, Partnership, etc.): _____

SEAL:

(if corporation)

CONTRACTOR QUALIFICATIONS:

To qualify for the Landscape Maintenance services work on this Project, bidders must submit all information requested in the following pages.

Insurance Requirements

- The Contractor shall, always during the term of this contract, maintain insurance coverage with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the Contractor. These requirements do not establish limits of the contractor's liability.
- All policies of insurance shall waive all rights of subrogation against the Southwest Management District, its officers, employees and agents.
- Upon request, certified copies of original insurance policies shall be furnished to the Southwest Management District.
- The District reserves the right to require additional insurance should it be deemed necessary.
    A. Worker's Compensation Insurance covering liability arising out of Contractor's employment of workers and anyone for whom the employer may be liable for workers' compensation claims at limits as imposed by statute. Workers' compensation insurance in required, and no alternative forms of insurance shall be permitted.
    B. Employer's Liability Insurance Limitations with limits of not less than $500,000
    C. Commercial General Liability Insurance with limits of not less than:
        1. Each occurrence - $1,000,000.
        2. General aggregate - $2,000,000
        3. Products-Completed Operations Aggregate - $2,000,000
        4. Personal & Advertising Injury - $1,000,000
    D. Comprehensive Automobile Liability Insurance with limits not less than $1,000,000 (combined).
    E. Excess Liability: $2,000,000/$2,000,000.

Summary of Experience

Company Name: _____

Main Office Address: _____

City: _____ State: _____ Zip: _____

Year Company founded: _____ Years in Landscape Maintenance: _____

Last calendar year landscape maintenance volume: $ _____

Contact Name: _____

Title: _____ Phone #: _____

Email: _____

Name of Project Manager: _____

Project Manager Phone #: _____ Years in landscape Maintenance: _____

Name of Field Supervisor: _____

Field Supervisor Phone #: _____ Years in landscape Maintenance: _____

Have you ever operated a landscaping business under another name?

Yes No

If yes, what name? _____

Have you ever defaulted on a project?

Yes No

If yes, explain:

Do you have ALCA Certified Landscape Professionals on staff?

Yes No

If yes, please list them and attach a copy of their current certificate and label as 'Exhibit RFP-1':

_____

_____

Do you have ALCA Certified Landscape Technician(s) on staff?

Yes No

If yes, please list them and attach a copy of their current certificate and label as 'Exhibit RFP-2':

_____

_____

Do you have on staff a Licensed Pesticide Applicators licensed in the State of Texas?

Yes No

If yes, please list them and attach a copy of their current certificate and label as 'Exhibit RFP-3':

_____

_____

Do you have on staff a Certified Irrigation Installer/Inspector licensed in the State of Texas?

Yes No

If yes, please list them and attach a copy of their current certificate and label as 'Exhibit RFP-4':

_____

_____

Are you a current member in good standing with the Associated Landscape Contractors of America (ALCA)?

Yes No

List other industry association memberships:

_____

_____

List other services you provide:

_____

_____

List industry awards (if applicable):

_____

_____

QUALITY ASSURANCE PROCEDURES

Services:

Submit a copy of the service reporting form used to communicate actions taken. Attach and label as 'Exhibit RFP-5'.

Do service technicians carry cell phones?

Yes No

Quality Assurance:

For this project, we will schedule quality assurance visits 2 times per year. Attach a copy of the Quality Assurance Report and label as 'Exhibit RFP-6'.

Describe your quality control procedures:

_____

_____

Describe any other services scheduled:

_____

_____

Describe your method for handling customer complaints/problems:

_____

_____

REFERENCES

Complete and submit the following for two (2) projects of similar complexity as the project specified. Include a minimum of 2 photographs of each project and label appropriately. (Expand the form as necessary)

Reference 1

Name of Project: _____

Address of Project: _____

Management Company: _____

Contact Person: _____

Telephone Number: _____ Monthly Contract Amount: $_____

Email: _____ Years Serviced: _____

Description of Services Provided:

_____

_____

Other Remarks:

_____

_____

Reference 2

Name of Project: _____

Address of Project: _____

Management Company: _____

Contact Person: _____

Telephone Number: _____ Monthly Contract Amount: $_____

Email: _____ Years Serviced: _____

Description of Services Provided:

_____

_____

Other Remarks:

_____

_____

LABOR ESTIMATES:

Detail your labor estimates, based on the specified number of occurrences per year, for the following services (these estimates are required for the District to properly evaluate the Contractor's Bid Proposal)

Work Description (costs include item, materials, and hours of labor per occurrence)	Occurrences Per				Total Annual Service Fee
	Spring	Summer	Fall	Winter	
1. Mowing & Trimming of all turf areas, including clean-up after maintenance of all sidewalks, drives, etc.					
2. Edging of all sidewalks, curbs, and esplanades including clean-up after					

maintenance of all sidewalks, drives, etc.					
3. Maintenance of the planted esplanades including weeding, fertilizing, mulching, and replacement of dead or damaged plant material					
4. Trimming of Trees and Shrubs including clean-up after maintenance of all sidewalks, drives, etc.					
5. Power washing of District Monuments					
6. Irrigation System Spring Start Up					
7. Irrigation System Winterizing					
8. Irrigation System Monitoring					
9. Irrigation System BPAT inspections					
10. Pesticide, Herbicide, and Organic Pre/Post Emergent Applications					
11. Spot Treatment with Synthetics					
12. Seasonal Color Change (3 changes per year)					
13. Litter Abatement and Trash Cleanup of maintained areas					
TOTAL:					

Unit Prices

Please provide the unit prices for the replacement of each of the following landscape material.

Plants		**Price per Unit**
Shade Trees		
Texas Redbud (Cercis Canadensis Var. Texensis)	45 gal.	$

Desert Willow (Chilopsis Linearis)	45 gal.	$
Little Gem Magnolia (Magnolia Grandiflora)	45 gal.	$
Willow Oak (Quercus Phellos)	65 gal.	$
Chaste Tree (Vitex Agnus-Castus)	45 gal.	$
Live Oak	45 gal.	$
Ornamental Trees		
Crepe Myrtle - Basham Pink (Lagerstroemia indica)	45 gal.	$
Crepe Myrtle - Tuscarora (Lagerstroemla indica)	45 gal.	$
Crepe Myrtle - Catawba (Lagerstroemla Indica)	45 gal.	$
Dahoon Holly (/lex cassine)	45 gal.	$
Nellie R. Stevens (Ilex Attenuata 'Nellie R. Stevens')	45 gal.	$
Coppertone Loquat (Eriobotrya japonica 'Coppertone')	45 gal.	$
Mexican Plum (Prunus Mexicana)	45 gal.	$
St. Augustine Holly	45 gal.	$
Shrubs I Groundcover		
Butterfly Weed (Asclepias Tuberosa)	1 gal.	$
Gregg's Mistflower (Conoclinium Greggi)	1 gal.	$
Butterfly Iris (Dietes Iridioides)	3 gal.	$
Bicolor Iris (Dietes Bicolor)	3 gal.	$
Daylily (Hemerocallis Spp.)	1 gal.	$
Dianella	1 gal.	$
Holly- Carrisa (Ilex cornuta 'carrisa')	5 gal.	$
Lucky Lantana (Lantana Spp. 'Lucky Series')	1 gal.	$
Big Blue Liriope (Liriope Muscari 'Big Blue')	4" Pots	$
Dwarf Lorapetalum (Lorapetalum Chinensis 'Nana')	5 gal.	$
Oleander (Nerium Oleander)	5 gal.	$
Plumbago (Plumbago Auriculata)	3 gal.	$
Knockout Rose (Red) (Rosa S. 'Knock-Out')	5 gal.	$
Drift Rose	5 gal.	$
Black and Blue Salvia (Salvia Guaranitica 'Black and Blue')	3 gal.	$
Amistad Salvia (Salvia 'Amistad')	3 gal.	$
Vanhouttie Spirea (Spirea X Vanhouttei)	5 gal.	$
Hot Pink Moss Verbena (Verbena Bipinnatifida)	1 gal.	$
Asian Jasmine	1 gal.	$
Indian Hawthorne (Rhaphiolepis sp.)	5 gal.	$
Grasses		
Gulf Coast Muhly (Muhlenbergia Capillaris 'Gulf Coast')	3 gal.	$
Purple Fountain Grass (Pennisetum Setaceum 'Rubrum')	3 gal.	$
St. Augustine Sod	Pallet	$
Seasonal		
Spring -		$
Summer - Penta		$
Summer - Inca		$
Summer - Lantana		$
Fall - Petunia		$
Fall/Winter – Snap Dragon		$
Fall/Winter - Pansies		$
Irrigation		

Drip Line		$
Bubbler		$
Pop up		$
PVB		$
Rain Sensor		$
Controller		$
Water Meter		$
Buried Line		$
Rotor		$
Mulch		
Hardwood Bark	Cu. Yd.	$

Location and Specifications of Services

- Right-of-Way Maintenance – Maintenance is to include mowing the grass area between the street and the sidewalk (if a sidewalk is present), and one mower deck width on the opposite side of the sidewalk unless mowing in this area would interfere with existing landscaping, edging along the curb and on both edges of the sidewalk (if a sidewalk is present), and removing all trash prior to mowing and edging. Excessive concentrations of trash (illegal dumping) will be addressed on a case-by-case basis upon discovery by or reported to the Contractor and authorization to remove by the District.
- Esplanade Maintenance – Maintenance is to include mowing the grass area between esplanade tips and edging along the curb. Power washing will be done quarterly on all Southwest monuments. All trash must be removed before mowing and edging.
- Bed Maintenance - Bed maintenance includes mulching, weeding, pruning, fertilization, and pest control.

Adopted Esplanades and Intersection Locations

Please see the information below regarding the description of the corridors and number of esplanades. Provide estimated square footage of mowing area for each.

a. 6600 – 7600 Harwin
b. 5800 – 7600 Hillcroft
c. 7200 – 8600 Fondren
d. 5800 – 9800 Gessner
e. 6800 – 10000 Beechnut
f. 9500 – 10200 Bissonnett
g. Bellaire from 59S to Beltway 8
h. Regency Square Blvd.
i. Savoy Dr. between Harwin Dr. and I-69

Centerpoint Trail Landscape Maintenance Phase 1:

Landscape maintenance and porter services at the Centerpoint Trail Phase 1 located near S Gessner Dr. between Sandy Point St. and Beechnut St.

Scope of Work:

Provide services to the Centerpoint Trail Phase 1 for mowing, edging, trash/litter pickup and disposal, herbicide application, and graffiti abatement. Mowing is to be provided as a 10' strip along each side of the concrete trail and any adjacent sidewalks, if present.

Edging is to include on both edges of the trail and sidewalk. If present, delittering includes removal of litter and debris and disposing of it properly. Herbicide is to be provided as needed to eradicate unwanted vegetation in landscape beds and on concrete trail.

Services will be provided as follows:

a. Mowing, edging, and herbicide: every other week.

b. Delittering: once a week

c. Herbicide: Bi-Weekly Maintenance

d. Trailhead: Amenities Maintenance

e. Graffiti abatement: as needed

ADDITIONAL INFORMATION

Add any additional information that you consider pertinent to the response, and which you wish the District to review.

CONDITIONS

The District reserves the right to select one firm to serve as the Mowing & Edging Contractor or to reject all responses. A respondent may join with another firm in submitting a response.

DISADVANTAGED BUSINESS ENTERPRISE (M/WDBE) PROVISIONS

It is the policy of the District to stimulate the growth of minority, women, and disadvantaged business enterprises (M/WDBE) by encouraging the full participation of M/WDBE business in all phases of its procurement activities and affording those firms a full and fair opportunity to compete for contracts. Respondents are encouraged to include involvement of M/WDBE firms in a prime or sub-consultant role. M/WDBE firms must be certified by the City of Houston, Houston Minority Business Council, and/or the Houston Women's Business Council.

QUESTIONS

Any questions concerning this RFP and all correspondence must be submitted in writing via email to the following contact:

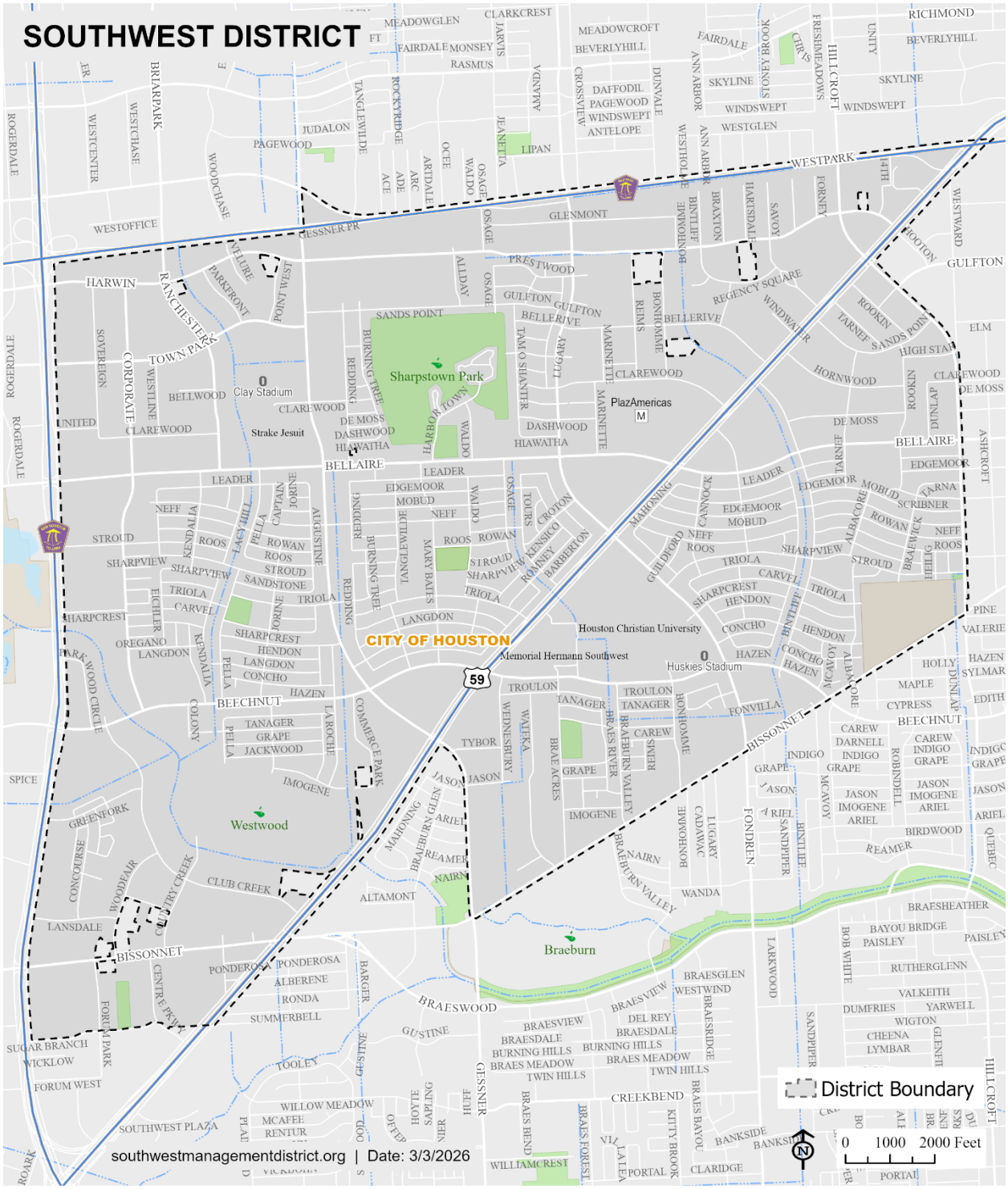
Dave Hawes
Executive Director
dhawes@haweshill.com
Cell (281) 923-2504

Questions may not be submitted by telephone. All questions must include Contractor's name, telephone number, and email address; Reference to the specific section of the RFP in question.

Questions from RFP participants and the corresponding response will be shared with all bidders via fax and/or email. All questions shall be received at least 48 hours prior to bid due date and time. Questions submitted after that time will not be addressed.

RESPONSES

Contractor shall provide all necessary tools, supplies and equipment. Contractor assumes complete responsibility for safety and well-being of Contractor's employees. The Southwest Management District, the City of Houston or any other entity or organization affiliated with the District will not assume responsibility for any of Contractor's workers who may be injured while working in the District.

Exhibit A

District Boundary Map