

DEADLINE FOR SUBMITTING PROPOSAL TO CITY OF MARLIN CITY SECRETARY: 2: 00 PM CT, May 22, 2018

PROPOSALS TO BE OPENED: 2: 00 PM CT, May 22, 2018

**\*\*BIDS MUST BE CLEARLY MARKED "MOWING CONTRACT BID"\*\*\***

REQUEST FOR PROPOSALS: BY MAIL: CITY OF MARLIN  
CITY CLERKS OFFICE  
PO BOX 980  
MARLIN, TX 76661

PROPOSAL OPENING LOCATION: CITY COUNCIL CHAMBERS  
MARLIN CITY HALL  
101 FORTUNE STREET  
MARLIN, TX 76661

MAILING ADDRESS: CITY OF MARLIN  
"MOWING CONTRACT BID"  
CITY CLERK'S OFFICE  
PO BOX 980  
MARLIN, TX 76661

**\*\*\*NO ELECTRONIC PROPOSALS WILL BE ACCEPTED\*\*\*\*\***

**CONTACT INFORMATION**

Questions concerning the RFP should be submitted to

CITY OF MARLIN  
CITY MANAGER  
101 FORTUNE ST.  
MARLIN, TX 76661  
Phone (254) 883-1450  
[citymanager@marintx.net](mailto:citymanager@marintx.net)

Questions must be submitted in writing. Emails will be considered written request.

**Bidding Information for the City of Marlin**  
(There are no exceptions to the below requirements)

**Bid Requirements for ALL bidders:**

This bid is for one year with an option for four (4) additional one (1) year extensions as mutually agreed and proposed schedule of contract.

- Proof of current general liability insurance
- Price for scope of work per year
- Price for extra mowing
- Five (5) References of Current Clients
- General information of company

**Scope of work for ALL Bidders:**

Services shall consist of twenty (20) mowing's and seven (7) Shredding's over the course of one (1) year. Last mowing or shredding at start of winter season after the first heavy frost.

Contractor shall furnish the necessary labor, equipment, materials, personal safety equipment clothing, and liability insurance, to provide the following:

- All park entrances (inside/outside) shall be mowed and weed-eat.
- All turf areas shall be mowed.
- Weed eat fringes left by mowers around building, post, tombstones, playground equipment, ornamental objects, picnic tables, trees or any other raised objects same day as mowing at each site. Blow off fringes and collect off parking lots.
- Edge all walks, curbs and driveways.
- Clippings shall be mulched to prevent smothering of the grass or an unsightly build-up.
- Debris will not be blown, raked or otherwise left in gutters or placed in storm drains.
- Trash shall be removed prior to mowing.
- Collect dead fall in all areas and place by road.
- Weed-eat inside of plot fences at cemeteries.
- Hand pull weeds at Dingrando Park.
- Chemically edge along chain link fences.
- Cut and chemically kill (Graze-On or equivalent) trees and mesquite along fence lines (No Chemicals Adjacent to Tombstones)

**Billing Requirements for accepted proposal:**

- Billing will be done on a monthly basis. (e-mailed acceptable)
- Photo documentation of work performed required. (e-mailed acceptable)
- Monthly bill will be 1/12 of the annual bid as awarded.

- Contract contingent upon continued appropriations of funds for this purpose, which appropriations shall not be unreasonably withheld.

**Properties Included to be as follows:**

Option A:

Properties to include are:

1. Bird Sanctuary (Perry St) (Standard)
2. Marlin City Park & Lift Station (Youth Fair Grounds Inside Fenced Areas Excluded from Mowing) (Williams St to Live Oak St) (Standard)
3. Falls St across from Booker T. Washington Alumni Center (Standard)
4. City Hall Rear Parking Lot (Fortune @ Ward) (Standard)
5. Triangle bound by Ward St., Clay St and Business hwy. 6 (Standard)
6. Faulkner Park (Perry St & Branch) (Standard)
7. Tennis Courts (Anders @ Ward) (Standard)
8. Arlington Gardens (Coleman at Post Office) (Standard)
9. Dingrando Park (Commerce @ Live Oak) (Hand Pull as Needed)
10. Durr Community Center & Triangle Falconer Stamps Property (Standard)
11. Martin Luther King Park (MLK @ Harter) (Standard)
12. Lion's Park Baseball Complex (Neumann St.) (Standard)
13. Industrial Park No. I Entrance and ROW (ten (10) times) (Shred)
14. Community Garden (Bridge St.) (Standard)

Option B:

Properties to include are:

1. Hillcrest Cemetery (off Hwy 147) (Standard)
2. Evergreen Cemetery (off Live Oak) (Standard)
3. Calvary Cemetery (Fortune St.) (Standard)

**BID SHEET FOR THE CITY OF MARLIN**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Base Bid Option A Properties: \_\_\_\_\_

Base Bid Option B Properties: \_\_\_\_\_

Total of Options: \_\_\_\_\_

Include the following:

- General Liability Insurance (\$250,000.00 Umbrella Coverage)
- Company Information
- Reference Sheet
- Schedule Sheet (schedule for mowing and shredding)

## Mowing Bids

The City of Marlin, Falls County, is requesting qualified professionals to provide lawn maintenance services on Option A properties and/or Option B properties to commence October 1, 2018 with option for four (4) one (1) year renewals as mutually agreed. All bids must be submitted on the bid form provided by the City, and shall be presented in sealed envelopes clearly marked "Mowing Bid". Bidders must comply with the instructions in the bid packet and no other bids will be accepted. Marlin City Council reserves the right to reject any and all bids and/or accept the bid that will be most advantageous to the City of Marlin in the opinion of the City Council. Bid forms and instruction may be obtained from the City Clerk's office at 101 Fortune St., Marlin, (254)883-1450. Sealed bid will be accepted until 2:00pm on May 22, 2018 at which time bids will be publicly opened, read aloud, and tabulated.