

HARRIS COUNTY EMERGENCY SERVICES DISTRICT 11



June 24, 2024

Re: Harris County Emergency Services District No. 11 (the "District"); Request for Proposals for Facilities Maintenance and Management Services

The Board of Directors (the "Board") of the District directed us to request proposals for facilities maintenance and management services for the Board's review and consideration at its **July 23, 2024** meeting.

The District meets on the fourth (4th) Tuesday of each month at 5:00 p.m., at the District's Administration building at 18334 Stuebner Airline Rd, Spring, Texas 77379.

The District is requesting a proposal for facilities maintenance and management for the following properties:

- District Administration Campus (to include Administration Building, Fleet Maintenance Building, and Deployment Building), 18334 Stuebner Airline Rd, Spring, TX 77379;
- District Station No. 402, 18822 N. Eldridge Pkwy, Tomball, TX 77377; • District Station No. 403, 22306 Springwoods Village Pkwy, Spring, TX 77379; and
- District Station No. 404, 12730 Champions Forest Dr., Houston, TX 77066.

Enclosed with this letter is additional information regarding the type of services requested. Proposals for all and partial services will be considered. Please clearly identify the portion(s) of services included in your proposal. If you would like to schedule a site visit to view the grounds to be maintained, please contact Michael Beardsley, the District's Maintenance Specialist, by telephone at 281-524-7660.

Also enclosed please find the [District's Conflicts of Interest Questionnaire \(the "CIO"\)](#) for your completion. Please complete and return the following, via email, to facilities@harriscountyesd11.gov, **no later than 5:00 p.m., Friday, July 12, 2024**: 1) the CIO; 2) your company's proposal with pricing; 3) a proposed form of contract, which should include a schedule of services and all statutorily required verifications for Texas government contracts for goods and services; and 4) a completed Texas Comptroller's Form 1295. The Board will review all proposals and may elect to interview candidates for this service based on such proposals at a meeting of the Board. You will be notified if an interview is requested.

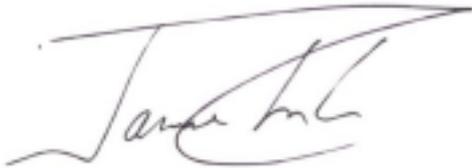
For purposes of completing the Form CIQ, the slate of officers of the Board of Commissioners is as follows:

Karen Plummer- President
Dorothy Dalton- Vice-President
Jared Adams- Secretary
Kofi Barkoh- Treasurer/ Asst. Secretary
Zach Dunlap- Asst. Treasurer

In your proposal, please identify the team members of your company who would be directly responsible for handling the District's business, how your company will address conflicts in scheduling, and your company's philosophy on working with emergency services districts.

Should you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jamie Chebra". The signature is fluid and cursive, with a long horizontal stroke at the top.

Jamie Chebra
Chief Executive Officer

Enclosures

cc: District Facilities Department [*via electronic mail*]
Regina D. Adams, Radcliffe Adams Barner PLLC, District General Counsel
[*via electronic mail*]

**HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11
REQUEST FOR PROPOSALS**

Harris County Emergency Services District No. 11 (the "District") is requesting proposals for facilities maintenance and management services for the properties listed below (collectively the "District Properties").

Property and Service Descriptions:

Property Descriptions:

- District Administration Campus (to include Administration Building, Fleet Maintenance Building, and Deployment Building), 18334 Stuebner Airline Rd, Spring, TX 77379;
- District Station 402, 18822 N. Eldridge Pkwy, Tomball, TX 77377.
- District Station 403, 22306 Springwoods Village Pkwy, Spring, TX 77379 and
- District Station 404, 12730 Champions Forest Dr., Houston, TX 77066

General Facility Management and Supplemental Labor and Handyman Services: The District currently maintains a small facilities staff to manage building projects and address maintenance concerns on a daily basis. The District is seeking proposals for comprehensive facilities management services for the District Properties, including supplementing the current facilities staff and providing emergency maintenance response as needed.

Scope of work may include unscheduled HVAC repairs, plumbing repairs, electrical system inspections and/or repairs, exterior building maintenance, general repairs and maintenance, painting, handyman services, exterior window washing and/or lawn maintenance services (as described in detail below).

The District requests that proposals include a work order management solution and a point of contact for District Facilities Department personnel. Work order management solutions should provide streamlined work order creation, assignment and tracking that District Facilities Department personnel can access. Communication on tasks should occur in real-time, including communicating issues encountered, tracking equipment and assets as needed, and including reports on task completion, performance metrics and trends.

Lawn Maintenance:

Administrative Campus: The District Administration Campus is 43 acres with 5 (five) buildings and includes several paved areas. Only a portion of the area will require landscaping and/or lawn care maintenance. Please see that attached satellite view with shaded areas to show which areas require weekly, bi-weekly or monthly maintenance. The remaining acreage is paved and does not require additional upkeep.

Station No. 402: Approximately 0.5 acres will need landscaping and/or lawn care on a regular basis.

The maintenance services, as applicable, for the Administration Campus and Station No. 402 will include the following:

General Turf Care:

- Mowing the lawn areas;
- Edging around the perimeter;
- Trimming all grass around trees, retaining walls, fences, posts and other areas where the mower cannot cut;
- Blowing off sidewalks and pedestrian areas;
- Removal of debris caused from maintenance on the sidewalks, entrances, patios and planting bed areas;

Additional Turf Care:

- Shrub pruning;
- Weed control (chemical/manual);
- Turf and shrub/bed fertilization, insecticide and fungicide
- Treatment of ant beds; and
- Irrigation inspections.

Please submit separate pricing for landscape services for the Administration Campus and Station No. 402. If seasonal changes to landscaping services are expected, please specify schedules in proposed contract or schedule of services.

From time to time, additional lawn services may be requested outside of the contract on an individual estimate basis, i.e. dead tree removal, detention pond mowing, large debris removal following severe weather.

