

INVITATION FOR BIDS

CITY OF CONROE

ANNUAL PARKS MOWING BID



**CITY OF CONROE
P.O. BOX 3066
CONROE, TEXAS 77305**

BIDS DUE THURSDAY SEPTEMBER 9, 2021 @ 2:00 PM

CITY OF CONROE PURCHASING DEPARTMENT

CITY OF CONROE

1. **Preparation of Bids:**

Unless otherwise directed in the Notice to Bidders, submit bids electronically through Vendor Registry in triplicate on the prescribed forms or copies thereof, in a sealed envelope marked “**Bid #PK2122 – ANNUAL PARKS MOWING**”. Prepare bids in accordance with the requirements of the Notice to Bidders, and any instructions on the Bid Sheet.

2. **Questions and Inquiries:**

All questions regarding specifications should be asked through Vendor Registry.

Information about this proposal submission should be directed to:

Christie Spath, Purchasing
401 Sgt. Ed Holcomb Blvd.
Conroe, TX. 77304
Office: 936-522-3829

3. **Submission of Bids:**

Submit electronically through **Vendor Registry** or three (3) copies of each proposal shall be **CLEARLY MARKED “Bid #PK2122 – ANNUAL PARKS MOWING”** and submitted by mail or in person to the address below by the time and date set fourth. Responses received later than the due date will not be accepted, and returned unopened.

Due Date: SEPTEMBER 9, 2021 @ 2:00 PM

USPS: City of Conroe
Soco Gorjon, City Secretary
P.O. Box 3066
Conroe, TX. 77305

Physical: City of Conroe
Soco Gorjon, City Secretary
300 West Davis St.
Conroe, TX. 77301

4. **Bid Evaluation and Award:**

The bid award will be made on the basis of ***Texas Local Government Code Section 252.043***. This section allows the City of Conroe to develop and apply award evaluation criteria for procurement in order to obtain goods or services that provide the ***best value*** to the City. Under these guidelines, a vendor is not automatically awarded a bid simply because they submit the lowest bid response. In the event that the selected bidder fails to enter into agreement to provide the goods or services which are the subject of this invitation the City retains the right to award the bid to the next qualified bidder.

5. **Reservations:**

All Bids and associated materials received with your response will become the property of the City of Conroe and will be returned at the discretion of the City.

STANDARD PURCHASING TERMS AND GENERAL CONDITIONS

The Laws of the State of Texas, County of Montgomery, and the City of Conroe, with any Rules and Regulations issued, prevail with regard to any contract documents, possible terms and conditions, arbitration or litigation.

6. Owner:

The City reserves the right to award parts of bids, reject any or all bids and to waive technical irregularities in bidding. Contract award will be made on the basis of the lowest qualified responsible bidder or the bidder who provides the goods and services at the best value for the City, considering the evaluation selection criteria below. No bid may be withdrawn before 90 days after submittal.

Best Value Selection Criteria:

- | | |
|---|---------|
| a) Purchase price. | 25 Pts. |
| b) Meets all bid specifications. | 25 Pts. |
| c) Bidder's principle place of business (§271.905). | 15 Pts. |
| d) Cities past history / experience with Vendor. | 10 Pts. |
| e) Best delivery. | 25 Pts. |

7. Bidders:

Should a Bidder discover a discrepancy or an omission in the plans or specifications, he should at once notify the Purchasing Department so that an addendum can be issued. No oral explanation or interpretation other than written addendum issued by the City will be considered official or binding. All such addendums shall become part of the contract documents and all bidders shall be bound by such addenda, whether or not received by the bidders.

8. Communications:

The City of Conroe shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A proposer's failure to examine relevant documents or specifications will not relieve proposer from any obligation with regard to their response to this invitation.

9. Substitutions:

Where services or equipment are specified by a trade or brand name, it is not the intention of the City to discriminate against an equal product of another manufacturer, but to set a definite standard of quality or performance, and to establish an equal basis for the evaluation of bids. In preparing his bid, each bidder is expected to include in his base bid the cost of the items so specified.

10. Default:

The City reserves the right to terminate the contract immediately for failure to meet delivery or completion schedules, or otherwise perform in accordance with the general conditions of this proposal.

11. References:

The City of Conroe may request bidders to supply, with this Invitation to Bid, a list of at least five (5) references where like services have been supplied by their firm. Include name of firm, contact person, address, telephone number and e-mail address.

12. Delivery of Bids:

It is the bidder's responsibility to deliver his proposal at the proper time to the proper place. The fact that a proposal was dispatched will not be considered. The bidder must have the proposal actually delivered before the time set and the start of opening of the bids. Any bids received after the time and date specified in the Notice to Bidders will be returned unopened.

13. Corrections:

Erasures or other corrections in the proposal must be noted over with the proposer's initials.

14. Materials and Services:

The Bidder warrants that goods, materials or services delivered to the City will meet the minimum specifications set forth therein. Bidder shall furnish all data pertinent to specifications and warranties, which apply to items in the bid.

15. Equal Employment Opportunity:

Attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their age, race, color, creed, sex or national origin.

16. Price of Materials and Sales Tax:

Prices for all goods or services shall remain firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. Any price not shown on the bid sheet will not be honored by invoice. No price changes, additions or subsequent qualifications will be honored during the course of this contract. All prices must be written in ink or typewritten. Transportation, freight or other charges are to be prepaid by the bidder and included in the bid price. If there are additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder must indicate both items required and attendant cost or forfeit the right to payment. Invoices must be submitted by the vendor in duplicate to the City of Conroe Purchasing Dept., P.O. Box 3066, Conroe TX 77305.

This Contract is issued by an organization, which qualifies for exemption pursuant to the provisions of Article 20.04 (F) of the Texas Limited Sales, Excise and Use Tax Act.

17. Indemnification:

The Proposer shall, defend, indemnify, and hold harmless the City of Conroe, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of

STANDARD PURCHASING TERMS AND GENERAL CONDITIONS

any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act; fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Proposer, or (b) by any act, error or omission on the part of the Proposer, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Proposer, its agents, employees, or subcontractors.

18. Conditions of Conduct:

At all times any agent, officer, or employee of Proposer shall be present upon property owned by the City of Conroe, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Conroe, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City of Conroe shall be grounds for termination of any contract between the City and Proposer. A copy of this policy is available for public inspection in the office of the City Secretary and copies may be obtained at a nominal charge.

19. Ethical Standard:

No City official or employee shall have interest in any contract resulting from this bid. Individuals with a possible conflict will enact a public disclosure record by completing a "Statement of Financial Interest" form.

Refer to "Project Number and Title" on the 1295 form. Example forms are included with this Bid.

- **1295 certificate of Interested Parties**
- **Conflict of Interest Questionnaire**
- **HB 89 Verification Form**
- **SB 252 Verification Form**

The four forms stated above MUST be returned as part of your Bid response. Failure to include these forms may result in your Bid being considered unresponsive and therefor disqualified. Sample copies of these forms are included in the Bid. The web address to the Texas Ethics Commission website with instructions is listed below:

(Sample Forms are attached)

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

20. Alternate Bid Items:

No alternate bids or bid items will be considered unless they are specifically requested by the bid.

21. Unit Prices:

The unit price of each of the bid items in the bid proposal shall include it pro-rata share of overhead so that the sum of the products obtained by multiplying the quantity shown for each item by the unit price bid represents the total bid. Any bid not conforming to the condition may be rejected. The unit prices will be used to determine the amount of any change orders resulting from an increase or decrease in quantities.

22. Payment:

Payment will be scheduled within thirty (30) days upon complete delivery and acceptance of all equipment/material and receipt of an original invoice for the equipment/material complying with the terms and conditions of the award. The City reserves the right to withhold up to ten percent (10%) of the purchase price in the event there is a conditional acceptance.

23. Proposal Agreements and Certification:

The Undersigned Agrees That:

- A. No Federal, State, County or Municipal taxes have been included in the quoted prices and none will be added.
- B. Prices in this proposal have not knowingly been disclosed with any other provider and will not be prior to award.
- C. Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- D. No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- E. The individual signing this proposal certifies that he/she is a legal agent of the proposer, authorized to represent the proposer and is legally responsible for the offer with regard to supporting documentation and prices provided.

By my signature below I agree to comply with all the provisions, terms and conditions pertaining to this Bid.

(Company Name)

(Name of Authorized Agent – Printed)

(Street Address / P.O. Box)

(Authorized Agent Signature)

(City / State / Zip Code)

(Date)

(Phone)

(E-Mail Address)

**ANNUAL MOWING SERVICES BID
CITY OF CONROE**

SCOPE OF WORK

1.0 OBJECTIVE

- ❖ The objective of this bid is to obtain mowing services for the City of Conroe facilities, parks and other municipal sites. It is the intent of these specifications for the Contractor to provide a complete, timely, safe, and professional job during the duration of the contract. The purpose of these specifications is to describe the minimum requirements of the City of Conroe for an Annual Mowing Services Contract.

2.0 GENERAL SPECIFICATIONS

- ❖ Bids are based by function, frequency, and annual total of each function, as described by the Annual Maintenance Program.
- ❖ All bidders must meet or exceed the minimum specifications to be considered as a valid bid.
- ❖ The Contractor will be monitored by the Directors and/or their representative(s) for each of the departments listed in this contract.
- ❖ The Contractor is an independent contractor and not an agent or employee of the City. The Contractor shall provide all labor, materials and equipment necessary to provide the services required by this agreement. The Contractor shall have control over the execution of the work and shall have sole responsibility and obligation for the hiring and supervision of its employees. **THE CONTRACTOR SHALL BE SOLEY RESPONSIBLE FOR THE SAFETY OF ITS EMPLOYEES.**
- ❖ The Director or their representative(s) will have the right to add or delete any scheduled maintenance cycle based on an as-needed basis (i.e. prevailing weather, drought, special events, etc.).
- ❖ The Contractor shall submit to the City a proposed mowing schedule. Mowing services shall be performed between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless approved otherwise by the Director or their representative(s). The Contractor's schedule shall be flexible to allow for changes to program or event schedules. No work shall be performed on weekends or holidays, unless specifically approved by the Director or their representative(s).
- ❖ The Contractor shall have adequate backup equipment in reserve to allow for breakdowns. Insufficient equipment shall be cause for rejection or termination of any and all bids. A list of equipment may be requested by the City.
- ❖ The Contractor is responsible for the behavior of their employees. The Contractor's employees will act and behave in a professional manner at all times while performing maintenance for the City. Any contact with the public must be courteous. The Contractor must have a supervisor on site at all times who can communicate in the English language.
- ❖ The Contractor and/or their employees shall have a clean and professional appearance. The Contractor and/or their employees shall be required to work in a clean uniformed shirt. Uniformed shirt shall indicate company's name in a manner that is clearly identifiable to the public. Cutoffs, torn or ripped clothing, or shirtless employees will not be acceptable.

- ❖ The Contractor shall be responsible for replacement or compensation for damage to any City property as a result of his/her work.
- ❖ Smoking is prohibited on all City properties. The Contractor and/or their employees shall refrain from using tobacco and non-tobacco (vaping) products while on City property.
- ❖ Any hazardous conditions or damaged City property observed during normal maintenance or as the result of the Contractor's maintenance must be reported immediately by the Contractor to the Parks and Recreation Administration office at (936) 522-3842.
- ❖ The Contractor shall correspond via email, telephone or fax with the Director and/or their representative(s) daily to report work completed each day that maintenance is performed under this contract.
- ❖ The Contractor shall provide a valid telephone and/or cell phone number that will be answered at all times during normal working hours.
- ❖ Site acreage is given in approximate only. The Contractor is responsible for visiting each site prior to submitting a bid for this contract. **NO EXCEPTIONS WILL BE MADE AFTER BID IS AWARDED.**
- ❖ Maintenance cycle shall be defined as one or more of the following tasks being performed per site: mowing, edging, string line trimming and blowing.
- ❖ Some sites and facilities will require performing services on certain days and/or times to minimize disruption of services and/or programs.
- ❖ Some sites, facilities and/or specific areas will require performing services with smaller mowing equipment such as walk behind and/or push mowers.
- ❖ Some sites and facilities will have restricted gate access.
- ❖ The Contractor shall prearrange any road closures needed to complete services through the City of Conroe Public Works Department and the Parks and Recreation Department.
- ❖ The bid shall include the BID SHEET for a duration of twelve (12) months.
- ❖ The Contractor **MUST** submit BID SHEET and BID BREAKDOWN SHEETS to qualify as an acceptable bid.
- ❖ The Contractor shall provide three valid names, addresses, and telephone numbers of references in which the Contractor has performed similar services.
- ❖ The contract will begin on an agreed upon date. This contract may be renewable at the discretion of the City of Conroe for four (4) additional one-year periods provided the successful bidder has performed satisfactorily. The City of Conroe reserves the right to end the contract at its discretion. A thirty (30) day written termination notice is required by either the Contractor or the City of Conroe to terminate a contract.

- ❖ Invoices may be submitted monthly for completed work. **NO PAYMENT WILL BE MADE FOR INCOMPLETE WORK.** Acceptance by the City of Conroe shall constitute all items bid being received and in good working order to the City of Conroe's satisfaction. If a site is determined to be unsatisfactory the Contractor will have 24 hours after notification by the City of Conroe to comply otherwise the site will be considered incomplete. The Contractor shall not invoice for return trips necessary to complete any deficiencies discovered by the contract administrator nor for any services not performed due to site conditions.

- ❖ For additional information contact: **Parks and Recreation Facilities** - Lauren Arnold, Parks Superintendent, 1504 Parkwood West, Conroe, Texas 77301, 936-522-3843 or email larnold@cityofconroe.org; **Conroe Police Department** – Deputy Chief Jerry Abbott, 2300 Plantation Drive., Conroe, Texas 77304, 936-522-3200 or email jabbott@cityofconroe.org; **Conroe Fire Department** – Assistant Fire Chief Michael Legoudes, 700 Old Montgomery Road, Conroe, Texas 77304, 936-522-3086 or email mlegoudes@cityofconroe.org; **Conroe Tower/City Hall** – Tammie Rushing, Facility Manager, 300 West Davis St., Conroe, Texas 77301, 936-522-3033 or email trushing@cityofconroe.org; **Transportation Department** – De'Andre Guin, Sr., Transit Operations Coordinator, 202 Ave. A, Conroe, Texas 77301, 936-522-3533 or email dguin@cityofconroe.org.

3.0 PROGRAM FUNCTION SPECIFICATIONS

The sites, maintenance requirements and Frequency Chart for each location are listed on **Attachment A**. Maps may be included for some locations to clarify the boundaries of the properties.

- ❖ **Equipment** – The Contractor shall use proper mowing equipment standard to the turf industry. Rotary mulching mowers will be required in all mowing. Other types of grass cutting equipment may be used provided they have been approved by the City representative. All equipment must be operated at a speed to provide the optimal desired cut. All equipment shall be kept in good operation condition and shall be maintained to provide a clean sharp cut of vegetation at all times. The Contractor shall be responsible for any damage caused by faulty equipment (i.e. fluid leak on turf). All equipment shall have all safety guards, shrouds and discharge shoots properly in place and in good condition while performing services. **Altered or missing safety guards, shrouds and discharge shoots on/from equipment shall be grounds for immediate termination of contract.**

- ❖ **Mowing/Blowing** – Mow height shall be a minimum of two (2) inches and a maximum of three (3) inches. The Contractor shall mow as close as practical to all fixed objects (but no greater than 30 inches), exercising extreme care not to damage trees, plants, shrubs, or other equipment which are part of the facility. Mowing shall include all grassy areas within the park or facility. Additionally, mowing shall include designated public ditches adjacent to each site. Excessive grass clippings left on turf areas shall be properly removed from the site. **THE CONTRACTOR SHALL NOT MOW DURING PERIODS OF RAIN OR WHENEVER THE POSSIBILITY OF RUTTING WILL OCCUR.** The Contractor shall be held responsible for any rutting caused by his/her equipment. Proper care shall be taken to prevent turf scalping. Cutter blades shall remain sharp for proper turf cut. Contractor shall mow in alternate directions where feasible during each mowing. Bagging mower clippings shall be required in aquatic facilities or adjacent to splash pads areas to minimize grass clippings from entering pools and filtration equipment. Pricing at all sites assumes that bagging and removing clippings will be required when excessive turf debris is present, turf is too long to mulch, or when moisture conditions are too high to allow effective mulching without substantial clumping of turf debris. Absolutely no mowing equipment is permitted on/in pool decks, splash pads, sports courts, pavilions or gazebos for any reason. The Contractor shall mow in a direction that minimizes grass clipping discharge onto sidewalks and hard surfaces or into pools, splash pads, tree wells and landscape beds. The Contractor shall blow off grass clippings **immediately** especially at building entrances to prevent grass clippings from being tracked into buildings. Caution shall be exercised around door openings and pools. At no time will the Contractor be permitted to blow clippings or debris into storm sewers or left in a place where it can be carried by water runoff into storm sewers.

- ❖ **Edging** – The Contractor shall use proper equipment standard to the turf industry. The Contractor shall edge by means of vertical cutting any and all plant material that encroaches over or onto sidewalks, curbs, steps, driveways, and pavements. Edges shall be vertical, clean and neat and maintain a minimum depth of one (1) inch and a minimum width of one quarter (1/4) inch. Contractor shall perform task using a vertical rotary bladed edging device. Use of string line trimmers for edging is strictly prohibited and will result in deductions from Contractor's monthly invoice.

- ❖ **String Line Trimming** – The Contractor shall use proper equipment standard to the turf industry. All turf areas that cannot be cut by mowers shall be cut by string line equipment. All trimming must be accomplished concurrently with mowing operations. Even turf cut shall be maintained equal to mowing height. **STRICT CAUTION** shall be maintained in trimming around tree trunks and other plant materials.

- ❖ Litter/Debris Disposal – All trash and general debris shall be removed prior to each mowing. Any trash or paper mowed over by the Contractor shall be picked up immediately after occurrence. All fallen tree branches less than three (3) inches in diameter shall be removed from site before each mowing. Disposal of trash, debris and tree limbs is available by approval at the Dean Towery Service Center, 401 Sgt. Ed Holcomb Blvd. South.
- ❖ Undeveloped Property Mowing – Contractor shall mow as close to stationary objects as practical. No string line trimming will be required.
- ❖ Fire Training Facility – Contractor shall mow as close to stationary objects as practical. String line trimming will be required around all objects and facilities.

ATTACHMENT A

FREQUENCY CHART

Task													Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
PROGRAM #1													
Mow, Edge, Trim, Debris Disposal	2	2	4	4	4	5	4	5	4	4	2	2	42
PROGRAM #2													
Undeveloped Property Mowing /	1	1	2	2	2	2	2	2	2	1	1	1	19
PROGRAM #3													
Fire Training Facility	1	1	2	2	2	2	2	2	2	1	1	1	19

ATTACHMENT A

Y = Service Is Required

N = Service Is Not Required

No.	Site	Address	Acreage	Program 1	Programs 2 or 3	Notes
PARKS & RECREATION						
PR 1	Candy Cane Park Complex	1202 - 1205 Candy Cane Lane / 1504 Parkwood West / 77301	27	Y	N	No ZTR at 1504 Parkwood West See map for boundaries
PR 2	Aquatic Center (interior)	1205 Candy Cane Lane / 77301	2.0	Y	N	Day & Time Constraints No ZTR or riding mowers Bagging clippings may be required
PR 3	Roberson Park	1301 Roberson St. / 77301	1.6	Y	N	Includes pathway to N. Frazier
PR 4	Milltown Park	600 York / 77301	2.3	Y	N	
PR 5	Conroe Founders Plaza	205 Metcalf St. / 77301	0.6	Y	N	No ZTR
PR 6	Heritage Place Park	500 Metcalf St. / 77301	2.9	Y	N	
PR 7	Stewarts Creek Park	1329 E. Dallas Street / 77301	9.0	Y	N	Including Energy R.O.W. See map for boundaries
PR 8	Booker T. Washington Park	813 First St. / 77301	3.0	Y	N	
PR 9	Lewis Park	501 Park Place / 77301	5.0	Y	N	
PR 10	Dugan Park	719 E. Ave. G / 77301	0.6	Y	N	Vacant Lot
PR 11	Kasmiersky Park	889 Old Magnolia Rd. / 77304	9.0	Y	N	
PR 12	McDade Park	10310 FM 2854 / 77304	38	Y	N	Includes disc golf course See map for boundaries
PR 13	Flournoy Park	413 Tenth St. / 77301	4.0	Y	N	
PR 14	Dr. Martin Luther King, Jr. Park	1001 Dr. Martin Luther King, Jr. Place South	16	Y	N	Splash pad open seasonally (Mar – Oct)
PR 15	John Burge Park at Shadow Lakes	11050 John Burge Park St. / 77304	39	Y	N	
PR 16	Lions Park	1851 Northampton / 77303	3.5	Y	N	
PR 17	Lone Star Flag Park	212 I-45 North / 77301	3.5	Y	N	Limited mowing during wildflower season
PR 18	White Oak Point Park	3511 White Oak Point Dr. / 77304	2.0	Y	N	
PR 19	Wiggins Village Park	565 Bryant Rd. / 77303	12	Y	N	
PR 20	Oscar Johnson, Jr. Community Center	100 Park Place / 119 E. Ave G. / 77301	4.8	Y	N	Day & Time Constraints No ZTR or riding mowers in pool area. Bagging of clippings may be required in pool area See map for boundaries
PR 21	Hicks St. Property	NE corner San Jacinto at Hicks St. / 77301	0.5	Y	N	Vacant Lot

PR 22	Dallas Street Medians	Between Frazier St. and W. Davis	2.1	Y	N	Includes NW corner of Dallas @ N. Frazier
PR 23	Holly Hills Medians	Hillcrest @ N. Frazier St.	0.1	Y	N	
PR 24	Faith Walston Memorial	Dallas St. @ West Davis St.	0.2	Y	N	
PR 25	I-45 Triangle & Medians	I-45 @ West Davis St.	0.9	Y	N	Beautification property
PR 26	S. Frazier Medians	941 S. Frazier St.	1.2	Y	N	Beautification property includes Moore Family Memorial
PR 27	Maurel Drive Medians	Between Longmire Rd & N. Loop 336	.03	Y	N	
PR 28	Montgomery Park Blvd.	Montgomery Park Blvd. @ N. Loop 336	0.3	Y	N	
PR 29	Teas Road Medians	Teas Rd. @ FM 3083	0.2	Y	N	
PR 30	Westview Blvd. Medians	Westview @ Wilson & Westview @ N. Loop 336	0.2	Y	N	
PR 31	South Loop 336 Medians	1616 & 1648 S. Frazier 210 & 260 S. Loop 336	4.0	Y	N	Limited mowing during wildflower season See map for boundaries
PR 32	Enterprise Row	Enterprise Row between S. Frazier & I-45 Feeder	8.6	N	Y (2)	Entergy & pipeline ROW See map for boundaries
PR 33	McDade Estates Property	1942, 1944 & 1946 O'Grady Dr. 1645, 1647, 1649 & 1651 White Oak Creek / 77304	2.0	N	Y (2)	Vacant Lots
PR 34	Artesian Lakes Property	200 Magnolia St. / 77304	0.6	N	Y (2)	Vacant Lot
PR 35	Main Street Parking	Main St. / 77301	0.3	Y	N	Jury Parking Lot South of Conroe Founders Plaza
PR 36	Veterans Memorial Park	997 West Davis @ I-45 N. / 77301	12	Y	N	
PR 37	Conroe West Recreation Center	10245 Owen Drive / 77304	42	Y	N	See map for boundaries
CONROE TOWER						
CT 1	Conroe Tower/City Hall	300 W. Davis St. / 77301	0.5	Y	N	Fenced area between City Hall and Montgomery County Tax Office
CT 2	Conroe Municipal Complex	700 Old Montgomery Road / 77304	4.1	Y	N	
TRANSPORTATION DEPT						
TR 1	Transportation Administration	202 Avenue A / 77301	0.4	Y	N	

FIRE DEPT						
FD 1	Fire Station 1	300 Sgt. Ed Holcomb Blvd. North / 77304	2.3	Y	N	Restricted Access
FD 2	Fire Station 2	425 E. Loop 336 / 77303	1.0	Y	N	Restricted Access
FD 3	Fire Station 3	424 Foster Road / 77301	1.0	Y	N	Restricted Access
FD 4	Fire Station 4	14901 Walter Woodson Drive. / 77384	3.2	Y	N	Restricted Access
FD 5	Fire Station 5	1601 N. FM 3083 (Carter Moore Drive) / 77304	2.0	Y	N	Restricted Access
FD 6	Fire Station 6	15663 Hwy. 105 West / 77356	3.4	Y	N	Includes vacant property to west. See map for boundaries.
FD 7	Fire Station 7	7971 Longmire Road / 77304	2.0	Y	N	Restricted Access
FD 8	Fire Training Facility	2357 Mike Meador Pkwy / 77303	4.8	N	Y (3)	Restricted Access
POLICE DEPT						
PD 1	Conroe Police Station	2300 Plantation Drive / 77304	11.5	Y	N	Includes ROW & median mowing on Plantation Blvd. Restricted Access See map for boundaries
PD 2	Fire Arms Training Facility	2300 Sgt. Ed Holcomb Blvd. South / 77304	6.0	Y	N	Restricted Access Day & Time Constraints Does not include berm slopes

BID SHEET

ANNUAL MOWING SERVICES CONTRACT

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

OWNER OR REPRESENTATIVE: _____

(PRINT)

SIGNATURE: _____

Program # 1 (Mowing, Weeding, Trimming, etc.)

Total Cost per Visit: _____ X 42 Visits: _____

Program #2 (Undeveloped Property)

Total Cost per Visit: _____ X 19 Visits: _____

Program #3 (Fire Training Facility)

Total Cost per Visit: _____ X 19 Visits: _____

TOTAL BID: _____

Bid Breakdown Sheet





Please provide the costs per site (single visit) to do a specific function of this contract for each site listed.

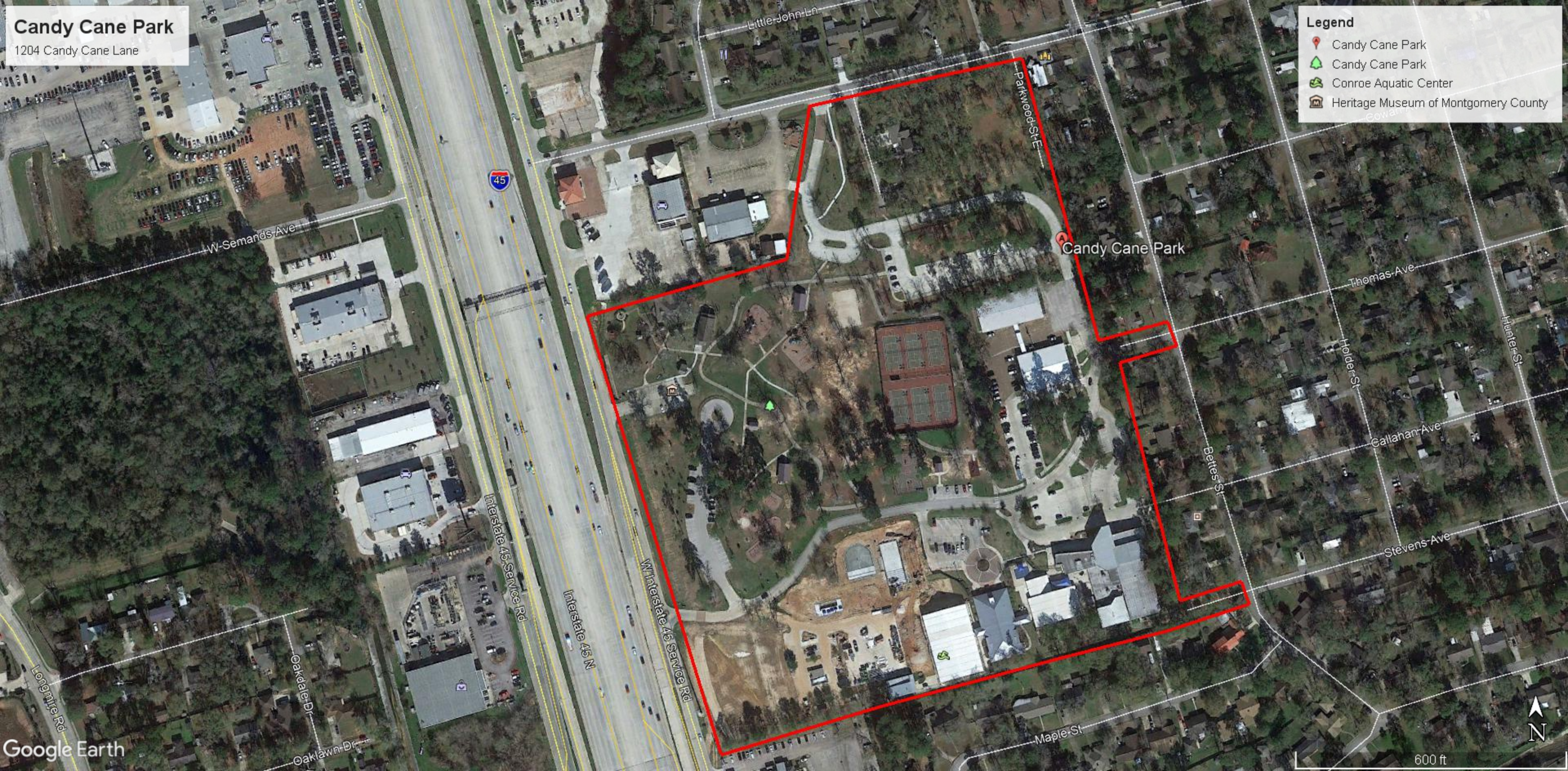
No.	Site	Program 1	Program 2 or 3
PARKS & RECREATION			
PR 1	Candy Cane Park	\$	---
PR 2	Aquatic Center (interior)	\$	---
PR 3	Roberson Park	\$	---
PR 4	Milltown Park	\$	---
PR 5	Conroe Founders Plaza	\$	---
PR 6	Heritage Place Park	\$	---
PR 7	Stewarts Creek Park	\$	---
PR 8	Booker T. Washington Park	\$	---
PR 9	Lewis Park	\$	---
PR 10	Dugan Park	\$	---
PR 11	Kasmiersky Park	\$	---
PR 12	McDade Park	\$	---
PR 13	Flournoy Park	\$	---
PR 14	Dr. Martin Luther King, Jr. Park	\$	---
PR 15	John Burge Park <i>at Shadow Lakes</i>	\$	---
PR 16	Lions Park	\$	---
PR 17	Lone Star Flag Park	\$	---
PR 18	White Oak Point Park	\$	---
PR 19	Wiggins Village Park	\$	---
PR 20	Oscar Johnson, Jr. Community Center	\$	---
PR 21	Hicks St. Property	\$	---
PR 22	Dallas Street Medians	\$	---
PR 23	Holly Hills Medians	\$	---
PR 24	Faith Walston Memorial	\$	---
PR 25	I-45 Triangle & Medians	\$	---
PR 26	S. Frazier Medians	\$	---
PR 27	Maurel Drive Medians	\$	---
PR 28	Montgomery Park Blvd.	\$	---
PR 29	Teas Road Medians	\$	---
PR 30	Westview Blvd. Medians	\$	---
PR 31	South Loop 336 Medians	\$	---
PR 32	Enterprise Row	---	\$
PR 33	McDade Estates Property	---	\$
PR 34	Artesian Lakes Property	---	\$
PR 35	Main Street Parking	\$	---
PR 36	Veterans Memorial Park	\$	---

PR 37	Conroe West Recreation Center		
CONROE TOWER			
CT 1	Conroe Tower/City Hall	\$	---
CT 2	Conroe Municipal Complex	\$	---
TRANSPORTATION DEPT.			
TR 1	Transportation Administration	\$	---
FIRE DEPT.			
FD 1	Fire Station 1	\$	---
FD 2	Fire Station 2	\$	---
FD 3	Fire Station 3	\$	---
FD 4	Fire Station 4	\$	---
FD 5	Fire Station 5	\$	---
FD 6	Fire Station 6	\$	---
FD 7	Fire Station 7	\$	---
FD 8	Fire Training Facility	---	\$
POLICE DEPT.			
PD 1	Conroe Police Station	\$	---
PD 2	Fire Arms Training Facility	\$	---

Candy Cane Park
1204 Candy Cane Lane

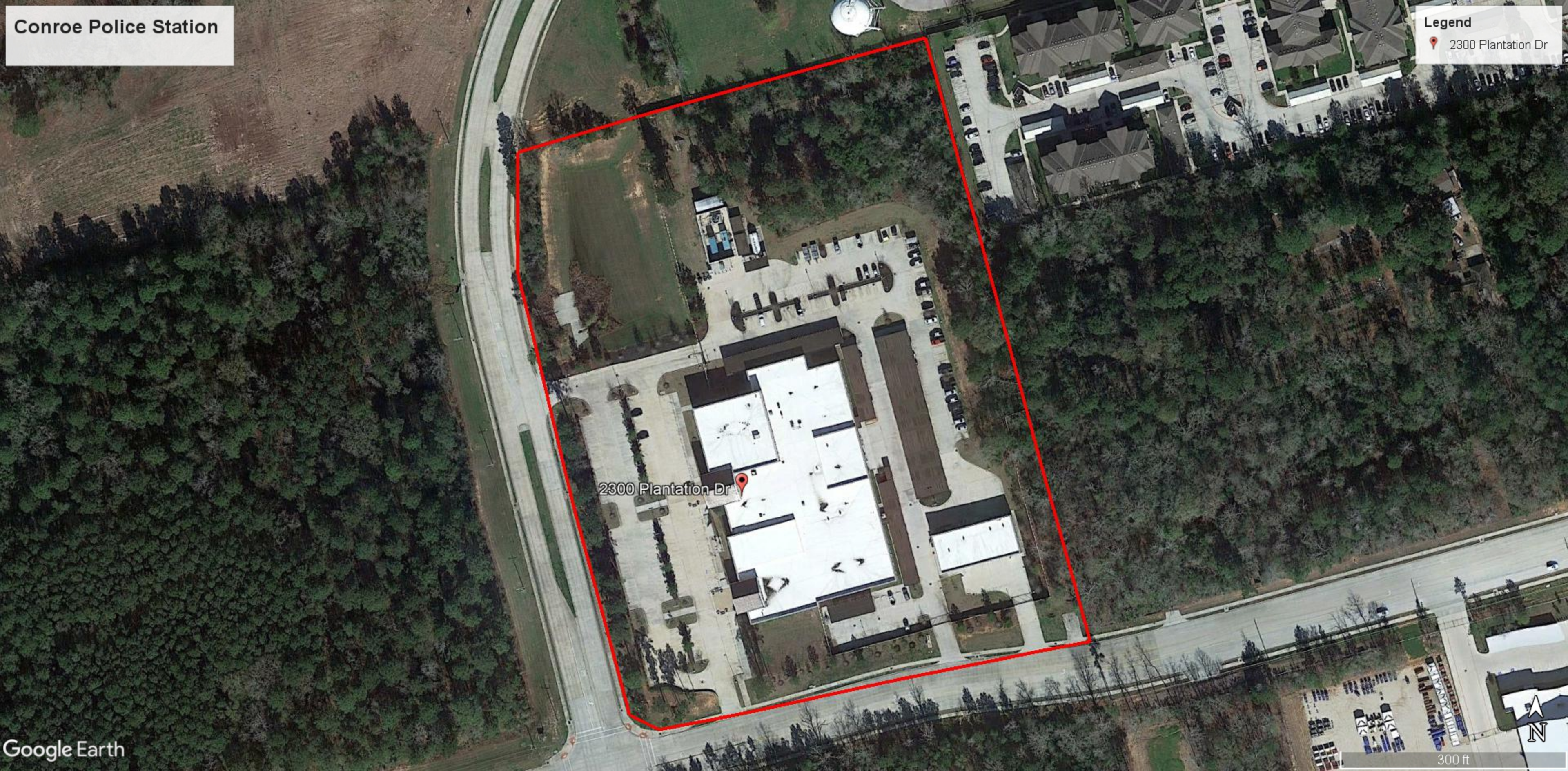
Legend

-  Candy Cane Park
-  Candy Cane Park
-  Conroe Aquatic Center
-  Heritage Museum of Montgomery County



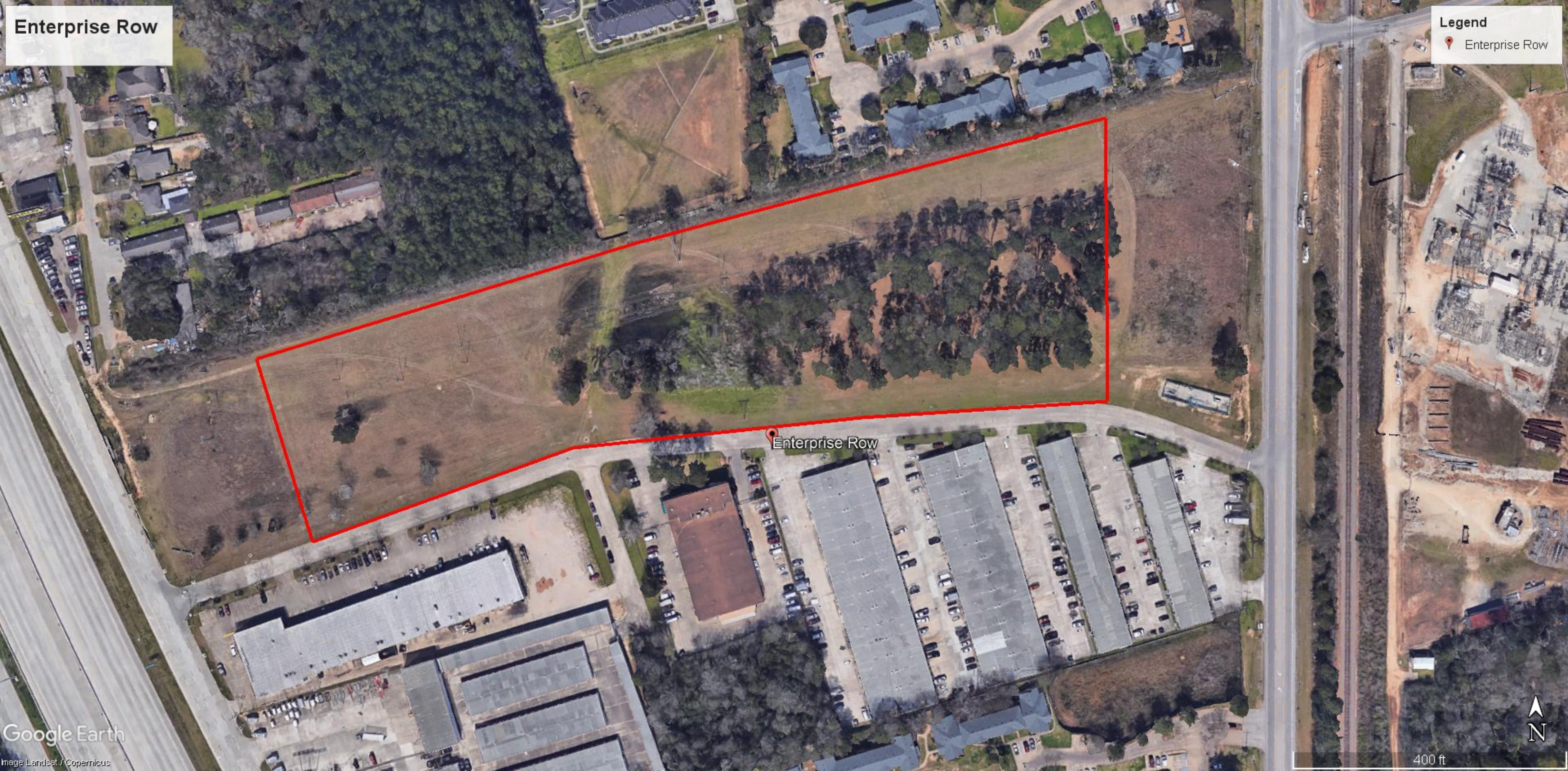
Conroe Police Station

Legend
2300 Plantation Dr



2300 Plantation Dr





Enterprise Row

Legend
Enterprise Row

Enterprise Row

Google Earth

Image Landsat / Copernicus



400 ft



Fire Station 6

Legend
15663 TX-105

15663 TX-105

Google Earth

200 ft
N



McDade Park
10310 FM 2854

Legend
📍 McDade Park



900 ft

Oscar Johnson, Jr. CC
100 Park Place

Legend
Oscar Johnson Jr Community Center

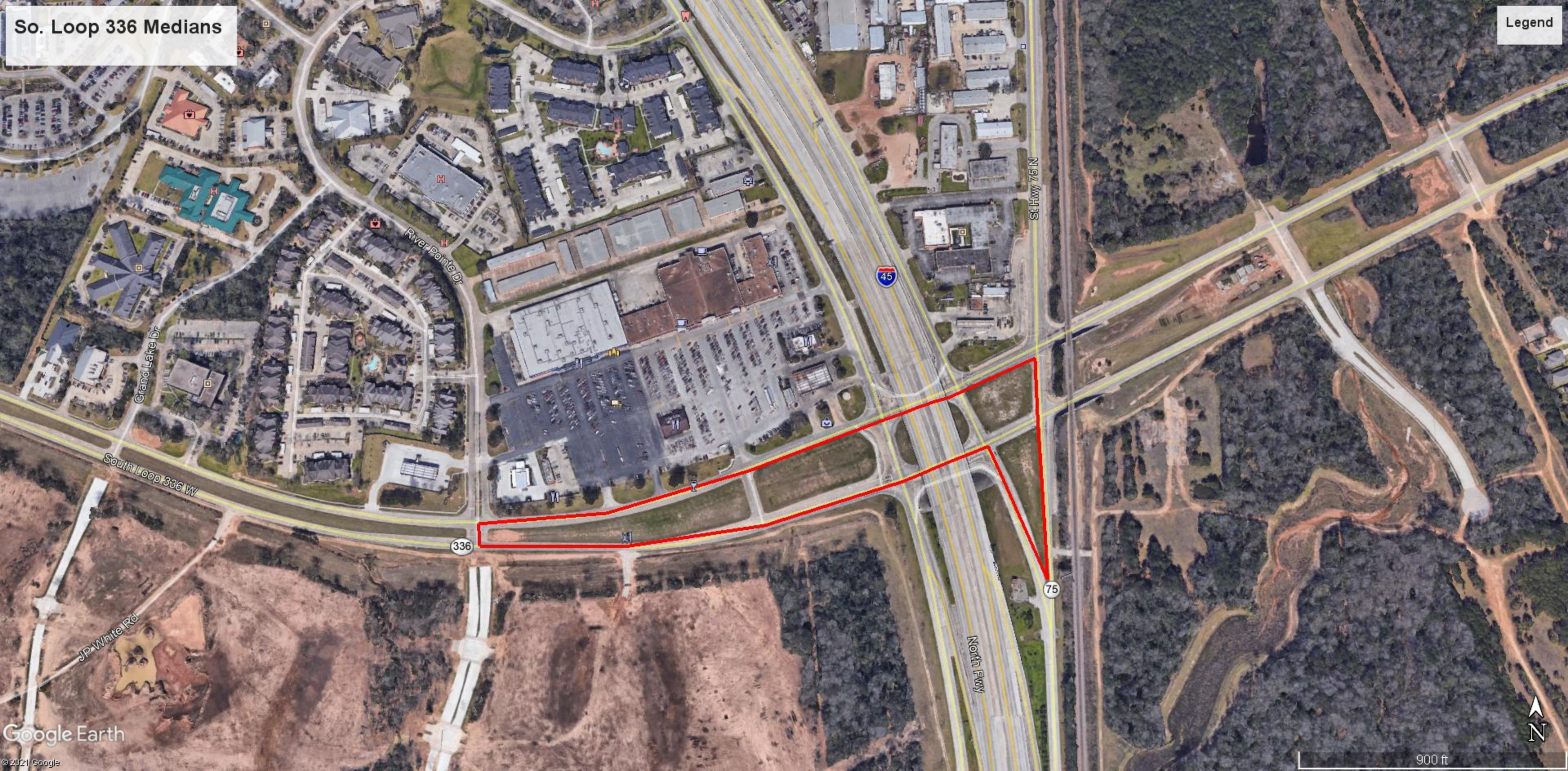


Oscar Johnson Jr Community Center



So. Loop 336 Medians

Legend



Stewarts Creek Park

Legend
📍 Stewarts Creek Park



📍 Stewarts Creek Park



West Conroe Recreation Center
10245 Owen Rd.

Legend
📍 10245 Owen Dr



📍 10245 Owen Dr



("Company or Business Name")
House Bill 89 Verification

I, _____ (Person name), the undersigned representative of _____ (Company or Business Name) hereafter referred to as "Company"; being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; 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.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the ____ day of _____, 20____, personally appeared _____, the above-named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

Date

**CITY OF CONROE
PURCHASING DEPARTMENT**

SENATE BILL 252 CERTIFICATION

On this day, I, _____, the Purchasing Representative for the City of Conroe, Texas, pursuant to Chapter 2252, Section 2252.152 of the Texas Government Code, certify that I did review the website list prepared, maintained, and made available to the City of Conroe by the Comptroller of the State of Texas of companies known to have contracts with or provide supplies or services to Iran, Sudan or any foreign terrorist organization. I have ascertained that the below-named company is not contained on said list of companies that do business with Iran, Sudan or any Foreign Terrorist Organization.

Company Name

RFP or Vendor number

CERTIFICATION CHECK PERFORMED BY:

Purchasing Representative

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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.