



Harris County Emergency Services District 11

REQUEST FOR PROPOSALS

LANDSCAPING AND LAWN MAINTENANCE

Harris County Emergency Services District No. 11
d/b/a Harris County ESD11 Mobile Healthcare
18334 Stuebner Airline Road
Spring, Texas 77379

Issued: Monday, March 27, 2023

Table of Contents

Introduction	3
Purpose	3
Confidentiality Statement.....	4
About Harris County ESD 11	4
Our Vision.....	4
Our Mission.....	4
Scope of Work.....	4
General:.....	5
Section A: Landscaping and Lawn Care Maintenance Services for Administrative Campus	5
Section B: Outlying Station M402	7
Section C: Minimum Qualifications.....	10
Additional Requirements	10
Ownership and Licenses	10
Term of Contract.....	10
Proposal Requirements.....	10
Changes to RFP.....	11
Submissions.....	12
Submission Format	12
Schedule of Events.....	12
Equal Employment Opportunity and Vendor Representations and Additional Duties Forms	13
Selection Process	13
RFP ATTACHMENT A, PART ONE	14
GENERAL INFORMATION	14
RFP ATTACHMENT A, PART TWO	17
EXPERIENCE, BACKGROUND, QUALIFICATIONS.....	17
RFP ATTACHMENT A, PART THREE.....	18
PROPOSED PLAN	18
RFP ATTACHMENT B	19
PRICE SCHEDULE	19

Introduction

Harris County Emergency Services District No. 11 d/b/a Harris County ESD11 Mobile Healthcare ("HCESD11" or the "District") is soliciting a Request for Proposal ("RFP") to enter into a service agreement with an experienced provider to perform comprehensive landscaping and lawn care maintenance.

Purpose

The District's intent is to retain a contractor ("Respondent" or "Contractor") to work with the District to complete landscaping work including, but not limited to, mowing, edging and trimming identified areas, weeding, cultivating and mulching, cleaning of gutters, application of herbicides, fertilizers and/or seeding, fire ant control, and sidewalk sweeping and trash removal.

The Respondent shall demonstrate substantial experience in undertaking and completing the type of work required. All questions and communications, whether of a substantive nature or otherwise, regarding this Request for Proposals ("RFP") must be submitted via email with the subject line "RFP – Landscaping and Lawn Maintenance" no later than April 6, 2023. A detailed summary of Respondent's qualifications in accordance with this RFP ("Response") shall be submitted prior to the date and time stipulated.

If the District deems it necessary, it will issue one or more written addenda in response to such questions and those addenda will be forwarded to all persons who register at the posting for this RFP and posted on the District's Website at: <http://www.esd11.com>. All questions or communications must be submitted via email to Steven Ray, Operations Support Manager ("OSM"), at steven.ray@esd11.com.

Respondents SHALL NOT contact members of the District's Board of Commissioners, executive team, department heads, and/or other employees or contracted vendors of HCESD11 regarding this RFP, unless during meetings or interviews scheduled by HCESD11's OSM. Independent or uncoordinated contact with any Commissioners, employees, department heads or vendors regarding this RFP, after issuance of the RFP and before selection is made, will result in disqualification. The OSM listed above is the sole contact for all inquiries after the RFP is released.

The District reserves the right to contact any Respondent to negotiate if such is deemed desirable by the District. Such negotiations and discussions, initiated by the District, shall not be considered a violation by Respondent of this section.

For your submission to be considered, you must complete the attached forms, as well as include with your submission a form of your master services agreement or other contract that would be utilized if chosen, a completed Texas Ethics Commission ("TEC") Conflict of Interest Questionnaire ("Form CIQ"), and a completed TEC Form 1295.

Please note that all complete Responses must be received by the deadline which is listed below under the section "Schedule of Events." Submissions that are incomplete or are received after the deadline will not be considered for acceptance and shall be considered void and "Non-Responsive."

HCESD11 is very conscious and appreciative of the time and effort you will expend to submit a Response. If your Response to this RFP is "Decline to Submit", please submit a "Statement of No Submission" stating your reason and any requirement of this RFP which may have negatively influenced your decision.

The District reserves the right to waive technicalities or to accept or reject any submission based upon the District's best interest.

Confidentiality Statement

All information included in this RFP, correspondence, and Responses are subject to the Texas Public Information Act ("PIA"), Texas Government Code, Chapter 552. Reasonable efforts will be made to preserve the confidentiality of Responses to this RFP so long as they do not conflict with the any other Texas law.

About Harris County ESD 11

HCESD11 provides emergency medical services (EMS) and secondary 911 call-handling services to the northern suburbs of Harris County, an area roughly 25 miles north of the City of Houston, with a population of nearly 700,000 people. The District covers 177 square miles and responds to more than 65,000 emergencies annually.

Our Vision

The District aspires to be a world-class mobile healthcare provider for both its customers and employees and to set standards for others to follow.

Our Mission

To provide world-class mobile healthcare with a focus on improving the patients experience of care, while improving the overall health of the population we serve and reduce the per capita cost of healthcare in our communities.

Scope of Work

Nothing in this request shall obligate the District to select a Respondent or enter into any agreement with a Respondent. Projects shall be contingent on a mutually agreed upon agreement, scope of work, fee, and availability of budgeted funds.

The following scope of services is included as a guide for the Respondent. It is designed to identify the service level expected from the successful Respondent and as such, should be modified and augmented based upon the experience of the company, as necessary to complete the ongoing work:

General:

Section A: Landscaping and Lawn Care Maintenance Services for Administrative Campus

The Contractor will work with the District to maintain safe, clean and aesthetically pleasing facility grounds. HCESD11's main administrative campus is approximately 43 acres with 5 buildings located on Stuebner Airline Road near the intersection with Spring Cypress Road in Spring, Harris County, Texas. Only a portion of the property will require landscaping and/or lawn care maintenance. The remaining acreage is paved and does not require additional upkeep.

Contractor's services must include the following:

MOWING

All common areas to be mowed every 7-10 days to a height of 2 ½ - 3 inches. All grass clippings will be collected or blown away from streets, sidewalks, steps, porches, retaining walls, curbs, outdoor HVAC units, and amenity areas to include blacktop areas, parking lots, and trails. During rainy or extended dry periods, the mowing frequency may change based on the needs of ESD11. All debris or garbage should be removed from the turf area prior to mowing.

EDGING

The contractor shall edge all common areas, such as sidewalks and curbs, on a bi-weekly basis.

AERATION

All established common turf areas shall be aerated yearly. Contractor shall determine the aeration schedule to ensure a healthy and safe treatment of the turf.

TREATMENTS

All established common turf areas shall be treated with fertilizer and herbicide, as listed in EXHIBIT B. Contractor shall determine the application schedule of products to ensure a healthy and safe treatment of the turf.

SEEDING

All established common turf areas shall be seeded as needed.

DISEASE AND INSECT PEST CONTROL

All turf areas shall be inspected by the Contractor for signs of development of any pathogens and insects that might adversely affect the growth and normal development of the common areas, to include but not limited to turf and trees.

- Immediately upon finding any such problems, Contractor shall contact the HCESD11 Operations Support Manager with a recommendation for corrective action. The recommendation will include a proposed cost of correction/remediation.
- Insect Pest Control shall include Fire Ant control and/or treatment.

COMMON AREA PLANTING BEDS

WEED CONTROL

Planting beds shall be treated (2) times per year as listed:

- Pre-emergent herbicides shall be applied in accordance with the manufacturer's recommendations to control weeds.
- Post-emergent weeds shall be removed at the contractor's discretion on a per visit basis.

EDGING

Common Area planting bed edges and tree rings are to be re-established (1) one times per year, with each seasonal rotation when applicable.

SHRUB AND FLOWER BED MAINTENANCE

Maintenance will consist of weed control, fertilization, pruning, disease and insect/pest control, and any other procedure consistent with good horticultural practices necessary to ensure normal, vigorous, and healthy growth of shrub plantings, trees and weed-free bedding areas. Application and subsequent removal of freeze protection if necessary during times of extreme weather

MULCHING

The landscape maintenance contractor will furnish mulch material as noted in Exhibit B.

- If mulch removal is required for the health of the trees, shrubs or plants, **such removal will be included in the contract as part of the overall scope of service.**

PRUNING AND TREE TRIMMING

Shrubs shall be neatly pruned and/or clipped to preserve the natural character and in a manner appropriate for each plant, as needed.

- Common Area street trees shall be trimmed/elevated to a safe height of 12' or more (1) time per year. Trimmings and broken branches will be removed.
- If broken branches and/or bruised limbs are noticed the Contractor shall inform HCESD11 Operations Support Manager while on site for a directive.

SPRING AND FALL CLEAN-UP

The campus is to be inspected for excess fallen brush/foilage and debris along curbing that may need to be removed **(1)** time in the spring and **(2)** times in the fall.

DEBRIS/TRASH

The Landscaping Contractor will be responsible for all debris/trash removal within the serviced areas on a per visit basis. **This includes but is not limited to the Storm Water Basins and common areas.**

QUARTERLY INSPECTION REPORTS

The Landscaping Contractor shall provide reports in accordance with the Proposed Inspection Report attached to this RFP.

Section B: Outlying Station M402

The Contractor will work with the District to a safe, clean and aesthetically pleasing facility grounds. HCESD11's outlying station M402 is located on North Eldridge Drive near the intersection with Northpointe Drive in Tomball, Harris County, Texas. Approximately 0.5 acres will require landscaping and/or lawn care maintenance.

Contractor's services must include the following:

MOWING

All common areas to be mowed every 7-10 days to a height of 2 ½ - 3 inches. All grass clippings will be collected or blown away from streets, sidewalks, steps, porches, retaining walls, curbs, and amenity areas to include blacktop areas, parking lots, and trails. During rainy or extended dry periods, the mowing frequency may change based on the needs of ESD11. All debris or garbage will be removed from the turf area prior to mowing.

EDGING

The landscape contractor shall edge all common areas such as sidewalks and curbs area on a bi-weekly basis.

AERATION

All established common turf areas shall be aerated yearly. Contractor shall determine the aeration schedule to ensure a healthy and safe treatment of the turf.

TREATMENTS

All established common turf areas shall be treated with fertilizer and herbicide, as listed in EXHIBIT B. Contractor shall determine the application schedule of products to ensure a healthy and safe treatment of the turf.

SEEDING

All established common turf areas shall be seeded, as needed.

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All turf areas shall be inspected by the Contractor for signs of development of any pathogens and insects that might adversely affect the growth and normal development of the common areas, to include, but not limited to, turf and trees.

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- Insect Pest Control shall include Fire Ant control and/or treatment.

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Common Area planting bed edges and tree rings are to be re-established (1) one time per year, with each seasonal rotation when applicable.

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Maintenance will consist of weed control, fertilization, pruning, disease and insect/pest control, and any other procedure consistent with good horticultural practices necessary to ensure normal, vigorous, and healthy growth of shrub plantings, trees and weed-free bedding areas. Application and subsequent removal of freeze protection, if necessary, during times of extreme weather.

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- Common Area street trees shall be trimmed/elevated to a safe height of 12' or more **(1)** time per year. Trimmings and broken branches will be removed.
- If broken branches and/or bruised limbs are noticed, the Contractor shall inform HCESD11 Operations Support Manager while on site for a directive.

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The campus is to be inspected for excess fallen brush/foilage and debris along curbing that may need to be removed **(1)** time in the Spring and **(2)** times in the Fall.

DEBRIS/TRASH

The Contractor will be responsible for all debris/trash removal within the serviced areas on a per visit basis. **This includes but is not limited to the Storm Water Basins and common areas.**

QUARTERLY INSPECTION REPORTS

The Contractor shall provide reports in accordance with the Proposed Inspection Report attached to this RFP.

Section C: Minimum Qualifications

- Minimum of five (5) years of landscaping and lawncare maintenance experience.
- Maintains adequate insurance coverage
- Maintains valid licenses and/or permits required for any services that result from this RFP

Additional Requirements

Ownership and Licenses

Respondent, if selected, agrees to comply with all applicable federal, state, and local laws, rules, and regulations governing documents and ownership, access, and retention.

Respondent, if awarded a contract, shall not, under any circumstances, release any records created during performance of the contract to any entity without District's written permission, unless required to do so by a Court of competent jurisdiction.

Term of Contract

A contract awarded in response to this RFP will be for an initial term of three (3) years. The District shall have the option to renew under the same terms and conditions for additional one (1) year periods. Such renewal shall be automatic unless the District notifies Contractor of termination 30 days prior to the end of the current term. However, the District may terminate a contract at any time with or without cause; it being understood that funds for each calendar year covered by any resulting contract will be requested and, if approved, will be provided as part of District's budget for each fiscal year.

Proposal Requirements

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below.

Each of the following items must be part of the completed proposal:

TABLE OF CONTENTS

GENERAL INFORMATION FORM – Use the form found in this RFP as Attachment A, Part One.

EXPERIENCE, BACKGROUND, AND QUALIFICATIONS – Use the form found in this RFP as Attachment A, Part Two.

PROPOSED PLAN – Use the Form found in this RFP as Attachment A, Part Three.

***PRICE SCHEDULE** – Use the Price Schedule that is found in this RFP as Attachment B

CONTRACTS DISCLOSURE INFORMATION– Complete and submit an attestation that includes the following:

1. names of the Contractor board members and/or executive committee members,
2. list of positions they hold as an individual or entity seeking action on any matter listed:
 - a. The identity of any individual who would be a party to the transaction.
 - b. The identity of any entity that would be a party to the transaction and the name of:
 - i. Any individual or entity that would be a subcontractor to the transaction.
 - ii. Any individual or entity that is known to be a partner or a parent entity of any individual or entity who would be a party to the transaction, or any subsidiary entity that is anticipated to be involved in the execution of the transaction; and
 - iii. The board members, executive committee members, and officers of entities listed above; and
 - c. The identity of any lobbyist, attorney or consultant employed for purposes relating to the transaction being sought by any individual or entity who would be a party to the transaction

PROOF OF INSURABILITY - Submit a copy of their current Certificate of Insurance.

CERTIFICATE OF INTERESTED PARTIES HB Form 1295 - Respondent must complete, sign, and submit HB Form 1295 as an RFP Attachment. You may complete and download a copy of the form at:

<https://www.ethics.state.tx.us/filinginfo/1295>

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed, and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT’S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

Changes to RFP

Changes to the RFP, made prior to the due date for proposals shall be made by issuing Addendums. It is the Respondent’s responsibility to check for Addendums until the proposal due date. The District will assume that all Respondents have reviewed all Addendums by the date the proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP.

Submissions

Submissions will be evaluated based on all information provided.

Proposal Format - ELECTRONIC proposals must include ALL the sections and attachments in the sequence listed in this RFP Proposal Requirements, and each section and attachment must be indexed as in the Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals – Proposals may be modified such modifications are received prior to the time and date set for submission of proposals and submitted in the same manner as the original proposals. Electronic modified proposals will replace a prior proposal submission.

The District is not responsible for lost or misdirected proposals or modifications.

Firm Offer - All provisions in Respondent’s proposal, including any estimated or projected costs, shall remain valid for one hundred and eighty (180) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Submission Format

To be considered, the Response shall include one (1) electronic version in pdf format or Microsoft Word (Version 2010 or newer) on a USB drive The Proposal shall be presented in a sealed package, addressed as indicated below, by the Response Deadline, and on that date and at that time, the names of the Respondents will be read aloud and recorded.

Harris County ESD 11 Mobile Healthcare
Landscaping and Lawn Care Maintenance - RFP
18334 Stuebner Airline Rd.
Spring, Texas 77379
ATTN: Steven Ray, Operations Support Manager

Contractor mailing their submissions should allow sufficient time for mail delivery to ensure timely arrival. The District CANNOT waive or excuse late receipt of any submission that is delayed and late for any reason. Any Response received after the Response opening time and/or date will be immediately disqualified.

Schedule of Events

Release of RFP	March 27, 2023
Optional Project Walk for Contractor	April 3, 2023
Last Day to Submit Questions	April 6, 2023
Submittal Deadline	April 13, 2023
Evaluate Submissions	April 14, 2023

Acceptance of Proposal and Award of Contract by Board of
Commissioners
Contract to Begin

April 25, 2023

May 1, 2023

Note: All dates are subject to revision by the District. Nothing herein binds or shall be construed to bind the District to enter into any agreement with any party, including any Respondent hereto.

If your company is interested in performing the work as outlined herein in the Scope of Services section, on behalf of the District, please submit to the District a Response. The deadline for receipt of all materials responsive to this RFP is April 13, 2023, at 2:00 p.m. (the "Response Deadline").

Equal Employment Opportunity and Vendor Representations and Additional Duties Forms

In compliance with the District's policy on equal opportunity in employment by contractors and vendors, Respondents shall provide certain statistical data concerning the Respondent's and its Sub-Contractor's workforce composition. The Respondents shall also comply with the Drug-Free Workplace Act.

Selection Process

The board may reject any bid. The board may not award a contract to a bidder who is not the lowest bidder unless, before the bid is awarded, the lowest bidder is given notice of the proposed award and an opportunity to appear before the board or its designated representative and present evidence concerning the bidder's responsibility.

RFP ATTACHMENT A, PART ONE

GENERAL INFORMATION

Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

List the person who the District may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number / Federal Employer Identification Number: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship. If checked, list Assumed Name, if any: _____

Partnership

Corporation; if checked, check one: For-Profit Nonprofit Other

Also, check one: Domestic Foreign

Printed Name of Contract Signatory: _____

Job Title: _____

Previous Contracts:

Has the Respondent ever failed to complete any contract awarded?

Yes _____ No _____

If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes _____ No _____

If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes _____ No _____

If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide three (3) reference letters from three (3) separate organizations/companies/firms, that the Respondent has provided services to within the past three (3) years. The contact person named on the reference letter should be familiar with the day-to-day management of the contract and would be able to provide type, level, and quality of services performed. In addition, please provide the contact information below of the references you have submitted.

Reference No. 1:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

Email: _____

Telephone No. _____ Fax No: _____

Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

Email: _____

Telephone No. _____ Fax No: _____

Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

Email: _____

Telephone No. _____ Fax No: _____

Date and Type of Service(s) Provided: _____

RFP ATTACHMENT A, PART TWO
EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Describe Respondent's experience relevant to each of the components of the Scope of Services requested by this RFP. List and describe relevant projects of similar size and scope performed over the past five (5) years. Identify associated results or impacts of the project/work performed.
2. Describe Respondent's specific experience with public entities clients, especially large governmental entities. If Respondent has provided services for the District in the past, identify the name of the project for which Respondent provided those services.
3. Additional Information - Identify any additional skills, experiences and qualifications or other relevant information that the respondent feels applicable to the evaluation of the Proposal or of qualifications for accomplishing the services should be included in this section. Respondent may use this section to address those aspects of specialized services that distinguish its firm from other firms.

RFP ATTACHMENT A, PART THREE
PROPOSED PLAN

Prepare and submit the following items:

Respondent shall provide their proposed work plan presenting how the services described in this RFP shall be executed by the Respondent should the Respondent be awarded a Contract

RFP ATTACHMENT B
 PRICE SCHEDULE

Respondent's price schedule should be based on the first year of the contract term. Annual adjustments will be dictated by the Consumer Price Index at the anniversary date, not to exceed seven percent.. Proposing a different term of the contract, or renewal terms may lead to disqualification of Respondent's proposal from consideration. As such, Respondent must provide pricing in the manner set forth in the RFP's Price Schedule. Failure to do so may lead to disqualification of Respondent's proposal from consideration.

<u>SERVICE</u>	<u>QUANTITY / ADDITIONAL INFO</u>	<u>COST</u>
<u>TURF MAINTENANCE</u>		
Mowing	_____ x per year	\$ _____
Edging	_____ x per year	\$ _____
Aeration	annually	\$ _____
Treatments	_____ x per year	\$ _____
Seeding	_____ x per year	\$ _____
Disease & Insect Pest Control	_____ x per year	\$ _____
<u>COMMON AREA PLANTING BEDS</u>		
Weed Control	No. of Applications per Season: _____	\$ _____
Edging		\$ _____
Shrub & Flower Bed Maintenance	No. of Flower Plantings/ Rotations per Year: _____	\$ _____
Mulching		
Mulch Color/Type: _____	_____ x per year	\$ _____
Pruning & Tree Trimming	_____ x per year	\$ _____
<u>SPRING AND FALL CLEAN-UP</u>		
Spring	1x	\$ _____
Fall	2x	\$ _____
<u>ADDITIONAL SERVICES</u>		
_____		\$ _____
_____		\$ _____
_____		\$ _____

PROPOSED INSPECTION REPORT

JANUARY 15TH, APRIL 15TH, JULY 15TH, OCTOBER 15TH (Circle One)

TURF MAINTENANCE (INCLUSIVE OF EDGING):

Overall Appearance: _____

Maintenance Needs: _____

Immediate Deficiencies: _____

WEED CONTROL (BEDS AND CRACKS/CREVICES):

Overall Appearance: _____

Maintenance Needs: _____

Immediate Deficiencies: _____

PESTS/DISEASES:

Overall Appearance: _____

Maintenance Needs: _____

Immediate Deficiencies: _____

PRUNING AND TREE MAINTENANCE:

Overall Appearance: _____

Maintenance Needs: _____

Immediate Deficiencies: _____
