

FRANK TRULL, County Judge  
CAROL ANDERSON, Commissioner Precinct 1  
RANDY DEANS, Commissioner Precinct 2  
JASON BEHRENS, Commissioner Precinct 3  
DON BRATTON, Commissioner Precinct 4  
MATT ANDREWS, Sheriff



MAGGIE SAWYER, Justice of the Peace  
GREG TORRES, County Attorney  
CHARLA PITCOX, District Clerk  
CHRISTINE JONES, County Clerk  
SILVIA CAMPOS, Tax Assessor-Collector  
MIKKIE WILLIAMS, County Treasurer

**MCCULLOCH COUNTY**  
199 COURTHOUSE SQUARE ROOM 302  
Brady Texas, 76825  
Phone: 325-597-0733  
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**REQUEST FOR PROPOSAL (RFP)**  
**MCCULLOCH COUNTY**  
LAWN AND LANDSCAPING SERVICES FOR THE MCCULLOCH  
COUNTY COURTHOUSE AND THE MCCULLOCH COUNTY LIBRARY  
199 COURTHOUSE SQUARE / 401 E. COMMERCE STREET  
BRADY, TEXAS

**MAILING ADDRESS:**

**MCCULLOCH COUNTY**  
**199 COURTHOUSE SQUARE ROOM 302**  
**BRADY, TEXAS 76825**

**JULY 22, 2024**

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### 1. SUMMARY AND BACKGROUND

McCulloch County is seeking Cost and Qualifications Proposals for the purpose of obtaining lawn and landscaping services for both the McCulloch County Courthouse grounds and the McCulloch County Library grounds. Interested individuals may submit proposals for a single site or both sites. However, the McCulloch County Commissioners Court will decide on each site separately and not a combination thereof.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate entities, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fulfills the needs of McCulloch County.

Proposals will be received by:

Frank Trull  
McCulloch County Judge  
199 Courthouse Square Room 302  
Brady, Texas 76825

Proposals must be received by **August 19, 2024 at 4:00 P.M.**

McCulloch County reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the County.

### 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 P.M. on August 19th, 2024. Any proposals received after this date and time will NOT BE ELIGIBLE FOR CONSIDERATION AND BE DISCARDED. All proposals must be signed by an official agent or representative of the entity submitting the proposal.

If the entity submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the entities being contracted.

Copy of entity/contractor's liability insurance and bonding information shall be included in bid proposal.

All costs must be itemized to include an explanation of all fees and costs.

The entity/contractor shall obtain all necessary permits as part of the proposal.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the McCulloch County Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **3. PROJECT PURPOSE**

**The purpose of this project is as follows:**

McCulloch County is seeking Cost and Qualifications Proposals to procure lawn and landscaping services for both the McCulloch County Courthouse grounds and the McCulloch County Library grounds.

### **4. PROJECT SCOPE**

McCulloch County seeks an entity/contractor to provide professional lawn and landscaping services for the McCulloch County Courthouse grounds and the McCulloch County Library grounds. The term will begin October 1, 2024 through September 30, 2025. The following is the estimated tasks associated with the proposal however, the entity may suggest additional services with associated costs reflected separately:

#### **Mowing, Edging, Fertilizer Application, and Pruning:**

- **Mowing**
  - Grass will be cut to a uniform height range of two- and one-half inches to three inches, or as designated by the McCulloch County Commissioners Court.
- **Edging**
  - Edging along sidewalks and curbs will be maintained at the current width. If the entity modifies the current width of the edging where the edge is widened from the curb or sidewalk whereas soil and grass must be placed to repair the damage, the entity will be responsible for the repair.
  - Currently, the Courthouse grounds are line trimmed and the Library grounds are mechanically edged. The McCulloch County Commissioners Court request that these practices remain unchanged.
- **Mowing Frequency Schedule:**
  - October 1 through March 31: Turf will be cut when the height reaches four inches or every two weeks, whichever comes later.
  - April 1 through September 30: Turf will be cut when height reaches four inches or every seven days whichever comes first.
  - Less or more frequent mowing may be required for period of extreme heat, wet conditions or unexpected growth cycles.
- **Fertilizer Application:**
  - Provide a minimum of two fertilizer applications per year. Ideally one fertilizer application in the Spring and an additional application in mid to late Summer. Applications shall consist of a well-balanced, slow-release fertilizer as required for root health and a healthy green appearance year-round.
- **Irrigation:**
  - Entity will establish and communicate with the McCulloch County Commissioners Court a recommended irrigation schedule and inform the Court if repairs or general maintenance of the lawn irrigation system is required.

- **Pruning / Fallen Branches / Trash:**

- Entity will prune tree branches to effectively maintain sucker control.
- Pick up and remove small fallen tree branches. Large fallen tree branches will be removed by the County. (Large tree branches are those considered to be too heavy or lengthy that one person cannot safely lift them)
- Entity will remove any trash from the lawn before mowing.

This project and the proposal cost shall include all labor, all materials, all equipment, disposal costs and include the following:

- Equipment Rental/Trucking
- General Clean-up and disposal of trash and small fallen tree branches

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

- **August 13th, 2024** at 9:00 AM - A Pre-proposal meeting will be held on-site.
- **August 19th, 2024** at 4:00 P.M. - All proposals in response to this RFP are due.
- **August 26<sup>th</sup>, 2024** – Sealed proposals will be opened during a Regular Commissioners Court Meeting and an evaluation of proposals will be conducted. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified. If no additional information is needed, the Commissioners Court may select the winning proposals.
- **September 9th, 2024** – If the winning proposals were not determined on August 26<sup>th</sup>, 2024, the selection decision for the winning bidder is expected to be made.

### **Proposal Timeline:**

This proposal requires recommendations by the McCulloch County Commissioners Court and the McCulloch County Librarian. Approval for the award is only made by the McCulloch County Commissioners Court. It is anticipated that this work would be recommended and approved at the **August 26<sup>th</sup> 2024 or the September 9th, 2024** McCulloch County Commissioners Court meeting.

Work on these sites is encouraged outside of the hours between 8:00 A.M. and 5:00 P.M. or anytime on weekends as to limit the associated noises that may interfere with Court hearings or Library programming. From time to time there are scheduled public events at both sites and preparation to enhance the grounds for a professional manicured appearance will be highly sought after.

## **6. PROPOSALS**

All proposals must include proposed costs to complete the tasks described in the project scope.

The County reserves the right to determine which proposal to accept as it deems most advantageous to the County.

## 7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Prospective bidders are required to meet all qualifications and specifications of this Request for Proposal to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request for Proposal, they may be disqualified.
- All prospective bidders are to make written proposals that present the entity's qualifications and understanding of the work to be performed. Prospective bidders shall address each of specific topics listed as a minimum. Failure to include any of the requested information may be cause for proposal to be considered non – responsive and rejected.
- All prospective bidders will submit a cover letter introducing your entity and confirming your interest in performing the landscaping for the McCulloch County Courthouse grounds and the McCulloch County Library grounds.
- Indicate your agreement with, or specific exceptions to, any of the objectives, requirements, terms, or conditions contained in this solicitation document.
- Provide a list of at least two (2) current references for which comparable work has been performed. This list shall include client name, person to contact, address, telephone number, and description of work performed.
- All prospective bidders shall provide a copy of proof of entity's insurance.
- Questions for the county should be gathered into one email communication from the prospective bidder and submitted to Frank Trull, McCulloch County Judge at [frank.trull@co.mcculloch.tx.us](mailto:frank.trull@co.mcculloch.tx.us). All inquiries must be received by August 7<sup>th</sup>, 2024. All inquiries made by prospective bidders will be answered by the County by August 13<sup>th</sup>, 2024 and will be submitted to all interested parties to ensure that all parties are operating with the same information.

Frank Trull McCulloch County Judge  
199 Courthouse Square Room 302  
Brady, Texas 76825

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Information Act laws.

## **8. Terms and Conditions**

If for any reason, the entity selected shall fail to fulfill the obligations agreed to in a timely manner, the County shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the entity shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the County, its officers and employees, as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the County and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs, (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except when caused by the sole negligence or willful misconduct of the County.”

The contract resulting from the award of this RFP shall commence upon execution after award by the McCulloch County Commissioners Court.

The County reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the County’s best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.

Bids shall remain valid for 90 days from the bid receipt date.