



CITY OF AUSTIN, TEXAS
Purchasing Office
INVITATION FOR BID (IFB)
OFFER SHEET

SOLICITATION NO: LAG0025

COMMODITY/SERVICE DESCRIPTION: Grounds Maintenance Services at various AE Locations

DATE ISSUED: May 16, 2016

REQUISITION NO.: 1100-16041800395

PRE-BID CONFERENCE & SITE VISIT DATE: May 24, 2016

COMMODITY CODE: 93437, 98836

LOCATIONS & TIME: See below.

Location

Kramer Lane Service Center Building C, D & E
Justin Lane Reclamation Yard
Downtown District Cooling Plant #3
Town Lake Center
St Elmo Service Center

Address

2412 Kramer Lane, Austin, TX 78758
6909 Ryan Drive & Justin Lane Austin, TX 78757
812-1/2 west 2nd St (Electric Dr.) Austin, TX 78703
721 Barton Springs Road, Austin, TX 78704
4411 Meinardus, Austin, TX 78744

Meeting Time

8:00AM
9:30AM
11:30AM
2:00PM
3:00PM

FOR CONTRACTUAL AND TECHNICAL ISSUES CONTACT THE FOLLOWING AUTHORIZED CONTACT PERSON:

Leslie Giannattasio
Senior Buyer

Phone: (512) 322-6583

E-Mail: leslie.giannattasio@austinenergy.com

BID DUE PRIOR TO: June 14, 2016 at 2:00PM

BID OPENING TIME AND DATE: JUNE 14, 2016 at 2:15PM

LOCATION: MUNICIPAL BUILDING, 124 W 8th STREET
RM 308, AUSTIN, TEXAS 78701

LIVE BID OPENING ONLINE:

For information on how to attend the Bid Opening online, please select this link:

<http://www.austintexas.gov/department/bid-opening-webinars>

When submitting a sealed Offer and/or Compliance Plan, use the proper address for the type of service desired, as shown below:

Address for US Mail (Only)	Address for Fedex, UPS, Hand Delivery or Courier Service
City of Austin	City of Austin, Municipal Building
Purchasing Office-Response Enclosed for Solicitation # LAG0025	Purchasing Office-Response Enclosed for Solicitation # LAG0025
P.O. Box 1088	124 W 8 th Street, Rm 308
Austin, Texas 78767-8845	Austin, Texas 78701
	Reception Phone: (512) 974-2500

NOTE: Offers must be received and time stamped in the Purchasing Office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the Purchasing Office prior to the time and date indicated. Arrival at the City's mailroom, mail terminal, or post office box will not constitute the Offer arriving on time. See Section 0200 for additional solicitation instructions.

All Offers (including Compliance Plans) that are not submitted in a sealed envelope or container will not be considered.

The Vendor agrees, if this Offer is accepted within 120 calendar days after the Due Date, to fully comply in strict accordance with the Solicitation, specifications and provisions attached thereto for the amounts shown on the accompanying Offer.

SUBMIT 1 ORIGINAL, 2 COPIES, AND 1 ELECTRONIC COPY OF YOUR RESPONSE

*****SIGNATURE FOR SUBMITTAL REQUIRED ON PAGE 3 OF THIS DOCUMENT*****

This solicitation is comprised of the following required sections. Please ensure to carefully read each section including those incorporated by reference. By signing this document, you are agreeing to all the items contained herein and will be bound to all terms.

SECTION NO.	TITLE	PAGES
0100	STANDARD PURCHASE DEFINITIONS	*
0200	STANDARD SOLICITATION INSTRUCTIONS	*
0300	STANDARD PURCHASE TERMS AND CONDITIONS	*
0400	SUPPLEMENTAL PURCHASE PROVISIONS	8
0500	SPECIFICATION	16
ATT A	EQUIPMENT INVENTORY LIST - Complete and return	1
ATT B	GROUNDS MAINTENANCE/LANDSCAPING CHECKLIST	2
ATT C	INTEGRATED PEST MANAGEMENT PROGRAM	3
ATT D	ST ELMO SITE DRAWING	1
ATT E	KRAMER LANE SERVICE CENTER SITE DRAWING	1
ATT F	KRAMER LANE SERVICE CENTER SITE DRAWING	1
ATT G	TOWN LAKE CENTER SITE DRAWING	1
ATT H	LANDSCAPING IRRIGATION SCHEDULE	1
ATT I	DOWNTOWN DISTRICT COOLING PLANT #3 (DCP3) SITE MAP	1
ATT J	JUSTIN LANE RECLAMATION YARD SITE MAP	1
0600	BID SHEET – Must be completed and returned with Offer	2
0605	LOCAL BUSINESS PRESENCE IDENTIFICATION FORM – Complete and return	2
0700	REFERENCE SHEET – Complete and return if required	2
0800	NON-DISCRIMINATION CERTIFICATION	*
0805	NON-SUSPENSION OR DEBARMENT CERTIFICATION	*
0810	NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING CERTIFICATION	*
0815	LIVING WAGES CONTRACTOR CERTIFICATION–Complete and return	1
0835	NONRESIDENT BIDDER PROVISIONS – Complete and return	1
0900	MBE/WBE PROCUREMENT PROGRAM PACKAGE NO GOALS FORM – Complete & return	2

*** Documents are hereby incorporated into this Solicitation by reference, with the same force and effect as if they were incorporated in full text. The full text versions of the * Sections are available on the Internet at the following online address:**

http://www.austintexas.gov/financeonline/vendor_connection/index.cfm#STANDARDBIDDOCUMENTS

If you do not have access to the Internet, you may obtain a copy of these Sections from the City of Austin Purchasing Office located in the Municipal Building, 124 West 8th Street, Room #308 Austin, Texas 78701; phone (512) 974-2500. Please have the Solicitation number available so that the staff can select the proper documents. These documents can be mailed, expressed mailed, or faxed to you.

INTERESTED PARTIES DISCLOSURE

In addition, Section 2252.908 of the Texas Government Code requires the successful offeror to complete a Form 1295 "Certificate of Interested Parties" that is signed and notarized for a contract award requiring council authorization. The "Certificate of Interested Parties" form must be completed on the Texas Ethics Commission website, printed, signed and submitted to the City by the authorized agent of the Business Entity with acknowledgment that disclosure is made under oath and under penalty of perjury prior to final contract execution.

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

The undersigned, by his/her signature, represents that he/she is submitting a binding offer and is authorized to bind the respondent to fully comply with the solicitation document contained herein. The Respondent, by submitting and signing below, acknowledges that he/she has received and read the entire document packet sections defined above including all documents incorporated by reference, and agrees to be bound by the terms therein.

Company Name: _____

Company Address: _____

City, State, Zip: _____

Federal Tax ID No. _____

Printed Name of Officer or Authorized Representative: _____

Title: _____

Signature of Officer or Authorized Representative: _____

Date: _____

Email Address: _____

Phone Number: _____

*** Completed Bid Sheet, section 0600 must be submitted with this Offer sheet to be considered for award**

Section 0605: Local Business Presence Identification

A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years, currently employs residents of the City of Austin, Texas, and will use employees that reside in the City of Austin, Texas, to support this Contract. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation.

OFFEROR MUST SUBMIT THE FOLLOWING INFORMATION FOR EACH LOCAL BUSINESS (INCLUDING THE OFFEROR, IF APPLICABLE) TO BE CONSIDERED FOR LOCAL PRESENCE.

NOTE: ALL FIRMS MUST BE IDENTIFIED ON THE MBE/WBE COMPLIANCE PLAN OR NO GOALS UTILIZATION PLAN (REFERENCE SECTION 0900).

USE ADDITIONAL PAGES AS NECESSARY

OFFEROR:

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years?		
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No

Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

SUBCONTRACTOR(S):

Name of Local Firm		
Physical Address		
Is your headquarters located in the Corporate City Limits? (circle one)	Yes	No
or		
Has your branch office been located in the Corporate City Limits for the last 5 years	Yes	No
Will your business be providing additional economic development opportunities created by the contract award? (e.g., hiring, or employing residents of the City of Austin or increasing tax revenue?)	Yes	No

Section 0700: Reference Sheet

Responding Company Name _____

The City at its discretion may check references in order to determine the Offeror's experience and ability to provide the products and/or services described in this Solicitation. The Offeror shall furnish at least 3 complete and verifiable references. References shall consist of customers to whom the offeror has provided the same or similar services within the last 5 years. References shall indicate a record of positive past performance.

1. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

2. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

3. Company's Name _____

Name and Title of Contact _____

Project Name _____

Present Address _____

City, State, Zip Code _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

Section 0815: Living Wages Contractor Certification

Company Name _____

Pursuant to the Living Wages provision (reference Section 0400, Supplemental Purchase Provisions) the Contractor is required to pay to all employees directly assigned to this City contract a minimum Living Wage equal to or greater than \$13.03 per hour.

The below listed employees of the Contractor who are directly assigned to this contract are compensated at wage rates equal to or greater than \$13.03 per hour.

Employee Name	Employee Job Title

USE ADDITIONAL PAGES AS NECESSARY

- (1) All future employees assigned to this Contract will be paid a minimum Living Wage equal to or greater than \$13.03 per hour
- (2) Our firm will not retaliate against any employee claiming non-compliance with the Living Wage provision.

A Contractor who violates this Living Wage provision shall pay each affected employee the amount of the deficiency for each day the violation continues. Willful or repeated violations of the provision or fraudulent statements made on this certification may result in termination of this Contract for Cause and subject the firm to possible suspension or debarment, or result in legal action.

Section 0835: Non-Resident Bidder Provisions

Company Name _____

- A. Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code 2252.002, as amended:

Is the Bidder that is making and submitting this Bid a "Resident Bidder" or a "non-resident Bidder"?

Answer: _____

- (1) Texas Resident Bidder- A Bidder whose principle place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder- A Bidder who is not a Texas Resident Bidder.

- B. If the Bidder id a "Nonresident Bidder" does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the Bid of a Resident Bidder of that state in order for the nonresident Bidder of that state to be awarded a Contract on such bid in said state?

Answer: _____ Which State: _____

- C. If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a Contract on such bid in said state?

Answer: _____

Section 0900: Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Form

SOLICITATION NUMBER:	LAG0025
PROJECT NAME:	Grounds Maintenance Services at various AE Locations

The City of Austin has determined that no goals are appropriate for this project. Even though goals were not assigned for this solicitation, the Bidder/Proposer is required to comply with the City's MBE/WBE Procurement Program, if areas of subcontracting are identified.

If any service is needed to perform the Contract and the Bidder/Proposer does not perform the service with its own workforce or if supplies or materials are required and the Bidder/Proposer does not have the supplies or materials in its inventory, the Bidder/Proposer shall contact the Small and Minority Business Resources Department (SMBR) at (512) 974-7600 to obtain a list of MBE and WBE firms available to perform the service or provide the supplies or materials. The Bidder/Proposer must also make a Good Faith Effort to use available MBE and WBE firms. Good Faith Efforts include but are not limited to contacting the listed MBE and WBE firms to solicit their interest in performing on the Contract, using MBE and WBE firms that have shown an interest, meet qualifications, and are competitive in the market; and documenting the results of the contacts.

Will subcontractors or sub-consultants or suppliers be used to perform portions of this Contract?

No _____ **If no, please sign the No Goals Form and submit it with your Bid/Proposal in a sealed envelope**

Yes _____ **If yes, please contact SMBR to obtain further instructions and an availability list and perform Good Faith Efforts. Complete and submit the No Goals Form and the No Goals Utilization Plan with your Bid/Proposal in a sealed envelope.**

After Contract award, if your firm subcontracts any portion of the Contract, it is a requirement to complete Good Faith Efforts and the No Goals Utilization Plan, listing any subcontractor, sub-consultant, or supplier. Return the completed Plan to the Project Manager or the Contract Manager.

I understand that even though goals were not assigned, I must comply with the City's MBE/WBE Procurement Program if subcontracting areas are identified. I agree that this No Goals Form and No Goals Utilization Plan shall become a part of my Contract with the City of Austin.	

Company Name	

Name and Title of Authorized Representative (Print or Type)	

Signature	Date

Minority- and Women-Owned Business Enterprise (MBE/WBE) Procurement Program No Goals Utilization Plan
 (Please duplicate as needed)

SOLICITATION NUMBER:	LAG0025
PROJECT NAME:	Grounds Maintenance Services at various AE Locations

PRIME CONTRACTOR / CONSULTANT COMPANY INFORMATION

Name of Contractor/Consultant			
Address			
City, State Zip			
Phone Number		Fax Number	
Name of Contact Person			
Is Company City certified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	MBE <input type="checkbox"/> WBE <input type="checkbox"/> MBE/WBE Joint Venture <input type="checkbox"/>

I certify that the information included in this No Goals Utilization Plan is true and complete to the best of my knowledge and belief. I further understand and agree that the information in this document shall become part of my Contract with the City of Austin.

Name and Title of Authorized Representative (Print or Type)

Signature

Date

Provide a list of all proposed subcontractors / sub-consultants / suppliers that will be used in the performance of this Contract. **Attach Good Faith Effort documentation if non MBE/WBE firms will be used.**

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/>	WBE <input type="checkbox"/>	Ethics / Gender Code: <input type="checkbox"/> Non-Certified
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

Sub-Contractor / Sub-Consultant			
City of Austin Certified	MBE <input type="checkbox"/>	WBE <input type="checkbox"/>	Ethics / Gender Code: <input type="checkbox"/> Non-Certified
Vendor ID Code			
Contact Person		Phone Number	
Amount of Subcontract	\$		
List commodity codes & description of services			

FOR SMALL AND MINORITY BUSINESS RESOURCES DEPARTMENT USE ONLY:

Having reviewed this plan, I acknowledge that the proposer (HAS) or (HAS NOT) complied with City Code Chapter 2-9A/B/C/D, as amended.

Reviewing Counselor _____ **Date** _____ **Director/Deputy Director** _____ **Date** _____

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SUPPLEMENTAL PURCHASE PROVISIONS**

The following Supplemental Purchasing Provisions apply to this solicitation:

1. **EXPLANATIONS OR CLARIFICATIONS:** (reference paragraph 5 in Section 0200)

All requests for explanations or clarifications must be submitted in writing to the Purchasing Office by May 31, 2016 at 2:00pm.

2. **INSURANCE:** Insurance is required for this solicitation.

A. **General Requirements:** See Section 0300, Standard Purchase Terms and Conditions, paragraph 32, entitled Insurance, for general insurance requirements.

- i. The Contractor shall provide a Certificate of Insurance as verification of coverages required below to the City at the below address prior to contract execution and within 14 calendar days after written request from the City. Failure to provide the required Certificate of Insurance may subject the Offer to disqualification from consideration for award
- ii. The Contractor shall not commence work until the required insurance is obtained and until such insurance has been reviewed by the City. Approval of insurance by the City shall not relieve or decrease the liability of the Contractor hereunder and shall not be construed to be a limitation of liability on the part of the Contractor.
- iii. The Contractor must also forward a Certificate of Insurance to the City whenever a previously identified policy period has expired, or an extension option or holdover period is exercised, as verification of continuing coverage.
- iv. The Certificate of Insurance, and updates, shall be mailed to the following address:

City of Austin Purchasing Office
P. O. Box 1088
Austin, Texas 78767

B. **Specific Coverage Requirements:** The Contractor shall at a minimum carry insurance in the types and amounts indicated below for the duration of the Contract, including extension options and hold over periods, and during any warranty period. These insurance coverages are required minimums and are not intended to limit the responsibility or liability of the Contractor.

- i. **Worker's Compensation and Employers' Liability Insurance:** Coverage shall be consistent with statutory benefits outlined in the Texas Worker's Compensation Act (Section 401). The minimum policy limits for Employer's Liability are \$100,000 bodily injury each accident, \$500,000 bodily injury by disease policy limit and \$100,000 bodily injury by disease each employee.
 - (1) The Contractor's policy shall apply to the State of Texas and include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Form WC420304, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Form WC420601, or equivalent coverage
- ii. **Commercial General Liability Insurance:** The minimum bodily injury and property damage per occurrence are \$500,000 for coverages A (Bodily Injury and Property Damage) and B (Personal and Advertising Injury).
 - (1) The policy shall contain the following provisions:
 - (a) Contractual liability coverage for liability assumed under the Contract and all other Contracts related to the project.
 - (b) Contractor/Subcontracted Work.
 - (c) Products/Completed Operations Liability for the duration of the warranty period.
 - (d) If the project involves digging or drilling provisions must be included that provide Explosion, Collapse, and/or Underground Coverage.
 - (2) The policy shall also include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CG 2404, or equivalent coverage

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- (b) Thirty (30) days Notice of Cancellation, Endorsement CG 0205, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CG 2010, or equivalent coverage
- iii. **Business Automobile Liability Insurance:** The Contractor shall provide coverage for all owned, non-owned and hired vehicles with a minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability per accident.
 - (1) The policy shall include these endorsements in favor of the City of Austin:
 - (a) Waiver of Subrogation, Endorsement CA0444, or equivalent coverage
 - (b) Thirty (30) days Notice of Cancellation, Endorsement CA0244, or equivalent coverage
 - (c) The City of Austin listed as an additional insured, Endorsement CA2048, or equivalent coverage.

- C. **Endorsements:** The specific insurance coverage endorsements specified above, or their equivalents must be provided. In the event that endorsements, which are the equivalent of the required coverage, are proposed to be substituted for the required coverage, copies of the equivalent endorsements must be provided for the City's review and approval.

3. **BID / PROPOSAL / RESPONSE BOND: ("BOND")**

- A. All Offers shall be accompanied by a Bid / Proposal / Response Bond in an amount of not less than five percent (5%) of the total Offer. The Bid / Proposal / Response Bond must have a Power of Attorney attached, issued by a solvent surety authorized under the laws of the State of Texas and acceptable to the City.
- B. The Bid / Proposal / Response Bond accompanying the Offer of the apparent successful Offeror will be retained until a Contract is awarded and the successful Offeror executes the Contract and furnishes any required bonds and insurance, after which the Bid / Proposal / Response Bond will be returned to the Offeror. The Bid / Proposal / Response Bond provided by the next lowest or next Best Offeror will be retained until a Contract is awarded. All other Bid / Proposal / Response Bonds will be returned within a reasonable amount of time necessary to make an award recommendation.

4. **PAYMENT BOND:**

- A. The Contractor shall provide a Payment Bond in an amount equal to 100% of the annual Contract amount within 14 calendar days after notification of award. The Payment Bond serves as security for the faithful payment of all of the Contractor's obligations for subcontracts, work, labor, equipment, supplies, and materials furnished under the Contract. The Payment Bond shall be issued by a solvent company authorized to do business in the State of Texas, and shall meet any other requirements established by law or by the City pursuant to applicable law. The Surety must obtain reinsurance for any portion of the risk that exceeds 10% of the Surety's capital and surplus. For bonds exceeding \$100,000, the Surety must also hold a certificate of authority from the U.S. Secretary of the Treasury or have obtained reinsurance from a reinsurer that is authorized as a reinsurer in Texas and holds a certificate of authority from the U.S. Secretary of the Treasury.
- B. The Payment Bond shall remain in effect throughout the term of the Contract, and shall be renewed for each respective extension.

5. **PERFORMANCE BOND:**

- A. The Contractor shall provide a Performance Bond in an amount equal to 100% of the annual Contract amount within 14 calendar days after notification of award. The Performance Bond serves as security

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for the faithful performance of all of the Contractor's obligations under the Contract. The Performance Bond shall be issued by a solvent company authorized to do business in the State of Texas, and shall meet any other requirements established by law or by the City pursuant to applicable law. The Surety must obtain reinsurance for any portion of the risk that exceeds 10% of the Surety's capital and surplus. For bonds exceeding \$100,000, the Surety must also hold a certificate of authority from the U.S. Secretary of the Treasury or have obtained reinsurance from a reinsurer that is authorized as a reinsurer in Texas and holds a certificate of authority from the U.S. Secretary of the Treasury.

- B. The Performance Bond shall remain in effect throughout the term of the Contract and shall be renewed for each respective extension.

6. TERM OF CONTRACT:

- A. The Contract shall be in effect for an initial term of (12) months and may be extended thereafter for up to (4) additional (12) month periods, subject to the approval of the Contractor and the City Purchasing Officer or his designee.
- B. Upon expiration of the initial term or period of extension, the Contractor agrees to hold over under the terms and conditions of this agreement for such a period of time as is reasonably necessary to re-solicit and/or complete the project (not to exceed 120 days unless mutually agreed on in writing).
- C. Upon written notice to the Contractor from the City's Purchasing Officer or his designee and acceptance of the Contractor, the term of this contract shall be extended on the same terms and conditions for an additional period as indicated in paragraph A above.
- D. Prices are firm and fixed for the first (12) months. Thereafter, price changes are subject to the Economic Price Adjustment provisions of this Contract.

- 7. **QUANTITIES:** The quantities listed herein are estimates for the period of the Contract. The City reserves the right to purchase more or less of these quantities as may be required during the Contract term. Quantities will be as needed and specified by the City for each order. Unless specified in the solicitation, there are no minimum order quantities.

8. INVOICES and PAYMENT: (reference paragraphs 12 and 13 in Section 0300)

- A. Invoices shall contain a unique invoice number and the information required in Section 0300, paragraph 12, entitled "Invoices." Invoices received without all required information cannot be processed and will be returned to the vendor.

Invoices shall be sent to:

	City of Austin
Department	Austin Energy – Facilities
Attn:	Greg Warren
E-mail	Greg.Warren@austinenergy.com

- B. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer (EFT) for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.

9. HAZARDOUS MATERIALS:

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- A. If this Solicitation involves hazardous materials, the Offeror shall furnish with the Offer Material Safety Data Sheets (MSDS), (OSHA Form 20), on all chemicals and hazardous materials specifying the generic and trade name of product, product specification, and full hazard information including receiving and storage hazards. Instructions, special equipment needed for handling, information on approved containers, and instructions for the disposal of the material are also required.
- B. Failure to submit the MSDS prior to the use of any chemical may result in Contract termination.
- C. The MSDS, instructions and information required in paragraph "A" must be included with each shipment under the contract.

10. **LIVING WAGES:**

- A. The minimum wage required for any Contractor employee directly assigned to this City Contract is \$13.03 per hour, unless Published Wage Rates are included in this solicitation. In addition, the City may stipulate higher wage rates in certain solicitations in order to assure quality and continuity of service.
- B. The City requires Contractors submitting Offers on this Contract to provide a certification (**see the Living Wages Contractor Certification included in the Solicitation**) with their Offer certifying that all employees directly assigned to this City Contract will be paid a minimum living wage equal to or greater than \$13.03 per hour. The certification shall include a list of all employees directly assigned to providing services under the resultant contract including their name and job title. The list shall be updated and provided to the City as necessary throughout the term of the Contract.
- C. The Contractor shall maintain throughout the term of the resultant contract basic employment and wage information for each employee as required by the Fair Labor Standards Act (FLSA).
- D. The Contractor shall provide to the Department's Contract Manager with the first invoice, individual Employee Certifications for all employees directly assigned to the contract. The City reserves the right to request individual Employee Certifications at any time during the contract term. Employee Certifications shall be signed by each employee directly assigned to the contract. The Employee Certification form is available on-line at https://www.austintexas.gov/financeonline/vendor_connection/index.cfm.
- E. Contractor shall submit employee certifications annually on the anniversary date of contract award with the respective invoice to verify that employees are paid the Living Wage throughout the term of the contract. The Employee Certification Forms shall be submitted for employees added to the contract and/or to report any employee changes as they occur.
- F. The Department's Contract Manager will periodically review the employee data submitted by the Contractor to verify compliance with this Living Wage provision. The City retains the right to review employee records required in paragraph C above to verify compliance with this provision.

11. **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING:**

- A. On November 10, 2011, the Austin City Council adopted Ordinance No. 20111110-052 amending Chapter 2.7, Article 6 of the City Code relating to Anti-Lobbying and Procurement. The policy defined in this Code applies to Solicitations for goods and/or services requiring City Council approval under City Charter Article VII, Section 15 (Purchase Procedures). During the No-Contact Period, Offerors or potential Offerors are prohibited from making a representation to anyone other than the Authorized Contact Person in the Solicitation as the contact for questions and comments regarding the Solicitation.

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- B. If during the No-Contact Period an Offeror makes a representation to anyone other than the Authorized Contact Person for the Solicitation, the Offeror's Offer is disqualified from further consideration except as permitted in the Ordinance.
- C. If an Offeror has been disqualified under this article more than two times in a sixty (60) month period, the Purchasing Officer shall debar the Offeror from doing business with the City for a period not to exceed three (3) years, provided the Offeror is given written notice and a hearing in advance of the debarment.
- D. The City requires Offerors submitting Offers on this Solicitation to certify that the Offeror has not in any way directly or indirectly made representations to anyone other than the Authorized Contact Person during the No-Contact Period as defined in the Ordinance. The text of the City Ordinance is posted on the Internet at: <http://www.ci.austin.tx.us/edims/document.cfm?id=161145>

12. **WORKFORCE SECURITY CLEARANCE AND IDENTIFICATION (ID):**

- A. Contractors are required to obtain a certified criminal background report with fingerprinting (referred to as the "report") for all persons performing on the contract, including all Contractor, Subcontractor, and Supplier personnel (for convenience referred to as "Contractor's personnel").
- B. The report may be obtained by reporting to one of the below governmental entities, submitting to fingerprinting and requesting the report [requestors may anticipate a two-week delay for State reports and up to a four to six week delay for receipt of a Federal report].
 - i. Texas Department of Public Safety for any person currently residing in the State of Texas and having a valid Texas driver's license or photo ID card;
 - ii. The appropriate governmental agency from either the U.S. state or foreign nation in which the person resides and holds either a valid U.S. state-issued or foreign national driver's license or photo ID card; or
 - iii. A Federal Agency. A current Federal security clearance obtained from and certified by a Federal agency may be substituted.
- C. Contractor shall obtain the reports at least 30 days prior to any onsite work commencement. Contractor also shall attach to each report the project name, Contractor's personnel name(s), current address(es), and a copy of the U.S. state-issued or foreign national driver's license or photo ID card.
- D. Contractor shall provide the City a Certified Criminal Background Report affirming that Contractor has conducted required security screening of Contractor's personnel to determine those appropriate for execution of the work and for presence on the City's property. A list of all Contractor Personnel requiring access to the City's site shall be attached to the affidavit.
- E. Upon receipt by the City of Contractor's affidavit described in (D) above and the list of the Contractor's personnel, the City will provide each of Contractor's personnel a contractor ID badge that is required for access to City property that shall be worn at all times by Contractor's personnel during the execution of the work.
- F. The City reserves the right to deny an ID badge to any Contractor personnel for reasonable cause, including failure of a Criminal History background check. The City will notify the Contractor of any such denial no more than twenty (20) days after receipt of the Contractor's reports. Where denial of access by a particular person may cause the Contractor to be unable to perform any portion of the work of the contract, the Contractor shall so notify the City's Contract Manager, in writing, within ten (10) calendar days of the receipt of notification of denial.
- G. Contractor's personnel will be required to wear the ID badge at all times while on the work site. Failure to wear or produce the ID badge may be cause for removal of an individual from the work site, without

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regard to Contractor's schedule. Lost ID badges shall be reported to the City's Contract Manager. Contractor shall reimburse the City for all costs incurred in providing additional ID badges to Contractor Personnel.

- H. ID badges to enter and/or work on the City property may be revoked by the City at any time. ID badges must be returned to the City at the time of project completion and acceptance or upon removal of an individual from the work site.
- I. Contractor is not required to obtain reports for delivery personnel, including but not limited to FedEx, UPS, Roadway, or other materials delivery persons, however all delivery personnel must present company/employer-issued photo ID and be accompanied by at least one of Contractor's personnel at all times while at the work site.
- J. The Contractor shall retain the reports and make them available for audit by the City during regular business hours (reference paragraph 17 in Section 0300, entitled Right to Audit).

13. **NURSERY/FLORAL CERTIFICATE FOR LANDSCAPERS AND PLANT VENDORS:**

- A. The Contractor shall provide a current Nursery/Floral certificate issued by the Texas Department of Agriculture to sell, lease, or distribute nursery products and/or floral items in accordance with Texas Administrative Code, Title 4, Part 1, Chapter 22, Rule 22.3.
- B. A copy of the Contractor's current and valid certificate must be provided to the Buyer prior to award of a Contract. Contractor will have 7 calendar days after notification by the City to provide a valid certificate.

14. **ECONOMIC PRICE ADJUSTMENT:**

- A. **Price Adjustments:** Prices shown in this Contract shall remain firm for the first 12 months of the Contract. After that, in recognition of the potential for fluctuation of the Contractor's cost, a price adjustment (increase or decrease) may be requested by either the City or the Contractor on the anniversary date of the Contract or as may otherwise be specified herein. The percentage change between the contract price and the requested price shall not exceed the percentage change between the specified index in effect on the date the solicitation closed and the most recent, non-preliminary data at the time the price adjustment is requested. The requested price adjustment shall not exceed ten percent (10%) for any single line item and in no event shall the total amount of the contract be automatically adjusted as a result of the change in one or more line items made pursuant to this provision. Prices for products or services unaffected by verifiable cost trends shall not be subject to adjustment.
- B. **Effective Date:** Approved price adjustments will go into effect on the first day of the upcoming renewal period or anniversary date of contract award and remain in effect until contract expiration unless changed by subsequent amendment.
- C. **Adjustments:** A request for price adjustment must be made in writing and submitted to the other Party prior to the yearly anniversary date of the Contract; adjustments may only be considered at that time unless otherwise specified herein. Requested adjustments must be solely for the purpose of accommodating changes in the Contractor's direct costs. Contractor shall provide an updated price listing once agreed to adjustment(s) have been approved by the parties.
- D. **Indexes:** In most cases an index from the Bureau of Labor Standards (BLS) will be utilized; however, if there is more appropriate, industry recognized standard then that index may be selected.
 - i. The following definitions apply:

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- (1) **Base Period:** Month and year of the original contracted price (the solicitation close date).
 - (2) **Base Price:** Initial price quoted, proposed and/or contracted per unit of measure.
 - (3) **Adjusted Price:** Base Price after it has been adjusted in accordance with the applicable index change and instructions provided.
 - (4) **Change Factor:** The multiplier utilized to adjust the Base Price to the Adjusted Price.
 - (5) **Weight %:** The percent of the Base Price subject to adjustment based on an index change.
- ii. **Adjustment-Request Review:** Each adjustment-request received will be reviewed and compared to changes in the index(es) identified below. Where applicable:
- (1) Utilize final Compilation data instead of Preliminary data
 - (2) If the referenced index is no longer available shift up to the next higher category index.
- iii. **Index Identification:** Complete table as they may apply.

Weight % or \$ of Base Price: 66%	
Database Name: Employment Cost Index	
Series ID: CIU202S000400000I	
<input checked="" type="checkbox"/> Not Seasonally Adjusted	<input type="checkbox"/> Seasonally Adjusted
Geographical Area: United States (National)	
Description of Series ID: Wages and salaries for Private industry workers in Service-providing; natural resources, construction, and maintenance, Index	
This Index shall apply to the following items of the Bid Sheet: Items in Sections 1 & 2	

E. **Calculation:** Price adjustment will be calculated as follows:

Single Index: Adjust the Base Price by the same factor calculated for the index change.

Index at time of calculation
Divided by index on solicitation close date
Equals Change Factor
Multiplied by the Base Rate
Equals the Adjusted Price

F. If the requested adjustment is not supported by the referenced index, the City, at its sole discretion, may consider approving an adjustment on fully documented market increases.

15. **PROJECT MANAGERS:** The following persons are designated as Austin Energy (AE) Project Managers, and will act as the contact point between the City and the Contractor during the term of the Contract:

Greg Warren
(512) 322-6172
Greg.Warren@austinenergy.com

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CONTRACT COMPLIANCE ADMINISTRATION: The following person is designated to perform Contract Administration, and will act as the contact point between the City and the Contractor during the term of the Contract for financial, contract compliance issues and interpretation of the contract:

Kelly Jones

512-505-3515

Kelly.Jones@austinenergy.com

*Note: The above listed Contract Manager is not the authorized Contact Person for purposes of the **NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING Provision** of this Section; and therefore, contact with the Contract Manager is prohibited during the no contact period.

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I. INTRODUCTION

The City of Austin – Austin Energy, hereafter referred to as “AE,” seeks bids from qualified landscape maintenance firms, hereafter referred to as “Contractor” certified, trained, experienced, and qualified to provide commercial mowing, grounds maintenance, and irrigation system services for utility or government entities.

II. BACKGROUND

Austin Energy is a department within the City of Austin and is the nation’s seventh (7th) largest publicly owned electric utility. AE’s service area covers over 437 square miles, and includes all of Austin and Travis County, as well as 15 square miles of Williamson County. AE’s mission is to deliver clean, affordable, reliable energy and excellent customer service.

III. SCOPE OF WORK

This solicitation establishes the minimum requirements for grounds maintenance services for AE. The Contractor will establish and demonstrate maintenance practices that limit the impact of equipment emissions, excessive noise, and use of fertilizers, insecticides, or other chemicals and any other traditional practices that negatively affect the wildlife, watershed, or environment of the areas referenced in this Contract.

The work sites to be serviced are as follows:

Town Lake Center (TLC)	721 Barton Springs Road, Austin, Tx 78704
Kramer Lane Service Center Building C & D	2412 Kramer Lane, Austin, Tx 78758
Kramer Lane Service Center Building E	2526 Kramer Lane, Austin, Tx 78758
Justin Lane Reclamation Yard (curb line)	6909 Ryan Drive & Justin Lane
St. Elmo Service Center	4411 Meinardus, Austin, Tx 78744
Downtown District Cooling Plant #3 (DCP3)	812-1/2 west 2nd St (Electric Drive) north side between Gable’s Tower parking Garage & the railroad

Pricing for services shall be listed in Section 0600 – Bid Sheet of this solicitation, and shall include costs for labor, equipment, transportation, and insurance.

AE reserves the right to add or remove work sites from a resulting Contract, as well as increase or decrease the frequency of services as necessary throughout the Contract term. AE reserves the right to add additional sites with pricing for additional sites to be based on properties of similar size and scope.

A Pre-Bid conference and site visits and tour of the facilities will be held at work sites to allow for visual inspection and familiarity of areas requiring services. Site drawings (See Attachments D-G, I & J) are also provided to illustrate service areas.

IV. CONTRACTOR QUALIFICATIONS

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- a. The Contractor shall perform work in accordance with industry standards found in Texas Nursery and Landscape Association's (TNLA) Texas Certified Landscape Professional Manual.
- b. The Contractor shall have a current landscape irrigator license from the Texas Commission on Environmental Quality (TCEQ) unless Contractor is deemed exempt as according to 30 Texas Administrative Code Chapter 34: TCEQ Landscape Irrigation. All work under this Contract is to be performed under direct supervision of the Contractor. A copy of the license should be included with the Offer.
- c. The Contractor and any Contractor's employees applying chemicals or pesticides shall hold a current Certified Pesticide Applicator license issued by the Texas Department of Agriculture. A copy of the license should be included with the Offer.
- d. The Contractor shall be regularly engaged in the business of providing grounds maintenance and grass mowing/cutting services for a minimum of three (3) consecutive years within the last five (5) years.

V. CONTRACTOR REQUIREMENTS

- a. **Single Point of Contact (SPOC)**
 - i. The Contractor shall provide a single point of contact that shall serve as the Contractor's Project Manager for the life of the Contract. Should the Project Manager be replaced, AE reserves the right to approve Contractor's replacement Project Manager. Contractor's Project Manager shall be fluent in the English language.
- b. **Contractors Equipment**
 - i. Only Propane, natural gas, bio-diesel, manual or electric equipment are required.
 - ii. AE reserves the right to inspect the Contractor's equipment and storage facility prior to Contractor's Notice to Proceed or at any time during the Contract (See Attachment A). AE reserves the right to make a determination as to the capacity of a Bidder's equipment to satisfactorily perform the scope of work described in the solicitation.
 - iii. The Contractor shall maintain all equipment in excellent operating and visual condition at all times. All equipment shall be free of oil and fuel leaks. Excessive noise, unacceptable emissions, leaking or spillage will not be permitted.

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- iv. The Contractor shall use mowers of an appropriate size and capacity for the maintenance area, size, scope and terrain maintained.
- v. The Contractor shall use mowers with mulching decks in all maintenance areas to mulch grass clippings, which are to be left on the grass and to prevent accidents from flying debris.
- vi. The Contractor shall not store any equipment on AE property at any time.

c. Scheduled Work/Hours

- i. Routine grounds maintenance services shall be performed:
 - 1. Every seven (7) days at Town Lake Center year round and;
 - 2. Every fourteen (14) days at all other service sites of this agreement during the high season (March – Oct) and every thirty (30) days during the low season (Nov – Feb) unless schedule otherwise by AE Project Manager.
- ii. Services shall be performed Monday through Friday, 7:00 a.m. to 5:00 p.m. excluding City holidays. Unless otherwise approved in advance by the City, Contractor shall begin performing services no later than 8:00 AM and be completed by 5:00PM in the same day.
- iii. In regards to parking area/lot, all work shall be performed after 3:00 p.m. unless agreed upon by the AE Project Manager.
- iv. Should services be required in the courtyard section of St Elmo Service Center, the Contractor shall schedule and perform services between 7:00 a.m. and 3:00 p.m.
- v. No work shall be performed after hours, during weekends, or during city holidays without prior approval by the AE Project Manager or their designee.
- vi. If inclement weather prevents the Contractor from performing a scheduled visit, the Services shall be rescheduled at the earliest date after a reasonable drying-out period. Communication between the Project Manager and Contractor shall occur immediately after inclement weather with the purpose of rescheduling the next visit. The Project Manager and Contractor will be in regular contact until ground conditions are serviceable.
- vii. On the days declared by the City as an Ozone Action Days, the Contractor shall reschedule at the earliest date, any services requiring the use of gas operated equipment. This does not however, relieve the Contractor from performing other scheduled duties of that day where this type of equipment

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is not required. For information on Austin Area Air Quality refer to the following websites:

<http://www.austintexas.gov/airquality>

[For information on the City of Austin's Ozone Action Plan refer to the following resolution:](#)

Resolution No. 20131024-057

<http://austintexas.gov/edims/document.cfm?id=200481>

Additional information regarding Ozone Action days can be found at:

<https://www.tceq.texas.gov/airquality/monops/ozonefacts.html>

By telephone: Call TCEQ @ (512) 239-2104 or (512) 239-4900

- viii. The Contractor shall arrive at the site at a time that will ensure tasks are completed within the required timeframe. Each visit shall begin on the date scheduled for the site and shall be completed as scheduled, unless agreed upon by the Project Manager. The Project Manager reserves the right to add or delete schedule dates, as it deems necessary.
- ix. Additionally the City estimates ten (10) additional as-needed services per site throughout the year to be included in this bid. City will endeavor, but is not required to provide four (4) days notice for the additional work.
- x. The Contractor shall perform unscheduled visits only upon approval of the AE Project Manager or their designee. Unscheduled visits shall begin within two (2) business days after notification and shall follow the same guidelines as scheduled visits.

VI. PERFORMANCE SPECIFICATIONS

a. Austin Energy (AE) Responsibilities

- i. AE will provide access to each worksite during scheduled work hours.
- ii. AE reserves the right to inspect the Contractor's equipment and storage facility prior to Contractor's Notice to Proceed or at any time during the Contract (See Attachment A).

b. Contractors Responsibilities & Compliance with Environmental and Sustainability Considerations

- i. The Contractor shall furnish all labor, supervision, equipment, tools, materials (including but not limited to mulch, fertilizer, compost, decomposed granite gravel, etc.), personnel, and incidentals necessary to perform the services of this contract described herein at its own cost and expense.

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- ii. The Contractor shall comply with all applicable Federal and State of Texas standards, regulations, and laws concerning this type of service, including EPA standards that apply to both private industry and governmental agencies.
- iii. No chemicals or pesticides may be applied to maintenance areas, or used under this contract without prior approval from the AE Project Manager.
- iv. The Contractor shall abide by the City's Integrated Pest Management (IPM) Program (Attachment C) when using any general use chemicals, including fertilizer, herbicide, or other chemicals and shall obtain written approval from the AE Project Manager or their designee prior to any application. Application of chemicals shall be made only by employees licensed by the Texas Department of Agriculture. The Contractor shall provide a copy of the Pesticide Applicators License with their Offer. If Pesticide application is required and approved by the appropriate AE Project Manager, the Contractor shall maintain all Pesticide Application Records as required by the terms of their Pesticide Applicators License as outlined by the Laws and Regulations of the Texas Department of Agriculture. These Pesticide Application Records shall be provided to the AE Project Manager within five (5) calendar days, if requested by the AE Project Manager. Contractor is to maintain these Pesticide Application Records for the 2 year period as required by the Laws and Regulations of the Texas Department of Agriculture.

City of Austin Integrated Pest Management (IPM) website:
<http://www.austintexas.gov/ipm>
- v. No chemicals shall be used which will damage grass, ground cover, shrubs, trees, animals, or other wildlife. No chemicals shall be used within fifty (50) feet of an open waterway, no exceptions. Where a specific product is specified, there shall be no deviations without written approval of the AE Project Manager or their designee. Samples of alternate materials must be submitted for approval to the AE Project Manager or their designee prior to its use.
- vi. The Contractor shall provide the AE Project Manager or their designee with material safety data sheets (MSDS) for any chemicals approved during this Contract period (See Section 0400, paragraph 9). The AE Project Manager or their designee, reserves the right to approve or disapprove any product listed.

c. Contractor Personnel

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- i. The Contractor shall maintain sufficient number of employees to ensure each work site visit be completed within the required business days for the site. Work may be required at multiple sites simultaneously.
- ii. The Contractor shall designate a responsible representative in charge who shall be at each work site during all hours worked by the Contractor's employees. The representatives must be fluent in the English language and be able to communicate effectively with the AE Project Manager or their designee and with all Contractor employees under their charge. The Contractor shall provide to the AE Project Manager or their designee, the names of the representatives, including, but not limited to, an office phone number, cell number, email address, pager number and fax number. Contractor's Representative shall be identified by wearing a white hard hat or hat with "FOREMAN" or "LEAD" stenciled on the hat. No other crew member shall have a white hard hat, so that the Contractor Representative on-site can be immediately identified.
- iii. The Contractor representative's (Foreman or Lead) time shall be 100% allocated to the specific work locations and shall be included in the site costs stated in the bid sheet (Section 0600) for each specific site. For additional services or work sites, the Contractor's time shall be billable in accordance with Section 0600; Additional Services. Primary tasks will include physical labor, crew direction and support, quality control, recording of project work hours, sites completed and completion dates. Contractor's representative shall maintain a valid Austin Energy-issued photo identification badge, and be able to display it upon request.
- iv. It shall be the Contractor's responsibility at all times to conduct its operations in a manner that maintains good relations with property owners adjacent to the AE's property and the general public.
- v. The Contractor shall provide its employees with proper identification that displays both the names of the Contractor and the employee. Contractor employee shall be able to provide this identification to AE designee upon request. Contractor company identification must be worn and visible at all times while performing maintenance services at any site. An identifiable T shirt uniform or company shirt with company name or identifiable logo is acceptable.
- vi. The Contractor vehicles shall be properly marked on outside identifying the company logo, etc. any time a site visit is made.

d. Contractor Safety

- i. The Contractor shall take all precautions necessary and shall be responsible for the safe performance of their work. Contractor shall be

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responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.

- ii. The Contractor shall maintain the safety of Contractor's personnel, equipment and the general public in the execution of the work included in this contract.
- iii. The Contractor shall be responsible for instructing his/her employees on appropriate safety measures and is not to permit employees to place or use equipment in locations which may create safety hazards.
- iv. The Contractor's employees shall interrupt their work, if necessary, to allow traffic (vehicle/pedestrian) to pass through the work areas.
- v. The Contractor shall retain sole responsibility for the safety of their personnel. Any injury sustained by a Contractor employee at a site shall be reported to the AE Project Manager or their designee, within thirty (30) minutes of the incident.
- vi. AE shall not be held responsible for Contractor or third-party accidents, as a result of careless conduct.
- vii. The Contractor's personnel shall adhere to all OSHA, ANSI and AE safety requirements. Ear protection shall be worn as necessary.

VII. FACILITIES GROUNDS MAINTENANCE

AE Facilities work sites include the following work sites:

Town Lake Center (TLC)	721 Barton Springs Road, Austin, Tx 78704
Kramer Lane Service Center Building C & D	2412 Kramer Lane, Austin, Tx 78758
Kramer Lane Service Center Building E	2526 Kramer Lane, Austin, Tx 78758
Justin Lane Reclamation Yard (curb line)	6909 Ryan Drive & Justin Lane
St. Elmo Service Center	4411 Meinardus, Austin, Tx 78744
Downtown District Cooling Plant #3 (DCP3)	812-1/2 west 2nd St (Electric Drive) north side between Gable's Tower parking Garage & the railroad

a. Mowing

- i. Contractor shall perform an initial cleanup of all facilities to prepare for landscape services. Litter shall be removed from all landscape

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maintenance areas each time the location is assigned and before beginning assigned landscape maintenance at each location.

- ii. The Contractor shall mow the maintenance areas as directed by the appropriate AE Project Manager or their designee.
- iii. The Contractor shall maintain grass and vegetation areas (except ornamental) at a three (3) inch cutting height, or appropriate to the grass species and location or at such height specified by AE. Grass mowed and trimmed shall be uniform throughout the entire area, except as directed by the Project Manager. Trimming must occur concurrently with the mowing operation. Changes in the cut height shall be adjusted seasonally at the instruction and discretion of AE.
- iv. The Contractor shall ensure mowing areas are free of clumps of grass cuttings and ruts from mowing equipment, after each visit.
- v. The Contractor shall prevent discharge of grass clippings, gravel and other material onto any trap rock areas, paved surfaces such as streets or driveways, curbs and gutters, sidewalks, parking lots, and/or adjacent properties. Any material so discharged shall be removed immediately.
- vi. The Contractor shall ensure that cut grass does not remain against fences, buildings, walls, or vehicles. Mulching mowers must be used. No bagging of cut grass allowed. Grass clippings must remain on lawn.
- vii. The Contractor shall reshape mulch rings within twenty-four (24) hours when dislodged by mowing equipment.

b. Trimming & Edging

- i. The Contractor shall trim all grass areas.
- ii. The Contractor shall trim grass around every sidewalk, driveway, curb, building perimeter, pole, fence and tree during each visit.
- iii. The Contractor shall edge curbs so that turf is vertically parallel with the curb. All trimming shall maintain the three (3) inch cutting height, or as directed by AE Project Manager or their designee.
- iv. The Contractor shall edge to the ground for a straight-line cut to include but not limited to every sidewalk, driveway, curb, building perimeter, pole, fence and tree during each visit.
- v. Vegetation shall not be allowed to grow on or hang over any concrete area that is maintained under this contract or create a sight distance obstruction at any intersection.

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- vi. The Contractor shall ensure weed-eaters, edgers, trimmers or other similar devices are used in a manner to ensure that NO contact is made with tree trunks and shrub bark. Special care shall be given to trimming and mowing around trees and shrubs so as not to damage the bark and stem of these plants. Any trees or shrubs damaged by careless use of string trimmers will be replaced by the landscape contractor at their expense.
- vii. The Contractor shall trim down to the concrete surface of any weeds, grasses, and other plant matter breaking through pavement, between pavement and curb. Growth shall be controlled so as to be flush with the surface, by manual weeding and/or weed-eating. No chemicals or other substances may be applied without prior approval by the AE Project Manager or their designee.
- viii. The Contractor shall notify the AE Project Manager or their designee when cutting, weed-eating and other trimming around vehicles to allow owners to relocate their vehicles, if needed.
- ix. The Contractor shall make every effort to position and operate equipment such that cuttings and debris picked up by rotating assemblies will be directed away from vehicles and buildings.
- x. The Contractor shall be cautious when mowing or trimming areas with irrigation systems. Contractors will be responsible for repairs to irrigation systems damaged as a result of their performance of assigned work, at no charge to AE.

c. Flower Beds

- i. The Contractor shall maintain flower beds to include but not limited to the removal of weeds, trash, leaves, and dead plant material special care shall be taken to not damage or destroy existing plants or shrubbery or irrigation located in the beds. Contractors will be responsible for repairs to irrigation systems damaged as a result of their performance of assigned work, at no charge to AE.
- ii. The Contractor shall replace plants when deemed necessary by the AE Project Manager or their designee. The cost for each plant shall be billed at invoice cost to Contractor plus markup (0600; Bid Sheet). Plant selection must be approved by AE Project Manager or their designee prior to plant purchase and placement.
- iii. The Contractor shall trim hedge-type shrubbery as needed to maintain a neat and manicured appearance. Other types of shrubbery shall be trimmed as needed in the dormant season between November and February or as directed by AE Project Manager or their designee.

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- iv. The Contractor shall use hedge trimmers to trim shrubs. No shearing of shrubs will be permitted.
- v. The Contractor shall remove shrub trimmings from the site the same day trimming occurs, unless otherwise agreed upon by AE Project Manager.
- vi. The Contractor shall trim ground cover plants to a height of 12” and shall be trimmed away from the building maintaining a minimum of 6” clearance from the windows.
- vii. The Contractor shall apply compost or compost tea annually to improve plant health, or as directed by AE Project Manager or their designee.
- viii. The Contractor shall maintain all vines, shrubs flowerbeds uniformly.

d. Grounds Maintenance

- i. Contractor is responsible for maintaining lawn and shrubs to the edge of the street at all locations with public street frontage, or as directed by Owner. Grounds maintenance shall include the removal of all vines and invasive, undesirable vegetation growing on chain-link security fences or walls.
- ii. The Contractor shall remove trash, litter and other debris from maintenance areas prior to, and after mowing, trimming, weed-eating and blowing and properly dispose of such material after each site visit. If in the course of mowing, litter or debris is overlooked and shredded by mowers or trimmers, it should immediately be collected and disposed of properly by the Contractor by the end of the maintenance visit, and before leaving the site.
- iii. The Contractor shall blow, sweep or otherwise remove debris from walkways and parking areas on the same day of service and at no additional cost to the City. This will include, but is not limited to, grass, trash, shrub and tree trimmings.
- iv. The Contractor shall dispose of all trash, litter, waste material, and debris resulting from general landscape and grounds maintenance operations in a manner acceptable to AE Project Manager or their designee and in accordance with all Federal, State, and local laws, rules, regulations and guidelines.
- v. The Contractor shall not dispose of any debris or trash resulting from landscape maintenance in any dumpster or receptacle belonging to businesses or properties adjacent to landscape maintenance work locations or where unauthorized disposal is not allowed.

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e. Irrigation Inspection and Repair

- i. The Contractor shall inspect irrigation systems for leaks or damage and recommend repairs at the time the ground maintenance activity is performed or as specified by the AE Project Manager or their designee.
- ii. The Contractor shall be knowledgeable in the functioning of automatic sprinkler systems and shall be able to repair and maintain such sprinkler systems.
- iii. The Contractor shall have the experience including but not limited to repair/replace sprinkler heads, control valves, breaks in water lines and trouble-shoot control mechanisms.
- iv. The Contractor shall provide, when repairs are necessary, a quote to the AE Project Manager or their designee prior to the purchase of repair materials and the start of work.
- v. Trouble-shooting, technical assistance and labor to repair irrigation system shall be billed at the hourly Line Item Bid rate for Irrigation Repair Service.
- vi. The Contractor shall cut off main sprinkler water lines and winterize applicable water irrigation systems as required in the Landscaping/Irrigation Schedule (Attachment H) or by the City and forward a report to AE Project Manager within five (5) business days detailing the winterization actions taken. Contractor will be liable for any damages due to Contractor's negligence with regard to winterization of applicable water irrigation systems.
- vii. The Contractor shall adjust and maintain the City's irrigation water schedule according to current City of Austin watering policies.
- viii. Future landscape irrigation installation at new or existing facilities may involve inspection, maintenance or repairs.

f. Trees

- i. For the purpose of this Contract, a tree shall be considered to be a self-supporting, woody perennial plant with at least one stem two (2) inches or more in diameter at the base and with one or more branches developing from the stem or trunk.
- ii. The Contractor shall consult with a Certified Arborist to provide a schedule for fertilizing, pruning and replanting of trees to the AE Project Manager.
- iii. The Contractor shall perform any tree pruning by use of the collar-cut pruning practice. This method refers to the final pruning cut to remove a limb just outside the raised branch collar of the branch junction with the

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PURCHASING OFFICE
GROUNDS MAINTENANCE SERVICES AT VARIOUS AE LOCATIONS
SOLICITATION LAG0025
INVITATION FOR BID (IFB)**

trunk of another limb. A proper collar cut will reduce the exposed surface area of the cut. No stub or flush cuts shall be made when pruning any tree.

- iv. The Contractor shall notify AE Project Manager or their designee of any planned tree pruning activities scheduled to be performed prior to the commencement of that work.
- v. All pruning or other wounds on Oak trees shall be dressed with an approved tree wound dressing. Wound dressing on all other tree types will be at the discretion of AE Project Manager or their designee. Wound dressing shall be applied immediately after pruning.
- vi. The Contractor shall disinfect all pruning tools, handsaws and chain saws with AE approved disinfectants before each Oak tree is pruned to prevent the spread of disease.
- vii. The Contractor shall trim ground cover around trees in such a manner as to avoid damage to the bark, the stem or the trunk of the tree.
- viii. The Contractor shall remove and dispose of only those trees, plants or portions of trees or plants trimmed by the Contractor, except when AE's personnel perform such trimming. Whenever possible, removal and cleanup shall be completed before leaving the job site. No cut limbs, tree trunks, brush, or other debris will be left on the property or adjacent streets or alleys.

g. Wildflowers

- i. The Contractor shall maintain wildflower areas as directed by AE Project Manager or their designee. Specific areas may be planted in wildflowers and will require different mowing standards. These areas will be specified by signage or by AE Project Manager or their designee.
- ii. The floating mowing cycle for wildflowers is to be scheduled between Contractor and the AE Contract Manager or their designee.

h. Fertilization

- i. The Contractor shall fertilize grass and shrubs in irrigated areas only. No fertilizers with herbicides (weed & feed) shall be used.
- ii. Grasses and Shrubs: 13/13/13 or any equal ratio, no greater than 20/20/20, of sulfur-coated granular fertilizer with iron, shall be applied at the appropriate rate of application as indicated on the product specification.
- iii. Trees: Doggett brand 12/24/24 Injection Feed or COA approved equal, shall be applied only at labeled rate of application.

i. Mulch

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- i. The Contractor shall provide shredded cypress mulch in bed areas as indicated on the Landscaping/Irrigation Schedule (Attachment H) or at Project Manager's request. The depth of the mulch should be no less than 2 inches following the established bedding boundaries.

VIII. ADDITIONAL SERVICE REQUESTS

- a. Requests for additional services (Section 0600, Additional Services) will be at AE's expense and Contractor will charge AE the price as stated on the Bid Sheet (see Section 0600) or as requested based on quotes issued at the time of request utilizing Contract rates. Additional Services may include, but are not be limited to:
 - 1. Assorted small scale plantings or surface cover (such as crushed granite)
 - 2. Debris removal
 - 3. Replacement and/or removal of existing plantings
 - 4. Added new work sites
 - 5. Irrigation repair
 - 6. New grounds installations (including but not limited to plants, mulch, ground cover, compost, fertilization, etc.)
- b. Additional AE properties, not specified within this Contract, needing to be serviced, will be billed at the Man-Hour Billing Rate stated on the bid sheet (Section 0600).
- c. Material provided by Contractor at AE request for Additional Services will be invoiced at invoice cost to Contractor plus a percent (%) markup as stated on the Bid Sheet (Section 0600). Contractor shall include copies of material invoices with any applicable invoice to AE.

IX. DAMAGES

- a. It shall be the responsibility of the Contractor and AE Project Manager or their designee to mutually agree upon condition of surfaces, fixtures or other property before starting work on this contract.
- b. The Contractor shall notify the AE Project Manager or their designee within one (1) hour of any damage that has occurred or has been observed at any gate, fence, structure, vehicle or other area.
- c. The Contractor shall be responsible for any damages to the City's property, to include but not limited to, shrubs, trees, buildings, windows, doors, fences, roadways, walkways, vehicles, irrigation systems, and/or other improvements. Any damage shall be replaced or repaired to the satisfaction of the AE Project Manager or their designee within seven (7) business days of notification, at no additional cost to the City.
- d. The Contractor shall be responsible for any damage sustained to trees, plants or grass caused by gasoline, oil spillage and mechanical damage resulting from their activities, including the use of herbicides.

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- e. The Contractor shall document all damage in writing to the AE Project Manager or their designee with a copy to the contract file and contractor.
- f. The Contractor will also be responsible for wheel rutting from any type of vehicle or mower used in the performance of the Work.
- g. Tree damages shall be assessed as follows:
 - i. The Contractor's Arborist shall provide treatment to damaged trees at no cost to AE. If the damage requires removal of the tree, Contractor shall replace the tree in kind, size and age of the tree.
- h. The Contractor shall be solely responsible to resolve all damage claims to properties other than AE.

X. ACCEPTANCE OF WORK

- a. AE shall be the sole judge of acceptability of work.
- b. The Contractor shall inform the AE Project Manager or their designee when each scheduled or unscheduled visit is finished on the day the work is completed.
- c. An inspection will be performed by the AE Project Manager or their designee, using the "Grounds Maintenance Checklist" form (see Attachment B), to ensure the work requirements were completed in a satisfactory manner. If upon inspection any work is deemed unacceptable by the AE Project Manager or their designee, AE will document the deficiency or poor quality work for a call-back on the "Grounds Maintenance Checklist" form. The Contractor shall complete corrective work within a period to be determined by the AE Project Manager or their designee. If more time is required to complete the necessary work, the Contractor shall request an extension in writing (e.g. email) that includes the reason for the extension and the date work will be completed. The AE Project Manager or their designee must approve the Contractor's request for extension in writing (e.g. email). If the AE Project Manager or their designee is satisfied with the Contractor's service, the AE Project Manager or their designee will sign the Grounds Maintenance Checklist form and provide a copy to the Contractor for submittal with the invoice. The Contractor will not be paid for the unacceptable work until such work is finalized and accepted by the Project Manager.
- d. Repeated performance violations will be noted in the contract file for use in future performance evaluations.
- e. Random checks of the trees may be carried out during the contract period at the option of AE.

XI. INVOICING AND PAYMENTS

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- a. Invoices, at a minimum, must include date serviced, location and bid item number (in addition to the invoicing requirements in Section 0400). When provided by AE, Contractor must attach the Grounds Maintenance Checklist to the invoice.
- b. Payment shall be made for only completed and accepted work.
- c. Payment to the Contractor for a particular location shall be withheld until all work at that location is deemed acceptable by AE Project Manager.
- d. The Contractor shall attach copies of invoices for materials requested by AE as backup for payment invoicing.
- e. The Contractor shall submit one (1) invoice per month for all AE facilities.
- f. Invoices containing errors, incorrect pricing or requiring corrections will be returned to the contractor for correction, resulting in delay of processing payment to the Contractor. Repeated submittal of incorrect invoices will be documented and considered for corrective action and/or recommendation for Contract extension.

XII. OMISSION

- a. It is the intent of this specification to acquire complete Grounds Maintenance services for the specified facilities. Any services that have been omitted from this specification, which are clearly necessary for complete Grounds Maintenance Services shall be considered a requirement although not directly specified or called for in this specification.

XIII. ATTACHMENTS

- A. Equipment Inventory List
- B. Grounds Maintenance/Landscaping Checklist
- C. Integrated Pest Management Program (IPM)
- D. St. Elmo Site Drawing
- E. Kramer Lane Service Center Site Drawing
- F. Kramer Lane Service Center Site Drawing
- G. Town Lake Center Site Drawing
- H. Landscaping/ Irrigation Schedule
- I. Downtown District Cooling Plant #3 (DCP3) Site Map
- J. Justin Lane Reclamation Yard Site Map

**CITY OF AUSTIN
 BID SHEET
 Grounds Maintenance Services at various AE Locations**

BID NO: LAG0025
RX NO. 1100-16041800395
DATE: 16-May-16
BUYER: Leslie Giannattasio

Be advised that exceptions taken or qualifying statements made to any portion of the solicitation may jeopardize acceptance of the bid and may result in disqualification of the bid. Failure to respond to each section of this bid sheet may result in disqualification of your bid. Prices being submitted shall include ALL discounts, handling and shipping charges, FOB Destination.

The quantities noted below are annual estimates and not a guarantee of actual volume. The City does not guarantee the purchase of the quantities listed. Actual purchases may be more or less.

GROUNDS MAINTENANCE SERVICES

This item shall consist of mowing, edging/trimming, debris pickup, cleanup and disposal, maintaining flower beds, trees, shrubs, wildflower areas and irrigation inspection as required in Section 0500 at each worksite.

Section 1: Facilities

Bid Item #	Item Description	Qty	Unit	Unit Price	Extended Price
1.01	Town Lake Center (TLC)	52	Per Service		\$ -
1.02	Kramer Lane Service Center Building C & D	30	Per Service		\$ -
1.03	Kramer Lane Service Center Building E	30	Per Service		\$ -
1.04	Justin Lane Reclamation Yard (curb line)	30	Per Service		\$ -
1.05	St. Elmo Service Center	30	Per Service		\$ -
1.06	Downtown District Cooling Plant #3 (DCP3) (as needed)	12	Per Service		\$ -
Subtotal 1:					\$ -

ADDITIONAL SERVICES

Section 2: Man-Hour Billing Rates

Bid Item #	Description	Qty	Unit	Hourly Rate	Extended Price
2.01	Licensed Irrigator - Irrigation Repair Service	100	Hour		\$ -
2.02	Labor, Working Foreman	50	Hour		\$ -
2.03	Labor, Common	50	Hour		\$ -
Subtotal 2:					\$ -

**CITY OF AUSTIN
 BID SHEET**

Grounds Maintenance Services at various AE Locations

Section 3: New Grounds Installation / Irrigation Repair Parts / Plant Replacement (as needed)

Material or equipment provided by Contractor at AE request for Additional Services will be invoiced at invoice cost to Contractor plus markup. Contractor shall include copies of material and/or equipment invoices with any applicable invoice to AE. AE makes no guarantee that these amounts will be used.

Bid Item #	Product Description	Unit	Allocated Funds	% Markup	Extended Price
3.01	Planting and Trees	Each	\$ 10,000.00		\$ -
3.02	Mulch	Cubic Yard	\$ 2,000.00		\$ -
3.03	Compost	Cubic Yard	\$ 1,500.00		\$ -
3.04	Decomposed Granite Gravel	Cubic Yard	\$ 1,000.00		\$ -
3.05	Irrigation Repair Parts	Each	\$ 8,000.00		\$ -
Subtotal 3:					\$ -

Section 4: Contingency Fund (AE makes no guarantee that these amounts will be used.)

Bid Item #	Description	Allocated Funds	Extended Price
4.01	Contingency Fund	\$ 30,000.00	\$ 30,000.00
Subtotal 4:			\$ 30,000.00

BID SUMMARY

Subtotal 1 - Facilities	\$ -
Subtotal 2 - Additional Services: Man-Hour Billing Rates	\$ -
Subtotal 3 - Additional Services: Plant Replacement / Grounds Enhancement / Irrigation Repairs	\$ -
Subtotal 4 - Contingency Fund	\$ 30,000.00
BID TOTAL:	\$ 30,000.00

FEDERAL ID NUMBER: _____
 VENDOR NAME: _____
 SIGNATURE OF AUTHORIZED: _____
 PRINTED NAME: _____
 EMAIL ADDRESS: _____

GROUNDS MAINTENANCE / LANDSCAPING CHECKLIST

Work Site Serviced: _____

(Please use one form per work site)

Date of Service: _____

Date completed: _____

Work performed: _____

AE Inspector: _____

Date of Inspection: _____

CHECKLIST:

Task:	Completed <i>(circle one)</i>		
1 Was the service performed on the scheduled day/week?	Yes	No	N/A
2 Were all areas serviced?	Yes	No	N/A
3 Was the grass mowed to the specified height?	Yes	No	N/A
4 Was the work site trimmed/edged during the visit? <i>(sidewalk, driveway, curb, building perimete, pole, fence, tree, etc.)</i>	Yes	No	N/A
5 Was the work site trimmed to the specified height?	Yes	No	N/A
6 Is plant growth in the pavement and walkways controlled?	Yes	No	N/A
7 If necessary, were shrubs/hedges trimmed?	Yes	No	N/A
8 Were the landscape/flower beds maintained?	Yes	No	N/A
9 Was debris blown or swept from walkways and parking areas?	Yes	No	N/A
10 Was litter and debris removed from the site during the visit?	Yes	No	N/A
11 Was the irrigation system inspected, if necessary?	Yes	No	N/A
12 Does the irrigation system require any repairs?	Yes	No	N/A
13 Is any damage noted to lawns, shrubs, tress, buildings, windows, doors, fences, roadways, walkways, vechiles, irrigation or other improvements?	Yes	No	N/A

If any item above was marked "No" or Task Number 13 was marked "yes", state the reason and indicate follow-up actions required:

GROUNDS MAINTENANCE / LANDSCAPING CHECKLIST

Corrections Required: Yes No (circle one)

If corrections required, state date corrections completed: _____

Signature of AE Inspector:

_____ Date: _____

Printed Name of AE Inspector:

CITY OF AUSTIN
PEST CONTROL AND CHEMICAL USAGE – ATTACHMENT C

It is a goal of the City of Austin to implement an Integrated Pest Management (IPM) program as the strategy for control of pests in and around City facilities. The following description details the scope and type of IPM program services to be rendered.

An Integrated Pest Management (IPM) program is a balanced, tactical approach to pest control. It involves taking action to anticipate pest outbreaks and prevent potential damage. IPM programs often combine several control tactics, including biological control, cultural practices, mechanical controls, monitoring of pest populations and damage, and careful use of chemical and biological pesticides. The goal of an IPM program is to achieve economical and effective pest control with the least risk to the environment.

Control strategies in an IPM program should extend beyond the application of pesticides to include recommendations for structural and procedural modifications that reduce the food, water, harborage and access used by pests.

Copies of all inspection and treatment reports must be submitted to the Contract Manager, who will coordinate with the City IPM Coordinator as needed.

Copies of all site specific recommendations for structural and procedural modifications must also be submitted to the Contract Manager.

The Contractor is responsible for implementation of the IPM program required by this contract. The Contractor is responsible for providing properly trained pest management professionals who are licensed by the proper designated State agency. These professionals must be competent to handle and apply any pesticide products that may be needed to implement the IPM program.

The Contractor will have previous IPM experience or a Reduced Impact Pest Control Service designation as defined by the Texas Structural Pest Control Board.

The services to be provided are to comply in every respect with the applicable regulations of the following regulatory agencies:

- U.S. Department of Labor, OSHA Safety and Health Standards.
- U.S. Environmental Protection Agency Standards.
- State of Texas, Structural Pest Control Board Regulations.
- State of Texas Department of Agriculture Regulations.
- City of Austin Pesticide and Hazardous Materials Regulations and Ordinances.

No pesticide products shall be used in any manner inconsistent with its labeling. All pesticides that may be needed in the IPM program shall be properly labeled for the control

of the target pests against which they are being used and label instructions shall be strictly adhered to.

REPORTS AND RECORDS

After each inspection or treatment, the Contractor is to furnish the Contract Manager with a written report describing any unusual conditions and advising the department of any housekeeping, structural, or procedural modifications that may be needed to adequately suppress pests. If a control measure is applied, the report will contain a brief description and justification of the control measure used.

Logs: Contractor is to post and maintain a service log at each location.

Records: Provide a Pesticide Use Record to the Contract Manager each month containing the following information:

- Trade and common chemical name of product dispensed.
- Environmental Protection Agency registration number.
- Volume of chemical used in each area treated.
- Specific areas treated.
- Targeted pest.
- Application date.
- Name of applicator.

CHEMICAL APPLICATION

If a chemical application becomes necessary, the Contractor must obtain approval for any chemical(s) used other than identified below:

Application	Pesticide Control
Post-emergent weed control	Glyphosate (Roundup*)
Fire ant control	Amidinohydrazone (Amdro*)
Broad spectrum insecticide	Insecticidal soap (Safer*), synthetic pyrethrins (Neem II*)
Caterpillar control	Bacillus thuringensis (Thuricide*, Dipel*)

* Registered trademark of commonly used product.

The use of “weed and feed” products is prohibited. For diagnosis and recommendations regarding any other landscape pest issues, contact the City IPM Coordinator.

SAFETY

Contractor shall be responsible for the safe use and application of all control measures used in the IPM program. Protective clothing, equipment and devices shall, as a minimum, conform to Occupational Safety and Health Administration (OSHA) standards for the products being used.

APPLICATION

Apply pest control products in accordance with the manufacturer's recommendations.

Provide pest treatment in accordance with normally accepted industry standards for an IPM program.

Apply pest control products in accordance with applicable regulatory standards.

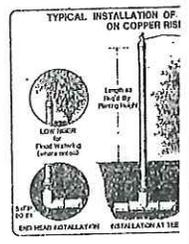
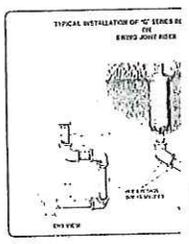
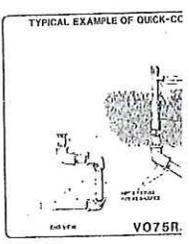
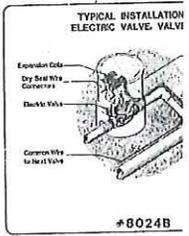
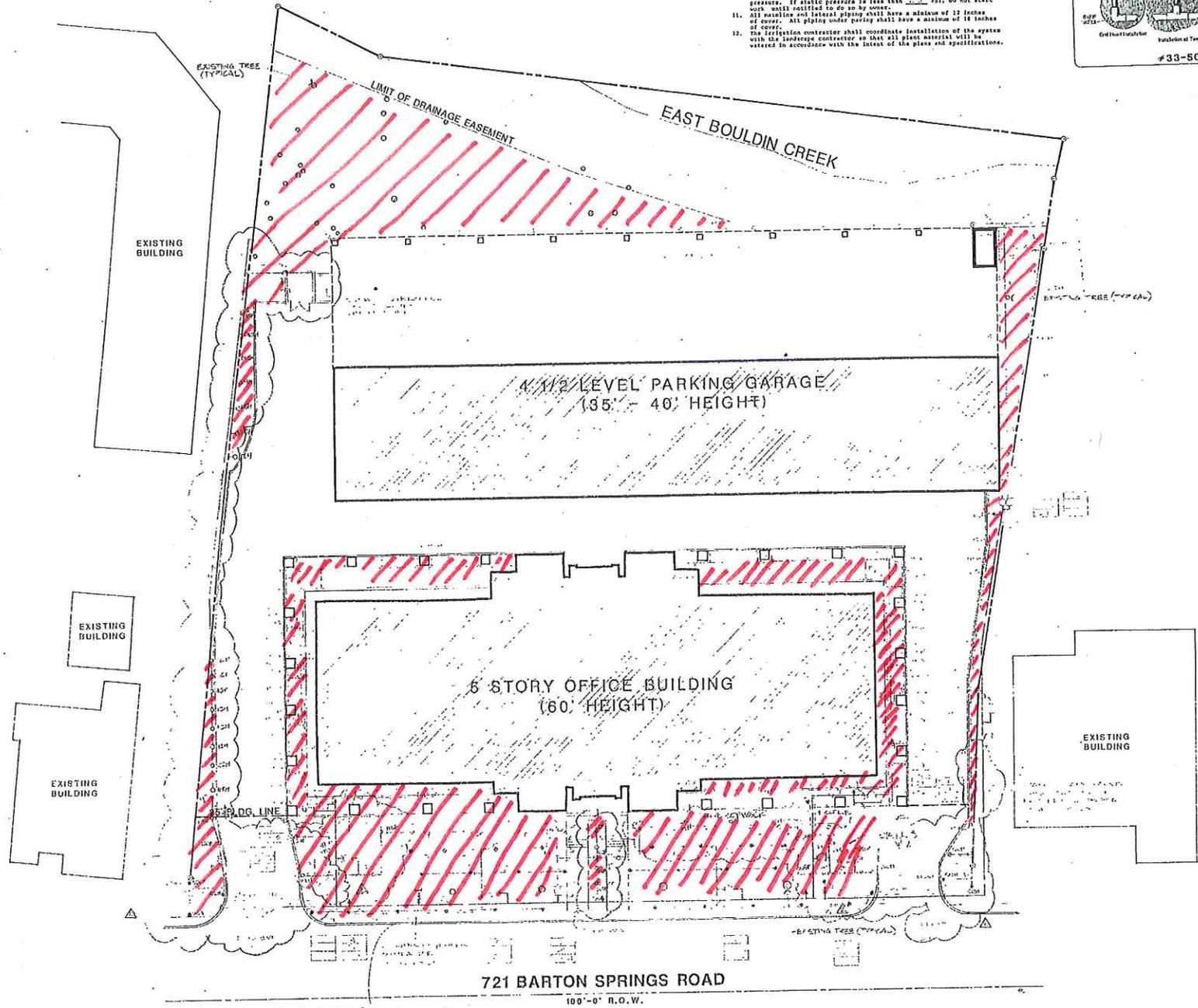
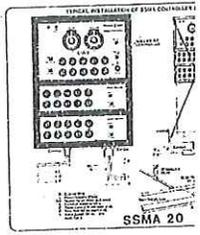
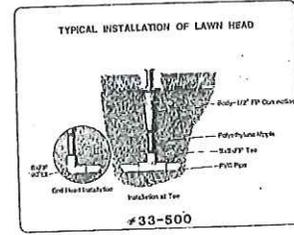
City IPM Coordinator

John Clement
Watershed Protection Department
PO Box 1088
Austin, TX 78767-1088
(512) 974-1475





6. SURFACE HEADS shall be installed per details shown on page 1000.
7. VALVE JUNCTIONS shall be constructed using 3/4" schedule 40 PVC threaded nipples and 3/4" schedule 40 PVC threaded elbows.
8. CONTROL VALVES shall be installed per detail shown. Size valves as shown on plans. Valves shall be installed in valve boxes large enough to permit manual operation, except of solenoid and/or valve cover without any earth excavation.
9. OTHER CONTROL VALVES shall be installed per detail shown. Valve boxes shall be constructed using 3/4" schedule 40 PVC threaded nipples and 3/4" schedule 40 PVC threaded elbows. L.S.C. shall supply cover with three (3) [0075] couplers and three (3) [10] wheel base with as part of this contract.
10. AUTOMATIC CONTROLLER shall be installed per detail shown. Power (120V) shall be located in a junction box within five feet (5') of controller location by other trades.
11. All 1/2" ball valve wiring to be for 14 signal conductor. All wire splices are to be permanent and waterproof.
12. FITTERS shall be installed by L.S.C. - Where material shall be Class 200 PVC, sized as shown on plans.
13. Two days prior to start of construction, L.S.C. shall verify static pressure. If static pressure is less than 7.51, do not start work until notified to do so by owner.
14. All mainline and lateral piping shall have a minimum of 12 inches of cover. All piping under parking shall have a maximum of 18 inches of cover.
15. The irrigation contractor shall coordinate installation of the system with the landscape contractor so that all plant material will be watered in accordance with the intent of the plans and specifications.



721 BARTON SPRINGS ROAD
100'-0" R.O.W.

- IRRIGATION LEGEND**
- LAWN SPRAY HEAD
 - SOLID SPRAY HEAD
 - FULL CIRCLE ROTARY
 - PART CIRCLE ROTARY
 - CONTROL VALVE & QUICK CONNECT VALVE CONTROLLER
 - CLASS 200 PVC MAIN
 - CLASS 200 PVC LATERAL
 - BACKFLOW PREVENTER

Landscaping / Irrigation Schedule - Attachment

Service Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
In Person Meeting	3	2	4	4	4	4	5	4	4	4	2	2	42
Property Inspection	3	2	4	4	4	4	5	4	4	4	2	2	42
Inspection of Crews	3	2	4	4	4	4	5	4	4	4	2	2	42

Turf Areas	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Complete Service	3	2	4	4	4	4	5	4	4	4	2	2	42
Edging & Trimming	3	2	4	4	4	4	5	4	4	4	2	2	42
Fertilization			1			1			1				3
Pre-Emergent		1							1				2
Post Emergent	1		1		1		1		1	1			6
Ant Prevention/Control	2	2	2	2	2	2	2	2	2	2	2	2	24

South Field	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Mow				1					1				2

Bed Areas Including Trees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Bed Detailing/Weeding	2	2	3	4	5	5	5	5	5	2	2	2	42
Soil Turning		1						1					2
Dead Heading	2	2	3	4	5	5	5	5	5	2	2	2	42
Fertilization			1						1				2
Pre-Emergent		1							1				2
Post Emergent	1		1		1		1		1		1		6
Mulch Application			1										1

Shrub Lines/Beds	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Pruning		1	1	1	1	1	1	1	1	1	1	1	11
Fertilization			1							1			2
Post Emergent	1		1		1		1		1		1		6

Trees and Crepe Myrtles	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
* Tree Pruning										1	1	1	3
Weed Control of Wells	2	2	2	2	2	2	2	2	2	2	2	2	24
Trim Crepe Myrtles												1	1

Irrigation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
System Check			1	1	1	1	1	1	1			1	8
Winterization												1	1

Trash/Debris Clean Up & Blow Parking Areas	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Parking Areas	2	2	3	4	5	5	5	5	5	2	2	2	42
Turf Areas	2	2	3	4	5	5	5	5	5	2	2	2	42
Bed Areas	2	2	3	4	5	5	5	5	5	2	2	2	42

Infestation/Quality Inspection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Bed Areas	1	1	2	2	2	2	2	2	2	2	1	1	20
Turf Areas	1	1	2	2	2	2	2	2	2	2	1	1	20
Soil Sample	1					1					1		3
Trees	1	1	2	2	2	2	2	2	2	2	1	1	20
Shrubs	1	1	2	2	2	2	2	2	2	2	1	1	20
Insect Control	2	2	2	2	2	2	2	2	2	2	2	2	24

* Tree pruning is up to 10' only.

ATTACHMENT I

District Cooling Plant #3 Project Site in Austin, TX



ATTACHMENT J - JUSTIN LANE RECLAMATION YARD

Google Maps



Imagery ©2016 CAPCOG, DigitalGlobe, Texas Orthoimagery Program, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2016 Google 100 ft

Google Maps