

PROPOSAL REQUIREMENTS, SPECIFICATION AND BID PACKAGE
 CITY OF HAWKINS
 MOWING SERVICES
 2023-2024 SEASON

Duration of services will start no later than October 1, 2023 and will complete September 30, 2024.

1. **General Requirements:**

- A. Offeror must provide current Liability Insurance certificate listing at least General Liability and Worker's Compensation, in the amount prescribed by law or \$1,000,000 minimum per occurrence.
- B. Offeror provides all equipment and fuel.
- C. Expectation is that grass clippings can remain unless clumps are visible on cut grass due to wet weather and/or excessive growth. Otherwise, clippings must be collected and removed from property. Offeror provides all equipment and fuel.
- D. Weed whacking expectation is that both sides of obstruction will be done such as fences, signs, or backstops.
- E. Payments will be made monthly on the 1st Wednesday of each month, beginning October 4, and will be calculated on the total proposal amount divided by 10 for monthly payment amounts, (April-November) except for special circumstances, should they arise.

2. **Schedule of Properties and specific requirements:**

- A. **Hawkins Ball Fields** includes mowing and trimming all open areas of the property, except the ball fields area within the fences, includes the area around the batting cages and includes the perimeter of the Concession Building on the property.
 - 1. Weed whack around backstops, fences, dugouts, and bleachers at least every-other mowing.
 - 2. Direct mowed clippings AWAY from the infields.
 - 3. Mowing Frequency:
 - i. All areas between the four ball fields (Front) and the grass in between them shall be mowed at the same time so all fields are in playing condition simultaneously. The practice fields (Back) shall be mowed every other time the Front fields are done as well as the park area and parking areas.
 - ii. The Front field area will be kept to a 4" maximum height
 - iii. The park area and the parking area will be kept to a 6" maximum height.
 - 4. Mowing Frequency
 - a. Section A areas are to be mowed at least every month.

SUB	TOTAL	PART	A.....
\$	_____		

- B. **Hawkins City Park** includes mowing and trimming all open areas, entire perimeter of the Pavilion and the area around the Child slides and such.

1. Weed whack around buildings, both sides of fences if possible, and perimeter of gazebo every mowing.
2. All area specified in Section B shall be serviced at the same time to keep all grass uniform in height and appearance.
3. Direct mowed clippings AWAY from the Walkways and Access Road.
4. Mowing Frequency:
 - i. Park will be serviced once every three weeks.
 - ii. The child slide area and the water park area. will be kept to a 4" maximum height.

SUB TOTAL PART B.....
 \$ _____

C. **Other Town properties** includes all open areas at City Community Center on Lynch St, the triangle at the library, and (4) "Welcome to Hawkins" sign areas plus the small area of grass associated with the City Hall.

1. Remove winter debris from around shrubs, plants and lawn at all locations.
2. After initial and ongoing, clear all leaves, twigs, and debris from around shrubs, plants, and lawn. All waste collected must be removed from premises.
3. Weed whack trim around building, both sides of fences, poles, curbs, rocks, monuments, signs, and other structures encountered.
4. All areas specified in Section C shall be serviced at the same time to keep all grass uniform in height and appearance.
5. Direct mowed clippings AWAY from walkways, sidewalks, and roadways.
6. Mowing Frequency:
 - i. Community Center will be kept to a 3 1/2" maximum height, the community center, Library and City Hall will be mowed at the same time.
 - ii. The above areas with be mowed every three weeks.
 - iii. Four (4) Welcome signs will be serviced 3 times per season at regular intervals and within 10 feet of the sign.

SUB TOTAL PART C.....
 \$ _____

III. Lump Sum Offer for all work described above in General Requirements, Paragraphs A, B and C.

Offeror agrees to perform Mowing Services as outlined above in General Requirements Section I and Scheduled Properties in Section II, and to provide all materials, equipment, labor, and other incidental required to complete the work per frequencies outlined above and in a professional and safe manner for the sum of:

_____ (\$ _____)

Please fill in Lump Sum Proposal in words

and in numbers

A. From time to time, there may be special circumstances that the Town will request that an area will require a service other than the frequency provided. We require a unit price per area to cover work that you will perform services on an as needed basis. The unit price should include mowing and weed whacking.

Unit Price A - Front Ball fields	\$ _____
Unit Price B – City park	\$ _____
Unit Price C - Ball Field City Park	\$ _____
Unit Price D – City Park Pavilion Area	\$ _____
Unit Price E – Community Center, Library, City Hall	\$ _____

IV. The contractor agrees that the town at their option may extend this agreement for two additional one-year periods for the following rates: First Year Option \$ _____ annual; Second Year Option \$ _____ annual. The terms of this contract will remain the same as the terms of the original period of the contract.

V. Assignment: The contract may not be sold, transferred, or otherwise assigned to any other person or party without the written consent of the City Council.

VI. Contact Information and Signature of Offeror:

Proposal Submitted by:

Name

Company Name, if applicable

Address

Telephone Number

Email Address

Signature of Authorized Representative

Date Signed

If offer is accepted by the Town, offeror will be required to enter into a formal agreement with the Town, provide the Town with current insurance certificate. Offeror will also be required to provide the Town with certain tax identification information in order to receive payments.

Proposal accepted per terms and conditions as stated this _____ day of _____, 2023.

Mayor, City of Hawkins, Texas

PUBLIC NOTICE

Town of Hawkins Texas is Requesting Proposals for Mowing Services of Town properties for the 2023-2024 Seasons. Properties to be serviced include the Youth Ball Field and City Park, Community Center, City Park and Pavilion, and other misc. locations in town. For Proposal Requirements, Specifications, and Bid Package, please visit our City Hall at 200 Beulah Street during regular business hours, or the Town website at www.Hawkinstx.org. Completed proposals on form provided must be delivered to Town Office, clearly marked MOWING SERVICES PROPOSAL, no later than September 30, 2023 at 6:00pm. Offeror takes full responsibility for making himself/herself familiar with all properties to be serviced. The Town has the right to accept or reject any or all proposals in whole or in part.