

City of Mission
Scope of Services
Bid Name/No.: “Weedy Lot Abatement”/ XX-XXX-XX-XX

- I. Scope of Work:** The City of Mission is accepting bids for Weedy Lot Abatement services.
- II. Scope of Service:** The following scope of service describes the requirements and procedures in order to perform the service. Service will be coordinated with the Planning Department for proper scheduling. Some weekend work may be scheduled. The City shall not be responsible for overtime costs. Bid prices shall apply and remain firm to all work regardless of when performed.
- The Contractor is to provide all supervision, labor materials, supplies, tools and equipment necessary for the **cleaning and clearing**, loading and disposal of all **trash, debris, rubbish, organic debris, municipal solid waste, special waste and tires**. The Contractors shall mow all grasses, weeds and underbrush.
 - It is the intent of this scope of service to **define a fixed-price cost for mowing, as well as the pick-up and removal of trash, debris, rubbish, organic debris, municipal solid waste, special waste and tires**. These items for pick-up may be on public or private properties within the City of Mission.
 - The City reserves the right to enforce new regulations applicable to the contract, as needed, as a result of administrative, policy or ordinance changes.
- III. Contractor Work Plan with Inspections**
- Work orders assigned to Contract Areas must be picked up by the Contractor within **one (1)** business day after issuance of a notice from the Code Enforcement Division (via email or text). Unless an exception is granted or an amended work order is issued by the City, the Contractor shall complete the work within ten (10) working days. Work Orders will identify which category each property is considered for processing and invoicing.
 - Contractor is to have at a minimum two (2) three (3) man crews assigned to perform Weedy Lot Abatement Services.
 - **Contractor is to provide before and after pictures in color, of the entire area to be serviced in an electronic format (either email or USB). Before picture should include entire property, visible property address on a marker board, & yard stick showing the height of weeds or grass prior to mowing. All pictures must include: Address or Legal Description, date (month, day, year), and Before and After.**
 - **See Exhibit A attachment: Sample Invoice format to be used.**
 - **Any lacking or Invoice discrepancies need to be submitted within 24 hours after issuance of notice from Code Enforcement Division.**
- IV. Equipment**
- A. Mowers.** Provide either rigid-frame or batwing rotary mowers equipped with sharp blades to cleanly cut vegetation and with deflection devices to prevent flying debris ejected by the mowers, unless otherwise shown on the plans. Do not use rigid-frame mowers wider than 9 ft. in cutting width.
 - B. Emblems.** Provide slow-moving vehicle emblem affixed to rear of mowers.
 - C. Warning Lights.** Provide highly visible omni-directional amber flashing warning lights on tractors and work trucks.
 - D. Trimmers.** Provide trimmers for hand trimming.
- V. Work Methods.**
- A. Requirements.**
- Set mower cutting height 3 in. depending on the work order and the type of terrain.
 - All organic debris and residuals from mowing shall be removed and disposed accordingly.
 - Perform mowing sequence as directed or as approved.
 - Do not mow wet ground when rutting can occur, unless otherwise approved.

- Do not mow designated non-mow areas. Areas mowed without approval from the City will be the sole responsibility of the contractor.
 - Immediately remove debris ejected onto the roadway. Remove mowed grass from roadway when determined to be a hazard. Contractor must comply with the City's Storm Water Management guidelines to insure that debris and grass clippings are properly disposed.
 - Hand-trim around fixed objects within mowed area. Complete hand trimming on each lot within 24 hr. of mowing. Do not damage trees or shrubs.
 - Restore appurtenances damaged by mowing operations.
 - Mow/cut along fence line.
- B. Mowing Types. Full-Width Mowing.** Mow vegetation in the entire lot, except for non-mow areas. This includes up to and including adjacent street, alley and/or right-of-way.

VI. Measurement. This Item will be measured by the sq. ft.

A. Full-Width Mowing. Full-Width Mowing is a range quantity measurement items. The quantity to be paid is the quantity shown in the price schedule range. Additional measurements or calculations will be made if adjustments of quantities are required.

VII. Payment. The work performed and materials furnished in accordance with this item and measured as provided under "Measurement" will be paid for at the unit price bid for each range identified in the price schedule. This price is full compensation for furnishing and operating equipment and for materials, tools, and incidentals.

VIII. Description. Remove and dispose of litter. Litter includes such as trash, organic debris, garbage, scrap metals, paper, wood, plastic, glass products, rubber products, tires, auto parts, deteriorated furniture, mattresses, household appliances, and large bulky items. Any exceptions to the listed items will be at the sole discretion of the Code Enforcement Officer and the contractor will be responsible for seeking clarification on disposal of private property. Items disposed by the contractor without approval from the City will be at the contractor's expense.

IX. Materials. Furnish bags, containers and labor.

X. Equipment. Provide equipment and tools. Provide equipment that prevents the accumulated debris from being strewn along the roadway during transport.

XI. Work Methods. Remove bagged litter on the same day it is collected. Do not remove dead animals or hazardous materials; instead notify the *Planning Department*. Dispose of litter off the area in accordance with federal, state, and local regulations.

A. Litter. Remove and dispose of litter from the area prior to mowing.

XII. Measurement. This Item will be measured as follows.

A. Litter. Above 3 cubic yards (see sample) with or without structure for each area serviced. Any litter less than 3 cubic yards will be included as part of the mowing price and will not be paid out as a separate line item.

XIII. Payment. The work performed and materials furnished in accordance with this Item and measured as per cubic yards will be paid for at the unit prices bid for "Litter Removal with or without structure". This price is full compensation for collecting, hauling, and disposing of litter and for equipment, labor, materials, tools, and incidentals.

XIV. Methods of Operation

All mowed grass and/or debris left on pavement and curb and gutter is to be removed by the Contractor.

Adjust mowers for a cutting height of 3"-5".

Where hand trimming is required, the grass will be cut to a height of 3"-5". Hand trimming operations will be conducted along with Mowing operations.

XV. Signing and Traffic Control Plan

The contractor will comply and shall furnish all signs, sign stands and safety flags required to protect the traveling public. The contractor will be responsible for the maintenance, repairs and replacement of all signs, and flags.

XVI. Warranty of Services

If the Contractor is required to correct or re-perform, it shall be at no cost to the City, and any services corrected or re-performed by the Contractor shall be subject to this clause to the same extent as work initially performed. If the Contractor fails or refuses to correct or re-perform, the City may, by contract, correct or replace with similar services and charge to the Contractor the cost occasioned to the City thereby, or make an equitable adjustment in the contract price. If the Contractor continues to refuse to correct the service and its performance the City reserves the right to move for termination of contract.

**City of Mission
Pricing Schedule
Bid Name/No.: "Weedy Lot Abatement"/ XX-XXX-XX-XX**

For any questions directly regarding the **"Weedy Lot Abatement- Bid No. XX-XXX-XX-XX"**, please call or email:

Edgar Chapa, Purchasing Buyer: echapa@missiontexas.us
Telephone: (956) 580-8667

NOTE:	For invitations for Bids the terms "Offer" and "Offeror" shall mean "Bid" and "Bidder", respectively; and for Requests for Proposal terms "Bid" and "Bidder" shall mean "Offer" and "Offeror", respectively, in this solicitation and any associated exhibits. Bids must be submitted on all quantities specified on this schedule.	
<u>The Offeror is required to Sign and Date Each Page of the Schedule</u> <u>Submit All Pages with the Offer.</u>		
ITEM NO.	BASE TERM (ONE YEAR) DESCRIPTION	Unit Price \$
1.	<u>0 to 6,000 Sq. Ft. Lot</u>	
	Mowing Only with Structure – (No Litter)	\$ _____
	Mowing Only Without Structure – (No Litter)	\$ _____
	Mowing Only – With Structure	\$ _____
	Mowing Only – Without Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – With Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – Without Structure	\$ _____
2.	<u>6,001 to 10,000 Sq. Ft. Lot</u>	
	Mowing Only with Structure – (No Litter)	\$ _____
	Mowing Only Without Structure – (No Litter)	\$ _____
	Mowing Only – With Structure	\$ _____
	Mowing Only – Without Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – With Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – Without Structure	\$ _____
3.	<u>10,001 to 25,000 Sq. Ft. Lot</u>	
	Mowing Only with Structure – (No Litter)	\$ _____
	Mowing Only Without Structure – (No Litter)	\$ _____
	Mowing Only – With Structure	\$ _____
	Mowing Only – Without Structure	\$ _____

	Debris Removal Above 3 Cubic Yards – With Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – Without Structure	\$ _____
4.	<u>25,001 to 43,559 Sq. Ft. Lot</u>	
	Mowing Only with Structure – (No Litter)	\$ _____
	Mowing Only Without Structure – (No Litter)	\$ _____
	Mowing Only – With Structure	\$ _____
	Mowing Only – Without Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – With Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – Without Structure	\$ _____
5.	<u>Per Acre</u>	
	Mowing Only with Structure – (No Litter)	\$ _____
	Mowing Only Without Structure – (No Litter)	\$ _____
	Mowing Only – With Structure	\$ _____
	Mowing Only – Without Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – With Structure	\$ _____
	Debris Removal Above 3 Cubic Yards – Without Structure	\$ _____

Renewal Terms: The City of Mission shall reserve the option to renew this contract for an additional two (2) consecutive, one (1) year periods at the end of the one-year base service period. A bidder may offer a fixed maximum percentage of escalation for each of the one-year options. The term of this contract shall be for one (1) year base from contract award date. The amount of escalation will be taken into consideration in evaluation of the bid. State maximum percentage of escalation applicable to all price line items as follows:

** _____ % 1st year renewal total option term

** _____ % 2nd year renewal total option term

***IF NO PERCENTAGE OF ESCALATION IS INCLUDED A ZERO PERCENTAGE WILL BE ASSUMED.**

**** Price Schedule continued on next page ****



Bid No: XX-XXX-XX-XX
Bid Name: Weedy Lot Abatement

EXHIBIT A

Sample Invoice with Before and After Pictures

**WEEDY LOT ABATEMENT
 BID # 22-XXX**

JOB SITE ADDRESS: 19xx Elm Street

SUBDIVISION NAME: Monte Cristo

DATE OF SERVICE: 8/25/2021

LOT SQ FT: 6221

PROPERTY ID: 111xxxx

ACCOUNT # A####-00-000-0000-00

INVOICE # 1000

Mowing Only - With Structure (No Litter) \$80.00

Mowing Only - Without Structure (No Li _____

Mowing Only - With Structure _____

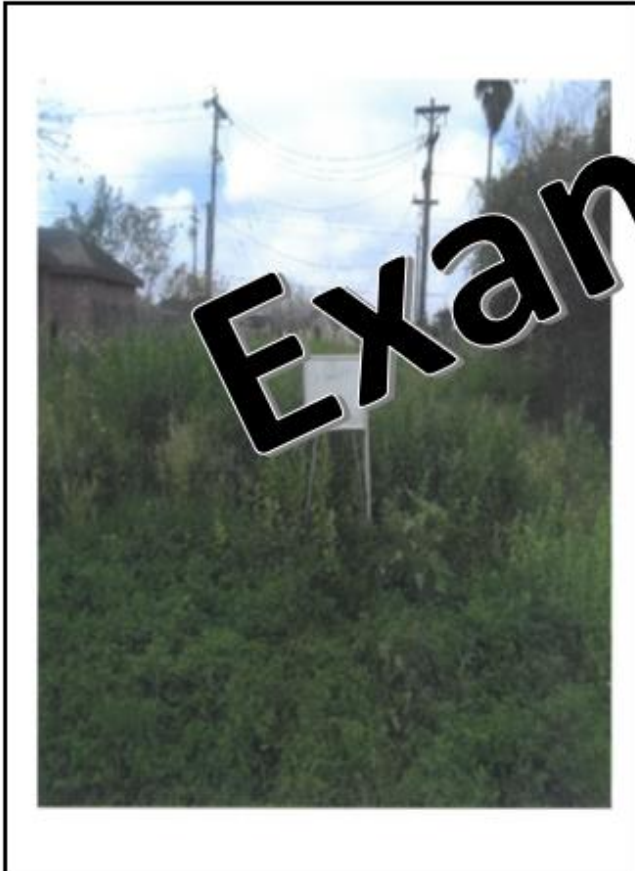
Mowing Only - With Structure _____

Debris Removal > 3 Cubic Yards - WI S \$40.00

Debris Removal > 3 Cubic Yards - WOI _____

Total Invoice Amount **\$120.00**

BEFORE PICTURE:



AFTER PICTURE:



Example



Bid No: XX-XXX-XX-XX
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EXHIBIT B

Sample of 3 Cubic Yard Container



3 Cubic Yard Container