



CITY OF HALLETTSVILLE

CITY OF HOSPITALITY

101 N. MAIN
HALLETTSVILLE, TEXAS 77964-2727
(361) 798-3681 • FAX (361) 798-5952
www.cityofhallettsville.org

Request for Proposal (RFP) for Mowing Services

Introduction:

The City of Hallettsville is seeking proposals from qualified and experienced vendors to provide mowing services for various locations within the municipality. The purpose of this RFP is to solicit competitive proposals to ensure efficient and effective maintenance of municipal properties from May 1, 2024 to December 31, 2024.

Scope of Work:

The scope of work includes but is not limited to:

- Regular mowing of grass areas in parks, public spaces, and other designated municipal properties.
- Edging along sidewalks, walkways, and curbs.
- Trimming around trees, fences, and other obstacles.
- Removal of down limbs and debris from mowing areas.
- Weed control within designated areas.
- Blowing off concrete or paved areas after mowing (never into the Streets)
- Any other related services necessary to maintain a neat and tidy appearance of municipal properties.

Proposal Requirements:

Interested vendors are requested to submit proposals that include the following information:

- Company profile: Provide an overview of your company, including its history, experience in providing mowing services.
- Proposed approach: Outline your proposed approach to mowing and maintaining municipal properties, including the frequency of service, equipment to be used, and any environmentally friendly practices.
- Qualifications: Detail the qualifications and experience of key personnel who will be involved in providing the services.
- References: Provide at least three references with contact information from current or previous clients who can attest to the quality of your mowing services.
- Pricing: Submit a detailed pricing proposal on the bid sheet provided, including rates for mowing services, any additional fees, and the proposed payment terms.
- Completed Forms:
 - Bid Sheets
 - Certificate of Bid
 - 1295 – Certificate of Interested Parties
 - CIQ – Conflict of Interest Questionnaire
 - HB89 Verification Form
 - Copy of Standing Letter to the Attorney General for compliance with SB13&19 (if total bid price for 2024 is over \$100,000.00)

- Copy of valid Non-Commercial Political Subdivision Applicator License or Commercial Applicator License
- Copy of Liability Insurance – additional copy to be provided by awardee naming the City as an additional insured party
- W9

Submission Guidelines:

Proposals must be submitted no later than April 5, 2024 at 2:00pm, in a sealed envelope marked "Mowing Services Proposal" to:

Grace Ward
City Administrator/Secretary
101 N. Main Street
Hallettsville, TX 77964

Late submissions will not be considered.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

Experience and qualifications of the vendor and key personnel.
Proposed approach to mowing and maintaining municipal properties.
References from previous clients.
Pricing and cost-effectiveness of the proposal.

Selection Process:

After the submission deadline, proposals will be reviewed and evaluated by a selection committee of City Staff Members with a referral to City Council for their action at the April 15, 2024 regular meeting. Shortlisted vendors may be invited for an interview or site visit before a final decision is made.

Additional Information:

For any inquiries or clarifications regarding this RFP, please contact:

Grace Ward
City Administrator/Secretary
101 N. Main Street
Hallettsville, TX 77964
361-798-3681 ext. 5
cityadmin@cityofhallettsville.org

Disclaimer:

This RFP does not commit the City of Hallettsville to award a contract, nor does it imply any obligation on the part of the municipality to pay for any costs incurred in the preparation and submission of proposals.

Bid Sheet
City of Hallettsville
City Grounds Maintenance
Utility Sites

THIS IS A BID BY BIDDER AND IS NOT AN OFFER TO PURCHASE BY THE CITY OF HALLETTSVILLE.

The City of Hallettsville has Utility Facilities and requests grounds maintenance services at the following locations, to include debris removal prior to mowing, mowing grass to keep it no lower than 2 inches and no higher than 4 inches, and trimming, weedeating, edging and spraying herbicide as needed.

The term of this agreement will be from May 1, 2024 to December 31, 2024. The bid price will be a fixed monthly price.

Facility Name	Address	Bid Price
Public Works Facility	401 E Second St.	
West Elevated	884A W Fairwinds	
West Well Site	734 W Fairwinds	
Industrial Well Site	1454 E Cemetery Raod	
Ridge Well Site	708 N Ridge Street	
North Elevated	1608 N Texana	
WasteWater Treatment Plant	311 River Street	
Alma Gary Lift Station	507 Moore	
Voskamp Lift Station	West Corner of Kessler & Fifth Street	
90a/77S Intersection		
both triangular sections	Intersection of 90A & 77S	
Additional Expenses added by Bidder:		

Bid Sheet
City of Hallettsville
City Grounds Maintenance
Public Use Sites

THIS IS A BID BY BIDDER AND IS NOT AN OFFER TO PURCHASE BY THE CITY OF HALLETTSVILLE.

The City of Hallettsville has Public Use Facilities and requests grounds maintenance services at the following locations, to include debris removal prior to mowing, mowing grass to keep it no lower than 2" and no higher than 3.5", and trimming, weedeating, edging and spraying herbicide as needed.

The term of this agreement will be from May 1, 2024 to December 31, 2024. The bid price will be a fixed monthly price.

Facility Name	Address	Bid Price
Friench Simpson Memorial Library	705 E Fourth Street	
HVFD / PD	104 & 108 E Fourth Street	
Chamber of Commerce	1614 N Texana	
Memorial Cemetery Park	315 S Dowling	
Work Force Center	727 S Promenade	
Hallettsville Municipal Airport		
Around Runways is a Hay Lease	3659 S US Hwy 77	
Youth Fields in Park		
Additional Info on next page	Park Road #5	
Additional Expenses added by Bidder:		

Additional Information on the Youth Fields in Park:

The line item for the Youth Fields in Park only includes what is indicated within the green lines in the picture.



Certification of Bid

As an authorized representative of the bidding firm, I the undersigned hereby certify that this firm is willing, capable, and qualified to comply with all the provisions specified herein at the prices as quoted.

Date _____

Representative's Signature _____

Representative's Name _____
Print or Type

Representative's Title _____

Name of Bidding Firm _____

Bidding Firm's Mailing Address _____
PO Box or Street

City State Zip

Phone # _____

Email Address _____

CERTIFICATE OF INTERESTED PARTIES**FORM 1295****OFFICE USE ONLY**

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is **NO** Interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective September 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" 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 made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

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I, (authorized official) _____, do hereby verify the truthfulness of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official

Date

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they