INVITATION FOR BIDS

CITY OF CONROE

PARKS CLEANING SERVICES BID

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

BIDS DUE THURSDAY NOVEMBER 30, 2017 @ 2:00 PM

CITY OF CONROE PURCHASING DEPARTMENT

NOTICE TO BIDDERS

The City of Conroe will receive sealed bids in triplicate for Parks Cleaning Services. The proposals shall be appropriately marked "**1130-18 Parks Cleaning Services Bid**" and delivered to the City Secretary 300 West Davis, 3rd Floor, Conroe Texas 77301. Proposals will be publicly opened and read on **Thursday, November 30, 2017** at **2:00 p.m.** in the 3rd Floor conference room at City Hall (300 West Davis).

Specifications and bidding documents may be secured from www.cityofconroe.org, purchasing.

No proposal may in any way qualify, modify, substitute or change any part of the specifications contained herein.

Pursuant to ***Texas Local Government Code Section 252.043,*** the City of Conroe may enter into a contract with the offeror meeting all the qualifications and specifications that submits the bid that offers the best value to the City considering the selection criteria and weighted value set forth in the request for bids and the ranking evaluation of the bids received. The City reserves the right to reject any and all bids, award parts of bids and to waive informalities in submission of bids.

CC 11/9/17 & 11/16/17

CITY OF CONROE, TEXAS

CITY OF CONROE

1. Preparation of Bids:

Unless otherwise directed in the Notice to Bidders, submit bids ***in triplicate*** on the prescribed forms or copies thereof, along with bid bond if required, in a sealed envelope marked **"1130-18 Parks Cleaning Bid"**. Prepare bids in accordance with the requirements of the Notice to Bidders, and any instructions on the Proposal or Bid Sheet.

2. Questions and Inquiries:

Information about this proposal should be directed to:

Lauren Arnold, Parks Superintendent
1504 Parkwood West
Conroe, TX. 77301
Office: 936-522-3843

3. Submission of Bids:

Three (3) copies of each proposal shall be ***CLEARLY MARKED*** **"1130-18 Parks Cleaning Bid"** and submitted by mail or in person to the address below by the time and date set forth. Responses received later than the due date will not be accepted, and returned unopened.

Due Date: November 30, 2017 @ 2:00 PM

Mailing Address: City of Conroe
Soco Gorjon, City Secretary
P.O. Box 3066
Conroe, TX. 77301

4. Reservations:

The City of Conroe reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this Bid Request if found in the best interest of the City.

All proposals 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.

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.

5. 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.	20 Pts.
b) Meets all bid specifications.	20 Pts.
c) Bidder's principal place of business (§271.905).	10 Pts.
d) Cities past history / experience with Manufacturer.	20 Pts.
e) Delivery requirements are met	30 Pts.

6. 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.

7. Bidders:

Bidders desiring Purchasing information or interpretation must request such information or interpretation from Kristina Colville, Purchasing Manager, (936-522-3830). 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 equipment have been supplied by their firm. Include name of firm, contact person, address, telephone number and fax number. ***The low bidder may be required to furnish Performance and Payment Bonds depending on references, reputation and State Laws.***

12. Delivery of Bids:

It is the bidder's responsibility to deliver his bid at the proper time to the proper place. The fact that a bid was dispatched will not be considered. The bidder must have the bid 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 bid must be noted over with the bidder'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. 1295 certificate of Interested Parties and Conflict of Interest Questionnaire:

The two 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 notarized 1295 with the certificate number must be included with your 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)

17. 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

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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.

18. 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 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.

19. 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.

20. Ethical Standard:

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

21. Alternate Bid Item:

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

22. Unit Price:

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.

23. 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.

24. Bid Agreements and Certification:

The Undersigned Agrees That:

A. No Federal, State, County or Municipal taxes have been included in the bid prices and none will be added.

B. Prices in this bid have not knowingly been disclosed with any other provider and will not be prior to award.

C. Prices in this bid 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 bid for the purpose of restricting competition.

E. The individual signing this bid 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 PARK CLEANING SERVICE BID
CONROE PARKS & RECREATION DEPARTMENT
Scope of Work

1.0 Objective

1.1 The objective of this bid is to obtain park-cleaning service for the City of Conroe Parks and Recreation Department. 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 park cleaning services contract. The contract will be for (12) months with an option of renewal for three (3) additional one (1) year periods.

2.0 General Specifications

2.1 Bids are based by function, frequency, and annual total of each function, as described by the annual Park Cleaning Service.

2.2 All bidders must meet or exceed the minimum specifications to be considered as a valid bid.

2.3 The Parks and Recreation Director or his representative will monitor contractor.

2.4 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 the sole responsibility and obligation for the hiring and supervision of its employees. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR THE SAFETY OF ITS EMPLOYEES.

2.5 The Contractor shall provide its employees with high visibility safety vests while his/her employees are working near traffic zones.

2.6 The Director or his representative will have the right to add or delete any scheduled cleaning based on an as-needed basis (holiday, special events, league play, etc.). **The City of Conroe shall be continuously updating its city parks and facilities and therefore, new facilities, structures, playgrounds, and other amenities may be added or deleted by written amendment to the contract upon acknowledgment and execution of such amendment by both parties during the course of this contract.** The City, as needed, may add other cleaning duties as long as they do not change the scope of duties.

2.7 Park cleaning shall be done between the hours of 7:00 a.m. and 5:00 p.m. unless approved otherwise by the Director or his representative.

2.8 The City shall provide bulk refuse and recycle containers at various sites for the purpose of off-loading bagged litter and recyclables generated from the cleaning of locations listed in this contract. The Contractor shall keep the area around and adjacent to refuse containers free of loose litter and debris.

2.9 The Contractor is responsible for the behavior of his/her 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 shall immediately remove any employee that is incompetent or endangers persons or property. The Contractor must have an employee or representative on site at all times who can communicate in the English language.

2.10 The Contractor and/or his/her employees shall have a clean and professional appearance. The Contractor and/or his/her 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. Contractor's vehicle/equipment which operates within the perimeters of any park shall have signage/decals that indicate the company's name and phone number that is clearly identifiable to the public.

2.11 Smoking is prohibited on all City properties. The Contractor and/or his/her employees shall refrain from using tobacco and non-tobacco (vaping) products while on City property.

2.12 Any hazardous conditions or damaged City property observed during the normal maintenance or as the result of the Contractor's maintenance must be reported to the Parks and Recreation Administrative office at (936) 522-3842 immediately by the Contractor or his/her representative.

2.13 The Contractor and/or his/her employees will at no time be allowed to drive across concrete or asphalt pathways, the field of play of an athletic field or through any landscaped area of a park, including turf.

2.14 All measurements such as acreage, etc. are approximate only. The Contractor is responsible for visiting each site prior to submitting a bid for the contract. The Contractor is responsible for seeking clarification on any specification in which he/she is unclear.

2.15 The City shall reserve the right to schedule performance meetings with the Contractor at any time during the duration of this contract.

2.16 The Contractor shall be advised that the use of City park facilities is seasonal and the level of service or services will vary. The Contractor shall have adequate staff and equipment to handle the varying work level demands of each site during the duration of this contract.

2.17 The contract will begin on an agreed upon date and serve for twelve (12) months. This contract may be renewable at the discretion of the City of Conroe for three (3) additional one year periods provided the successful bidder has performed satisfactorily and the unit price has not increased. 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.

2.18 Invoices shall be submitted for completed work only. 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.

2.19 For additional information, please contact Lauren Arnold, Parks Superintendent, 1504 Parkwood West, Conroe, TX 77301, (936) 522-3843 or larnold@cityofconroe.org.

3.0 Scope of Duties

All park grounds and facilities shall be cleaned in the same manner. Not all park sites have the same amenities and therefore different conditions will apply at a particular park site. The Contractor shall perform his/her park cleaning services by the following objectives **during each scheduled visit** to a park site according to the frequency chart **(Attachment A)**.

3.1 **Litter** shall be defined as, but not limited to, all refuse, garbage, packaging, boxes, cigarette butts, cans, bottles, bottle tops, broken glass, food, and any other waste products including bio-hazardous materials such as diapers, condoms, syringes and articles of clothing which have been abandoned or discarded anywhere other than a proper garbage receptacle.

3.2 **Supplies** shall be defined as, but not limited to, cleansers, deodorizing disinfectant cleaners, brushes, brooms, mops, spray nozzles, hoses, gloves, toilet paper, paper towels, soaps, and other miscellaneous items as needed. The Contractor shall not use any product or products that will be damaging or harmful to City property, patrons, wildlife, or City staff. The Contractor must carry in his/her service vehicle at all times Material Safety Data Sheets on all products used or transported on to City property. Where practical, Contractor shall use cleansers that are eco-friendly to minimize the impact on the environment.

3.3 **Equipment** shall be defined as, but not limited to any device, tool, or vehicle necessary to perform this contract at or above the levels specified. The Contractor shall not use any equipment that may damage City property.

3.4 Restrooms

A. Sweep floor, removing all litter, dirt and foreign objects.
B. Clean the entire surface area of all components of the toilets, urinals, and lavatories with cleanser and brush removing all stains and debris.
C. Contractor shall tighten any toilet seat that is discovered to be loose during the normal course of cleaning the fixture.
D. Clean and wipe down baby changing stations.
E. Spray deodorizing disinfectant cleaner over entire area, covering floors, walls, partitions, and all fixtures following manufacturer's direction for use. Rinse according to label directions. Rinse entire floor to remove any dirt or stains.
F. Excess water on floors shall be removed using a squeegee or mop.
G. All paper product rolls are to be removed prior to cleaning and returned after cleaning process is finished. Two rolls of paper shall be placed in each toilet paper holder. Paper product rolls that are ¾ used shall be removed and replaced with new rolls.
H. Place a urinal screen with deodorizer/cleaner block in each urinal. Urinal screens shall be replaced when more that ¾ of the deodorizer/cleaner block is used.
I. Refill soap dispensers where provided.
J. All stainless steel fixtures are to be wiped dry to prevent spotting.
K. Spray all mirrors and windows with window cleaner and wipe dry leaving no streaks or spots.
L. Spider webs are to be removed with a broom.
M. Outside concrete areas are to be sprayed off removing any standing puddles. Interior walls are to have a clean appearance, free of any dirt, stains, fecal matter, graffiti, etc. Any graffiti or stains that are not removed by normal cleaning are to be reported to the Parks Superintendent at (936) 522-3843 immediately.
N. Unclog lavatories, toilets, urinals, or floor drains during each site visit.
O. Any stoppage in lavatories, toilets, urinals, or floor drains that cannot be unclogged after using a standard plunger shall be reported to the Parks Superintendent at (936) 522-3843 immediately.
P. Not all sites will have restrooms.

3.5 Park Grounds/Trails/Sport Courts

A. Pavilion, Gazebo, Concession area and picnic table floors shall have a clean surface free of any dirt, paper, debris, food/drink spillage, human excrements or foreign objects.
B. All ground litter must be picked up and removed from the site (including parking lots) following the frequency chart for that site.
C. Where applicable, empty recycle receptacles and place in proper disposal container. Recycled content must be recycled in accordance with the City of Conroe recycling ordinance.

D. All litter barrels are to be emptied following the frequency chart for that site. Liners of the appropriate size shall be placed in litter barrels for easier maintenance.
E. Cigarette butts are to be removed from in and around all picnic areas, pavilions, gazebos, playgrounds, restrooms, etc. during each visit.
F. Debris such as downed trees or tree limbs will be the responsibility of the Parks Department. The Contractor shall report any downed trees or tree limbs to the Parks Superintendent at (936) 522-3843 immediately.
G. All cement/asphalt surfaces shall maintain a clean surface from leaves, pine straw, grass clipping, or other foreign objects. Tennis courts and basketball courts shall remain free of pine straw, leaves, trash, or other debris at all times.
H. Any vandalism or graffiti on park property maintained in this contract shall be reported to the Parks Superintendent at (936) 522-3843 immediately.
I. All drinking fountains are to be cleaned and sanitized during each visit. Any drain stoppage shall be reported to the Parks Superintendent at (936) 522-3843 immediately.
J. Not all sites will have picnic areas, sports courts, walking trails, or drinking fountains.

3.6 Playground Beds/Sand Boxes

A. All foreign objects are to be removed from playground surface fall material and sand boxes.
B. All playground areas and sand boxes shall remain litter free.
C. All playground fall material surfaces shall be entirely raked smooth to maintain a level appearance. Dig outs in fall material under swings, at the exits of slides, and around playground structure are to be filled in and leveled during each visit. Fall material buildup under the exits of slides and under stairs and platforms are to be raked out. The contractor may be required to submit written documentation that this task has been completed during each visit.
D. Transitions points where sidewalks meet playground area fall material surface must be raked level to allow wheelchair access during each visit. Fall materials on sidewalks at the transition point are to be swept back into playground area.
E. Cigarette butts around playgrounds shall be removed during each visit.
F. Any vandalism, graffiti, or unsafe playground equipment discovered during the normal course of cleaning shall be reported immediately to the Parks Administrative office (936) 522-3842 or the Parks Superintendent at (936) 522-3843 office.
G. Playground areas shall be maintained during each visit.
H. Not all sites will have playground areas.

3.7 Bus Stops / Shelters / Park and Ride

A. Sweep floor, removing all litter, dirt and foreign objects.
B. All ground litter must be picked up and removed from the site following the frequency chart for that site.
C. Any vandalism, graffiti, or unsafe equipment discovered during the normal course of cleaning shall be reported immediately to the Transportation Department (936) 522-3532.

SITE SPECIFICATIONS

Candy Cane Park Complex – see map provided (27 ac.)

Location: 1200 – 1205 Callahan Street / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Empty recycle receptacle and install new liner.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Wipe dry fixtures and clean mirrors
- Clean pavilion floor and wipe down tables.
- Clean gazebo floor.
- Clean and sanitize drinking fountain(s).
- Rake playground areas and sand box.
- Blow off trail / sidewalk.
- Blow off tennis courts.
- Blow off basketball court.
- Blow off picnic table slabs.
- Blow off entrances at all centers and museums.
- Blow off all parking lots.

Carl Barton Park (200 ac.)

Location: 2500 South Loop 336 E. / 77302

- Pick up all loose litter on ground, in landscape beds and around pond.
- Empty all trashcans and install new liners.
- Empty recycle receptacle and install new liner.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Wipe dry fixtures and clean mirrors.
- Clean and sanitize drinking fountain(s).
- Clean pavilion floor and wipe down tables.
- Rake playground areas.
- Blow off trail / sidewalk.
- Blow off picnic table slabs.
- Blow off concession areas and wipe down outside counters.
- Blow off bleacher and dugout areas.
- Blow off all parking lots.

McDade Park - including disc golf course, see map provided (38 ac.)

Location: 10310 FM 2854 / 77304

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Empty recycle receptacle and install new liner.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Clean pavilion floor and wipe down tables.
- Clean and sanitize drinking fountain(s).
- Rake playground area.
- Rake sand volleyball court.
- Blow off trail / sidewalk.
- Blow off basketball court.
- Blow off picnic table slabs.
- Blow off all parking lots.

Kasmiersky Park (9.0 ac.)

Location: 889 Old Magnolia Road / 77304

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Empty recycle receptacle and install new liner.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Wipe dry fixtures and clean mirrors.
- Clean pavilion floors and wipe down tables.
- Clean and sanitize drinking fountain(s).
- Rake playground areas.
- Blow off trail / sidewalk.
- Blow off skate park.
- Blow off all parking lots.

Martin Luther King, Jr. Park (25 ac.)

Location: 1001 Dr. Martin Luther King Place South / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Empty recycle receptacle and install new liner.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Clean pavilion floor and wipe down tables.
- Clean and sanitize drinking fountain(s).
- Blow off basketball courts.
- Blow off futsol courts.
- Blow off splash pad surface.
- Blow off trail / sidewalk.
- Blow off picnic table slabs.
- Blow off parking lot.
- Rake playground area.
- Rake sand volleyball court.

Lewis Park (5.0 ac.)

Location: 501 Park Place / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Wipe dry fixtures and clean mirrors.
- Clean pavilion floor and wipe down tables.
- Clean and sanitize drinking fountain(s).
- Blow off basketball courts.
- Blow off concession area and wipe down outside counter.
- Blow off bleacher and dugout areas.
- Blow off picnic table slabs.
- Blow off trail / sidewalk.
- Blow off parking lot.
- Rake playground areas.

Booker T. Washington Park (3.0 ac)

Location: 813 South First Street / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Clean and sanitize drinking fountain(s).
- Clean pavilion floor and wipe down tables.
- Blow off concession area and wipe down outside counter.
- Blow off basketball court.
- Blow off trail / sidewalk.
- Blow off all parking lots.
- Rake playground area.

Heritage Place (2.95 ac.)

Location: 500 Metcalf / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize restrooms.
- Clean and sanitize Green Room and restroom.
- Refill paper and soap dispensers.
- Wipe dry fixtures.
- Polish stainless steel sinks and mirrors.
- Clean pavilion floor.
- Clean and sanitize drinking fountain(s).
- Blow off concrete surfaces.
- Blow off brick paver sidewalk around perimeter of park.

Conroe Tower (0.5 ac.)

Location: 300 West Davis / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Remove trash and debris from landscape planters.
- Blow off sidewalks around property.
- Blow off all entrances to facility.

Oscar Johnson Community Center including vacant lots, see map provided (3.8 ac.)

Locations: 100 Park Place; 119 East Ave. G; & Expansion Property / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize drinking fountain(s).
- Blow off entrance to center.
- Blow off basketball court.
- Blow off trail / sidewalk.
- Blow off picnic table slabs.
- Blow off parking lot.
- Rake playground areas.

Roberson Park (1.6 ac.)

Location: 1301 Roberson Street / 77301

- Pick up all loose litter on ground and in landscape bed.
- Empty all trashcans and install new liners.
- Clean and sanitize drinking fountain(s).
- Blow off basketball court.
- Blow off sidewalk.
- Blow off picnic table slabs.
- Blow off parking lot.
- Rake playground areas.

Gibson Park (0.8 ac.)

Location: 514 Lilly Blvd. / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize drinking fountain(s).
- Blow off picnic table slabs.
- Rake playground area.

Milltown Park (2.3 ac.)

Location: 600 York Street / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean pavilion floor and wipe down tables.
- Clean and sanitize drinking fountain(s).
- Blow off basketball court.
- Blow off trail / sidewalk.
- Blow off picnic table slabs.
- Blow off parking lot.
- Rake playground areas.

Stewarts Creek Park (9.0 ac.)

Location: 1329 East Dallas Street / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean pavilion floor and wipe down tables.
- Clean and sanitize drinking fountain(s).
- Blow off trail / sidewalk.
- Blow off picnic table slabs.
- Blow off parking lot.
- Rake playground area.

Flournoy Park (4.0 ac.)

Location: 413 10th Street / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize drinking fountain(s).
- Blow off basketball court.
- Blow off trail / sidewalk.
- Blow off picnic table slabs.
- Blow off parking lot.
- Rake playground area.

Lions Park (3.5 ac.)

Location: 1851 North Hampton / 77303

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize restrooms.
- Refill paper and soap dispensers.
- Clean pavilion floor and wipe down tables.
- Clean and sanitize drinking fountain(s).
- Blow off basketball court.
- Blow off trail / sidewalk.
- Blow off picnic table slabs.
- Blow off parking lot.
- Rake playground area.

Dugan Park (0.6 ac.)

Location: 719 East Ave. G / 77301

- Pick up all loose litter on ground.

White Oak Point Park (1.8 ac.)

Location: 3511 White Oak Point Drive / 77304

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Clean and sanitize drinking fountain(s).
- Blow off picnic table slabs.
- Rake playground area.

Wiggins Village Park (8 ac.)

Location: 565 Bryant Road / 77303

- Pick up all loose litter on ground.
- Empty all trashcans and install new liners.

Lone Star Monument & Historical Flag Park (2.0 ac.)

Location: 212 I-45 N. / 77301(next to Montgomery County Main Library)

- Pick up all loose litter on ground and in landscape beds.
- Empty all trashcans and install new liners.
- Blow off sidewalks and plaza area.

John Burge Park *at Shadow Lakes* (39 ac.)

Location: 11050 Little Egypt Road / 77304

- Pick up all loose litter on ground in in landscape beds.
- Empty all trashcans and install new liners.
- Empty recycle receptacle and install new liner.
- Clean and sanitize restrooms.
- Refill hand sanitizer dispensers.
- Clean and sanitize drinking fountain(s).
- Blow off pavilion floor and wipe down tables.
- Blow off trail/sidewalk.
- Blow off Learning Center.
- Blow off parking lot.
- Rake playground area.

Conroe Founders Plaza / Owen Theatre (1.2 ac.)

Location: 205 Metcalf Street / 77301

- Pick up all loose litter on ground and in landscape beds.
- Empty all trash cans and install new liners.
- Blow off stage.
- Blow off sidewalk/plaza.
- Wipe down tables.

Downtown Area

Location: Downtown Conroe (defined as the area between Phillips Street on the north, Hicks Street on the south, Pacific on the east, and N. Frazier on the west)

- Empty trashcans and install new liners.
- Remove trash and debris from landscape planters.
- Remove loose trash and debris from sidewalks.
- Remove all loose litter in Jury Parking lot.
- Remove all loose litter in Owen Theatre Parking lot and in landscape beds.

Faith Walston Memorial (0.2 ac.)

Location: Dallas Street at West Davis

- Pick up all loose litter on ground and in landscape beds.

Dallas Street Medians (2.1 ac.)

Location: West Dallas Street between Frazier and West Davis

- Pick up all loose litter on ground and in landscape beds.

I – 45 at W. Davis Medians & Triangles (0.9 ac.)
Locations: I-45 at West Davis (East and West side of freeway)

- Pick up all loose litter on ground and in landscape beds.

Froncell Reece Memorial and Extension
Locations: East Davis at Sixth Street and East Phillips at Fifth Street

- Pick up all loose litter on ground and in landscape beds.

Hillcrest Drive Medians (0.1 ac.)
Location: Hillcrest Drive at N. Frazier

- Pick up all loose litter on ground and in landscape beds.

Wilson Road Triangle (Adopt-a-Spot) (0.1 ac.)
Location: N. Frazier at Wilson Road

- Pick up all loose litter on ground and in landscape beds.

South Frazier Medians (Adopt-a-Spot) (0.5 ac.)
Location: South Frazier at Gladstell

- Pick up all loose litter on ground and in landscape beds.

Maurel Drive Medians (.05 ac.)
Location: Maurel Drive at North Loop 336 W

- Pick up all loose litter on ground and in landscape beds.

Montgomery Park Blvd (0.3 ac.)
Location: Montgomery Park Blvd at North Loop 336 W

- Pick up all loose litter on ground and in landscape beds.

Westview Blvd. Medians (0.2 ac.)
Locations: Westview Blvd. at North Loop 336 W and Westview Blvd. at Wilson Road

- Pick up all loose litter on ground and in landscape beds.

I – 45 Retention Ponds (7.0 ac.)
Location: 925 I-45 North / 77301

- Pick up all loose litter on ground , in landscape beds and around ponds.
- Blow off trail/sidewalk and brick paver plazas.

Bus Stops / Shelters / Park & Ride see map provided
Location: Various sites

- Pick up all loose litter on ground and adjacent vicinity.
- Empty trashcans and install new liners.
- Blow off concrete areas.
- *Two bus shelters adjacent to the Salvation Army require twice weekly services.

ATTACHMENT A

(Frequency Chart)

FACILITY	FREQUENCY OF CLEANING per WEEK	EST. # OF DAYS
Candy Cane Park Complex	M, T, W, Th, F, Sa, Su	365
Carl Barton Jr. Park	M, T, W, Th, F, Sa, Su	365
McDade Park	M, T, W, Th, F, Sa, Su	365
Kasmiersky Park	M, T, W, Th, F, Sa, Su	365
Martin Luther King, Jr. Park	M, T, W, Th, F, Sa, Su	365
Lewis Park	M, T, W, Th, F, Sa, Su	365
Booker T. Washington	M, T, W, Th, F, Sa, Su	365
Heritage Place	M, T, W, Th, F, Sa, Su	365
Conroe Tower (City Hall)	M, T, W, Th, F	260
Oscar Johnson Community Center	M, T, W, Th, F	260
Roberson Park	M, T, W, Th, F, Sa, Su	365
Gibson Park	M, T, W, Th, F, Sa, Su	365
Milltown Park	M, T, W, Th, F, Sa, Su	365
Stewarts Creek Park	M, T, W, Th, F, Sa, Su	365
Flournoy Park	M, T, W, Th, F, Sa, Su	365
Lions Park	M, T, W, Th, F, Sa, Su	365
Dugan Park	M, T, W, Th, F, Sa, Su	365
White Oak Point Park	M, T, W, Th, F, Sa, Su	365
Wiggins Village Park	M, T, W, Th, F, Sa, Su	365
Lone Star Monument & Historical Flag Park	M, T, W, Th, F, Sa, Su	365
John Burge Park *at Shadow Lakes*	M, T, W, Th, F, Sa, Su	365
Conroe Founders Plaza / Owen Theatre	M, T, W, Th, F, Sa, Su	365
Downtown Area	M, T, W, Th, F, Sa, Su	365
Faith Walston Memorial	M, Th	104
Dallas Street Medians	M, Th	104
I-45 @ West Davis Medians &Triangles	M, Th	104
Froncell Reece Memorial	M, Th	104
Hillcrest Drive Medians	M, Th	104
Wilson Road @ N. Frazier Triangle	M, Th	104
South Frazier @ Gladstell Medians	M, Th	104
Maurel Drive Medians	M, Th	104
Montgomery Park Blvd. Medians	M, Th	104
Westview Blvd. Medians	M, Th	104
I – 45 Retention Ponds	M, Th	104
Loop 336 South Medians	M, Th	104
Bus Stop / Shelters*	Tu, F	52/104
Park & Ride	M	52

The above "Estimate # of Days" is an **estimate only** and is subject to change. The number of cleanings may vary due to holidays, weather conditions, special events, league play, etc. If any facility is closed due to weather (freezing) conditions, the City of Conroe will notify Contractor that cleaning is not necessary. No payment will be made for those days. All cleaning shall be completed by 5:00 p.m. on the days scheduled.

BID BREAKDOWN SHEET

FACILITY	UNIT PRICE	ESTIMATED NUMBER OF CLEANINGS	TOTAL
Candy Cane Park Complex		365	
Carl Barton, Jr. Park		365	
McDade Park		365	
Kasmiersky Park		365	
Martin Luther King, Jr. Park		365	
Lewis Park		365	
Booker T. Washington Park		365	
Heritage Place		365	
Conroe Tower (City Hall)		260	
Oscar Johnson, Jr. Community Center		260	
Roberson Park		365	
Gibson Park		365	
Milltown Park		365	
Stewarts Creek Park		365	
Flournoy Park		365	
Lions Park		365	
Dugan Park		365	
White Oak Point Park		365	
Wiggins Village Park		365	
Lone Star Monument & Historical Flag Park		365	
John Burge Park *at Shadow Lakes*		365	
Conroe Founders Plaza / Owen Theatre		365	
Downtown Area (Sidewalks, Trashcans and Parking lots)		365	
Faith Walston Memorial		104	
Dallas Street Medians		104	
I-45 @ W. Davis Medians & Triangles		104	
Froncell Reece Memorial		104	
Hillcrest Drive Medians		104	
Wilson Road @ N. Frazier Triangle		104	
South Frazier @ Gladstell Medians		104	
Maurel Drive Medians		104	
Montgomery Park Blvd. Medians		104	
Westview Blvd. Medians		104	
I – 45 Retention Ponds		104	
Loop 336 South Medians		104	
Bus Stop / Shelters*		52/104	
Park & Ride		52	
TOTAL			

BID SHEET
ANNUAL PARK CLEANING SERVICES CONTRACT
CONROE PARKS AND RECREATION DEPARTMENT

Company Name: _____
(Print)

Address: _____

Phone: _____ Fax: _____

Email: _____

Owner or Representative: _____
(Print)

Signature: _____

TOTAL BID: _____

The City of Conroe provides this information with the understanding that it is not guaranteed to be accurate, correct or complete. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Conclusions drawn from this information are the responsibility of the user. Every effort has been made to ensure the accuracy, correctness and timeliness of the materials presented. The City of Conroe assumes no liability for damages incurred directly or indirectly as a result of incomplete, incorrect or omitted information, even if the City is advised of the possibility that the information may not be accurate. The user of this information assumes all liability for their dependence on this information and assumes all responsibility for its use.

CANDY CANE PARK COMPLEX
MOWING BOUNDARY

City of Conroe, Texas
www.CityofConroe.org

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MC DADE PARK AND DISC GOLF COURSE
MOWING BOUNDARY

City of Conroe, Texas
www.CityofConroe.org

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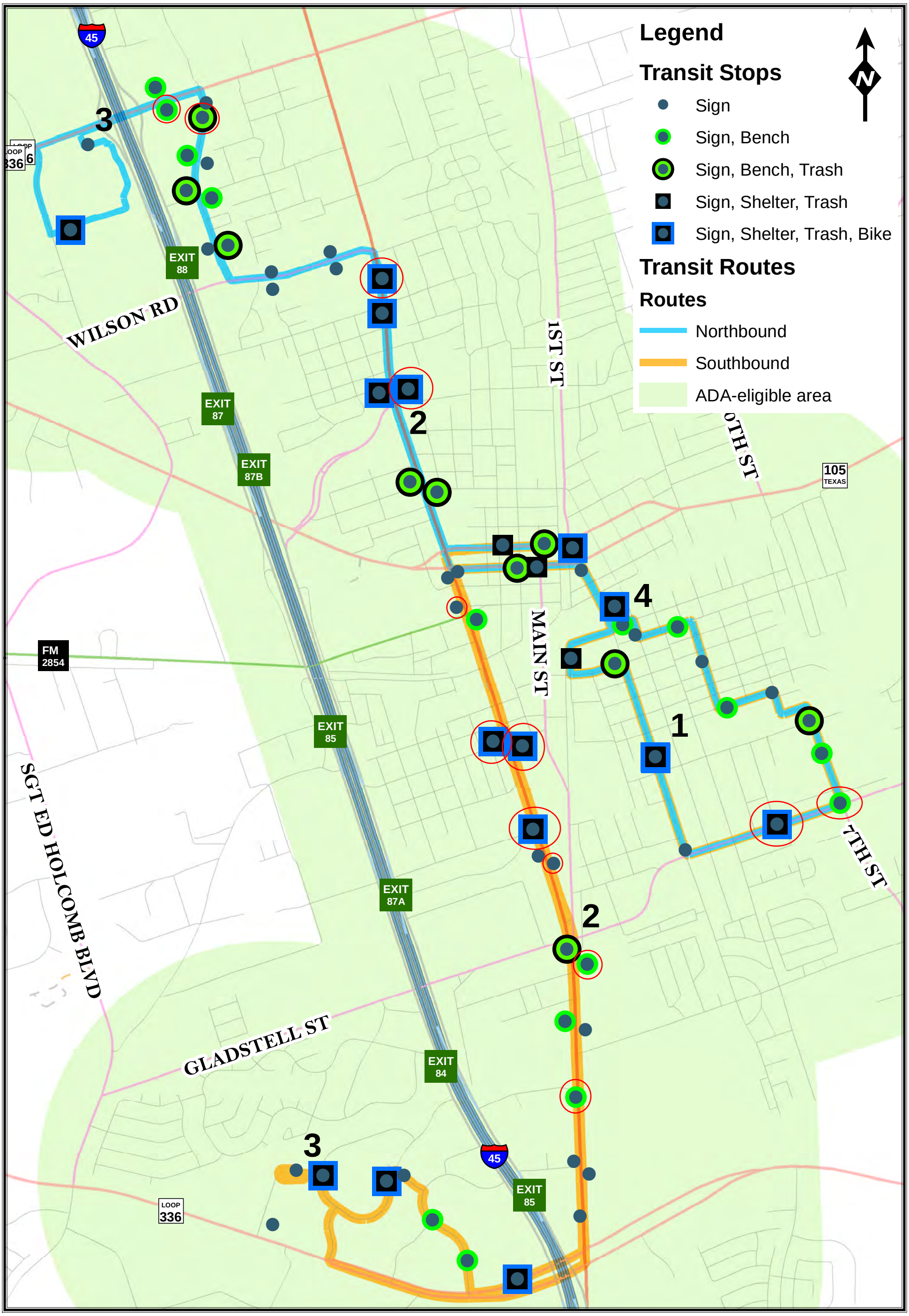
OSCAR JOHNSON, JR. COMMUNITY CENTER COMPLEX

MOWING BOUNDARY

City of Conroe, Texas
www.CityofConroe.org



CITY OF CONROE, TEXAS
WWW.CITYOFCONROE.ORG

Bus Livability Project Inventory

_____ ("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

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.

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 goods or services to be provided under the contract.

4 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 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

_____
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____ , to certify which, witness my hand and seal of office.

_____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY