**CITY OF HOUSTON**

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE****PURCHASE ORDER****Vendor Address**

Vendor Address Number 109390

JEFFERSON MOWING

ISAAC JEFFERSON

2102 DESOTO

HOUSTON TX 77091

Mail Invoice to

COH HOUSING & COMMUNITY DEV

FINANCIAL SERVICES SEC, ACCT PAY

PO Box 1562

HOUSTON TX 77251-1562

Information

Purchase Order Number/Date 4500380135-0 / 10/20/2022

CoH Vendor Number 109390

Page 1 of 1

Buyer's Name Bunny Arita 455

Buyer's Telephone Number 832-394-6123

Buyer's Fax Number

Buyer's E-mail Address Bunny.Arita@houston.tx.gov

**CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER
TO BUYER'S E-MAIL ADDRESS****Shipping Address**

HOUSING & COMMUNITY DEVELOPMENT

PROCUREMENT SERVICES

2100 TRAVIS, 9TH FLOOR

HOUSTON TX 77002

USA

Terms of payment :

Pay net 30 w/o deduction

Currency USD

Shipping Terms

FOB(Free on board) /DESTINATION

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU		50,000.00 / AU	50,000.00
			98836 GROUNDS MAINTENANCE:		
			GROUNDS MAINTENANCE		
			DEBRIS REMOVAL AND GROUNDS MAINTENANCE		
			-800 Burnett St.		
			-10301 Stella Link Rd.		
			-12606 Cityscape Ave.		
	Gross Price		50,000.00 USD	1 AU	50,000.00
			Expected value of unplanned services:	50,000.00	
			Delivery Date: 10/24/2022		
Total ****					USD 50,000.00

The Terms and Conditions specified on <http://purchasing.houston.tx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Mayor

Chief Procurement Officer

Controller

PR10306209 10/20/22-1035A



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).

Signature of this document is still required.

* Required Fields (must be completed)

Description of Purchase *	Mowing Service	HCDD Division: *	Commercial
Deadline Date of Request: *	08/22/2022	Purchase Type: *	50K
Requester Name: *	Dawn Lee	Created:	08/15/2022
Requester Phone Number: *	832-394-6234	Funding Source's: *	Eligible for Funding: Choose an item.

Brief Description of Scope of Work for Goods/Services:

The Company: Shall cut the grass and or weeds at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047 to a height of approximately 3 inches. Prune, trim, removal of trees & limbs, fertilize, weed, and pest treatment.

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status:
Funding Source: CDBG-DR-2017	Purchase Order No#: 4500380135
Cost Center: 3200030002	Name of Vendor: Jefferson Mowing
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: HI3200077-19	Total Amount: \$50,000.00
BFY: FY-2023	Procurement Staff: Bunny Arita
Grant: 32000077-2019	Priority:
Funds Reservation: n/a	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance

Justification of Need for Goods/Services

Services required to avoid additional COH lawn care maintenance citations on HCD owned properties.

Procurement Notes:

Requestors Signature: Dawn Lee Date: 8/15/2022	Supervising Manager (Purchase under \$5,000) Manager: Olivia Christina Bush Date: 8/20/2022
Buyer's Signature: Bunny Date: 10/19/2022	Funds Approval Signature: Mary Owens Date: 10/20/2022
Procurement DPU Signature: Tywana Rhong Date: 10/20/2022	(Purchase over \$5,000) CFO Signature: Temika Jones Date: 8/22/2022
(Purchase over \$5,000) Assistant or Deputy Director: Keith W. Bynum Date: 8/20/2022	Director Signature (Only Consultant Services) Director or Designee: Dirk Sellers Date: 8/22/2022
Attachments: Click here to attach a file	



**PROCUREMENT REQUEST FORM****Additional Funding Page****Eligible for Funding:** Choose an item.*Funding Notes:***FINANCE FUNDING USE ONLY***Fund Number:* *Funding Source:* *Cost Center:* *G/L Account:* *Business Area:* *Internal Order:* *BFY:* *Grant:* *Funds Reservation:* *Funds Approval Mgr:* *Funding Additional Notes :*

**Scope of Work for Lawn Mowing
(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and
(Cityscape) 12606 Cityscape Ave**

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1" or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or

monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one "before" (measuring the height of the weeds) "during" (showing a crew or crew member cutting the weeds on the sites) and "after" photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one "before" (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 – Pricing to Cut Once a Month
- Option 2 – Pricing to Cut Twice a Month
- Option 3 – Pricing to Cut Every Two Months

DATE: **October 19, 2022**



CITY OF HOUSTON
HCD Purchasing Unit 3200

**Change to
REQUEST FOR QUOTATION**

Vendor Address

Vendor Address Number 109390

JEFFERSON MOWING
ISAAC JEFFERSON
2102 DESOTO
HOUSTON TX 77091
USA

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date	6000097772 / 08/25/2022
CoH Vendor Number	109390
Page	1 of 4
Buyer's Name	Bunny Arita 455
Buyer's Telephone No	832-394-6123
Buyer's Email Address	Bunny.Arita@houstontx.gov
Collective Number	BARITA
Requirement Number	BARITA

**CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS**

Quotes are due by close of business on:
Quotes are valid until close of business on: 12/02/2022

Delivery Date: 09/30/2022

Scope of Work for Lawn Mowing
(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.



CITY OF HOUSTON
HCD Purchasing Unit 3200

**Change to
REQUEST FOR QUOTATION**

Page: 2 of 4

RFQ number/date 6000097772 / 08/25/2022

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land features of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from site. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed Invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: DEBRIS REMOVAL-800 BURNETT ST. The item covers the following services:		\$25.00 per cubic yard
	10		PRICING TO CUT ONCE A MONTH	\$1,604.00	\$19,248.00
	20		PRICING TO CUT TWICE A MONTH	\$1,437.00	\$34,488.00



CITY OF HOUSTON
HCD Purchasing Unit 3200

**Change to
REQUEST FOR QUOTATION**

Page: 3 of 4

RFQ number/date 6000097772 / 08/25/2022

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
30	1.00	AU	PRICING TO CUT EVERY TWO MONTHS	\$1,925.46	\$11,552.76
*** Description changed ***					
Shipping Address:			HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA		
Quotation deadline:			09/02/2022	Total for Item 10 = \$65,288.76	
20	1.00	AU	98836 GROUNDS MAINTENANCE: DEBRIS REMOVAL-10301 STELLA LINK RD.		\$25.00 per cubic yard
The item covers the following services:					
10	1.00	AU	PRICING TO CUT ONCE A MONTH	\$1,833.00	\$21,996.00
20	1.00	AU	PRICING TO CUT TWICE A MONTH	\$1,527.50	\$36,660.00
30	1.00	AU	PRICING TO CUT EVERY TWO MONTHS	\$2,199.00	\$13,194.00
*** New Item ***					
Shipping Address:					
Quotation deadline:			09/26/2022	Total for Item 20 = \$71,850.00	
30	1.00	AU	98836 GROUNDS MAINTENANCE: DEBRIS REMOVAL-12606 CITYSCAPE AVE.		\$25.00 per cubic yard
The item covers the following services:					
10	1.00	AU	PRICING TO CUT ONCE A MONTH	\$2,242.50	\$26,910.00
20	1.00	AU	PRICING TO CUT TWICE A MONTH	\$1,868.00	\$44,832.00
30	1.00	AU	PRICING TO CUT EVERY TWO MONTHS	\$2,242.50	\$13,455.00
*** New Item ***					
Shipping Address:					
Quotation deadline:			09/26/2022	Total for Item 30 = \$85,197.00	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF				Total	
QUOTING OTHER THAN WHAT IS SPECIFIED					

Debris removal deviation covers the COH and Jefferson Mowing because all properties are not enclosed, is exposed to the public and can potentially be used as an illegal dumping site. We charge \$25.00 per cubic yard for debris removal with the exception of properties that contain more than 10 tires. If more than 10 tires located on the service property, the following will apply: Small passenger tire removal = \$5.00/tire. Large truck tires= \$10.00/tire. Industrial Tractor Trailer tires = \$50.00/tire.



CITY OF HOUSTON
HCD Purchasing Unit 3200

**Change to
REQUEST FOR QUOTATION**

Page: 4 of 4

RFQ number/date 6000097772 / 08/25/2022

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

☐ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: Mary Jefferson

Supplier's Title: Owner

Address: 2102 DeSoto, Houston, Texas 77091

Telephone Number: 713-206-8485 / 713-682-2185

Fax Number: 713-681-8121

E-mail Address: mjjefferson41@hotmail.com

Supplier's Signature: Mary Jefferson

Date: September 26, 2022

CERTIFICATION

- 1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Jefferson Moving LLC
Contractor Company Name

MARY Jefferson, Owner
Name and Title

Mary Jefferson
Signature

10/19/22
Date



Infinity Commercial Auto
Infinity County Mutual Insurance Company

11700 Great Oaks Way, Suite 450

Alpharetta, GA 30022

Underwritten by: Leader Managing General Agency

Customer Service: (800) 722-3391

Claims Service: (800) 334-1661

TEXAS AMENDATORY ENDORSEMENT

Copy To	Policy ID Number	Expiration Date
Jefferson, Issac 2102 DE SOTO ST HOUSTON, TX 77091-3931	542-42684-7733-001	12/16/2022 12:01 a.m.
	Named Insured	
	Jefferson, Issac	
	This endorsement is attached to and forms a part of the listed policy. This endorsement incepts at 12:01 a.m. on the Amend Date listed at the bottom of this form. No changes will be effective prior to the time changes are requested.	

In consideration of the premium charged, it is agreed and understood that the policy to which this endorsement is attached is amended as follows:

I. Exclusions - Part A Only

A. Please delete number 2. from the policy, and replace with the following:

"Any obligation for which the **insured** or the insurer of that insured, even if the insurer does not exist, may be held liable under any workers' compensation, unemployment compensation or disability benefits law or under any similar law."

All other terms, limits, and provisions of the policy remain unchanged.



Infinity Commercial Auto
Infinity County Mutual Insurance Company

11700 Great Oaks Way, Suite 450

Alpharetta, GA 30022

Underwritten by: Leader Managing General Agency

Customer Service: (800) 722-3391

Claims Service: (800) 334-1661

TEXAS AMENDATORY ENDORSEMENT

Copy To	Policy ID Number	Expiration Date
Jefferson, Issac 2102 DE SOTO ST HOUSTON, TX 77091-3931	542-42684-7733-001	12/16/2022 12:01 a.m.
Named Insured		
Jefferson, Issac		
This endorsement is attached to and forms a part of the listed policy. The following endorsement applies only if Form Number 54256AE201 appears on your Declarations Page.		

This endorsement amends the policy as follows. Please read it carefully.

A. PART A - LIABILITY COVERAGE

EXCLUSIONS - PART A ONLY

The following exclusion is added to this section:

Bodily injury or property damage resulting from the ownership, maintenance, or use of any **auto** for personal use or use outside the scope of business. This exclusion does not apply if personal use of **the insured auto** has been declared and an additional premium has been paid.

This exclusion applies to amounts of coverage above the minimum statutory limits.

B. PART B - MEDICAL PAYMENTS COVERAGE

EXCLUSIONS - PART B ONLY

The following exclusion is added to this section:

Bodily injury resulting from the ownership, maintenance, or use of any **auto** for personal use or use outside the scope of business. This exclusion does not apply if personal use of **the insured auto** has been declared and an additional premium has been paid.

C. PART D - UNINSURED/UNDERINSURED MOTORISTS COVERAGE

EXCLUSIONS - PART D ONLY

Exclusion 2. is replaced with the following:

2. While **occupying your insured auto** when it is being used to carry persons for a charge or consideration. The exclusion described in this paragraph does not apply to shared-expense car pools.

D. PART E - COVERAGE FOR DAMAGE TO YOUR INSURED AUTO

EXCLUSIONS - PART E ONLY

The following exclusion is added to this section:

Property damage resulting from the ownership, maintenance, or use of any **auto** for personal use or use outside the scope of business. This exclusion does not apply if personal use of **the insured auto** has been declared and an additional premium has been paid.

All other terms, limits, conditions and provisions of the policy remain unchanged.



Customer Service: (800) 722-3391

Claims Service: (800) 334-1661

TEXAS AMENDATORY ENDORSEMENT
AUTONOMOUS VEHICLE EXCLUSION

Copy To	Policy ID Number	Expiration Date
Jefferson, Issac 2102 DE SOTO ST HOUSTON, TX 77091-3931	542-42684-7733-001	12/16/2022 12:01 a.m.
Named Insured		
Jefferson, Issac		
This endorsement is attached to and forms a part of the listed policy. The following endorsement applies only if Form Number 54256AE301 appears on your Declarations Page.		

This endorsement amends the policy as follows. Please read it carefully.

The following definitions are added to Definitions Used Throughout the Policy:

"Autonomous vehicle" means any **vehicle** equipped with **autonomous technology** that has been integrated into that **vehicle**.

An **autonomous vehicle** does not include a **vehicle** that is equipped with one or more collision avoidance systems, including, but not limited to, electronic blind spot assistance, automated emergency braking systems, park assist, adaptive cruise control, lane keep assist, lane departure warning, traffic jam and queuing assist, or other similar systems that enhance safety or provide driver assistance, but are not capable, collectively or singularly, of operating or driving the vehicle without the active control or monitoring of a human operator.

"Autonomous technology" means technology that has the capability to operate or drive a **vehicle** without the active physical control or monitoring by a human operator.

A. PART A - LIABILITY COVERAGE

EXCLUSIONS - PART A ONLY

The following exclusion is added to Part A:

We do not cover:

Bodily injury or property damage arising out of an **insured person's** ownership, maintenance or use of an **autonomous vehicle**.

B. PART B - MEDICAL PAYMENTS COVERAGE

EXCLUSIONS - PART B ONLY

The following exclusion is added to Part B:

We do not cover medical expenses:

That result from the ownership, maintenance or use of an **autonomous vehicle**.

D. PART D - UNINSURED / UNDERINSURED MOTORISTS COVERAGE

EXCLUSIONS - PART D ONLY

The following exclusion is added to Part D:

We do not provide Uninsured Motorist Coverage or Underinsured Motorist Coverage for bodily injury or property damage sustained by any person:

Resulting from the ownership, maintenance or use of an **autonomous vehicle**.

E. PART E - COVERAGE FOR DAMAGE TO YOUR INSURED AUTO

EXCLUSIONS - PART E ONLY

The following exclusion is added to Part E:

We do not cover loss:

To any **autonomous vehicle**.

All other terms, limits, conditions and provisions of the policy remain unchanged.



01387241000038080100

**Infinity Commercial Auto
Infinity County Mutual Insurance Company**

11700 Great Oaks Way, Suite 450

Alpharetta, GA 30022

Underwritten by: Leader Managing General Agency

Customer Service: (800) 722-3391

Claims Service: (800) 334-1661

COMMERCIAL AUTO DECLARATIONPOLICY NUMBER: **542-42684-7733-001**POLICY PERIOD: **12/16/2021** To: **12/16/2022****ISSAC JEFFERSON DBA JEFFERSON MOWING
2102 DE SOTO ST
HOUSTON TX 77091-3931**

This policy is effective no earlier than the date and time on which the application is accepted by the Company and shall expire at 12:01 a.m. on the last day of the policy period shown on the Declarations Page. If the policy is cancelled for nonpayment, it may be continued with or without a lapse in coverage, contingent upon valid payment and in accordance with our underwriting rules.

The following coverages and limits apply to each described vehicle as shown below. Coverages are defined in the policy and are subject to the terms and conditions contained in the policy, including amendments and endorsements. No changes will be effective prior to the time changes are requested.

#	Year	Make / Model	VIN Number	Deductible COL / COM / FTC
1	99	Top Hat Trailer	4R7FS2028XT021447	N/A / N/A / N/A
3	20	FORD F350 SUPER DUTY	1FT8W3DT8LED37448	1000 / 1000 / N/A
4	04	Top Hat G00	4R7GU20284T064329	N/A / N/A / N/A

COVERAGES - LIMITS OF LIABILITY		PREMIUMS FOR VEHICLES		
THE COVERAGE IS APPLICABLE ONLY IF A PREMIUM IS INDICATED		VEH 1	VEH 3	VEH 4
BI/PI Liability	\$1,000,000 CSL	728	6160	728
Medical Benefits	\$5,000 Limit	13	104	13
Comprehensive			538	
Collision			839	
Hired Auto - Bodily Injury		29	248	29
Hired Auto - Property Damage		7	80	7
Non-Owned - Bodily Injury		29	248	29
Non-Owned - Property Damage		7	80	7

PREMIUM BY VEHICLE:	811	8305	811
TOTAL VEHICLE PREMIUM(S)			\$ 9927.00
FEES			\$ 178.00
*see reverse for fee schedule			
TOTAL POLICY PREMIUM			\$ 10105.00

ENDORSEMENTS MADE A PART OF THIS POLICY:
54256AIE01; 54256AE101; 54256AE201; 54256AE301;
54256HAE01; 54256NOE01; 500PNCV01; 54256POL01;
54256SWF01

NOTICE: Your payment includes a \$ 8.00 fee. This fee goes to help fund: (1) auto burglary, theft, and fraud prevention, (2) criminal justice efforts, and (3) trauma care and emergency medical services for victims of accidents due to traffic offenses. By law, we send this fee to the Motor Vehicle Crime Prevention Authority (MVCPA).

INSURED COPY

AMEND DATE: 09/19/22

54200DEC02

Page 1 of 2

ENDORSEMENT: 12-5

Additional Information:**Agency information:**

TOTAL INS SERVICES LLC 46921 7134985800
9111 Katy Fwy Ste 200
Houston, TX 770241614

Please mail all inquiries to:

Infinitely Commercial Auto
P.O. Box 830807
Birmingham, AL 35283-0807

Please fax all inquiries to:
877-722-3391

DRIVER INFORMATION:

#	DRIVER NAME	EXCL	SR22
1	Isaac Jefferson	No	No
2	Mary Jefferson	No	No
3	Hector Hernandez	No	No
4	Tiffany Jefferson	No	No
5	Isaac Jefferson Jr	No	No
6	Isaac Jefferson III	No	No
8	Jose Trejo	No	No
9	John Wright	No	No

VEHICLE LOSS PAYEE/ADDITIONAL INTEREST INFORMATION:

VEH #	NAME	TYPE	ADDRESS	CITY	STATE	ZIP

RATING CRITERIA:

VEH #	DRV #	DRV PNTS	VEH GVW	PERSONAL USE	VEH USE	GARAGING ZIP	STATED VALUE (INCL: ADDL EQUIP STATED VALUE)	VEH RADIUS	VEH BODY
1	0	0	2500		C	77091	\$1000.00	100	255
3	10	0	14000	Yes	C	77091	\$52100.00	100	406
4	0	0	0		C	77091	\$0.00	100	255

POLICY LEVEL INFORMATION:

PAID-IN-FULL: ☐ YES ☒ NO
PRIOR COVERAGE: ☐ YES ☒ NO
FEDERAL FILING: ☐ YES ☒ NO

PHYSICAL DAMAGE ONLY: ☐ YES ☒ NO
BUSINESS EXPERIENCE: ☒ YES ☐ NO
CGL OR BOP DISCOUNT: ☒ YES ☐ NO
ADDITIONAL DRIVER: ☐ YES ☒ NO

CDL DISCOUNT: ☐ YES ☒ NO
STATE FILING: ☐ YES ☒ NO
RATED OCCUPATION: Lawncare Services
OCCUPATION CODE: E07
PAY PLAN OPTION: 12-Pay

For Personal Use coverage, refer to "Rating Criteria" for each vehicle listed above.

SCHEDULE OF APPLICABLE FEES:

DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
Additional Insured Fee	\$ 25.00	Waiver of Subrogation Fee	\$ 25.00
Auto Theft Prev Fund	\$ 8.00	Vehicle Fee	\$ 120.00

TEXAS LIABILITY INSURANCE CARD

COMPANY PHONE NO. 800-423-7675
COMPANY Scottsdale Insurance Company
POLICY NUMBER RSS0000940
EFFECTIVE DATE 12/19/21
EXPIRATION DATE 12/19/22
YEAR 2008 MAKE/MODEL MACK ROLL OFF
VEHICLE IDENTIFICATION NUMBER 1M2AX04C28M003325
AGENCY AAA Truck Agency Corporation
25303 N. Interstate 45
The Woodlands, TX 77380
AGENCY PHONE NO. (281)367-9493
INSURED
Jefferson Mowing, LLC
2102 Desoto
Houston, TX 77091

This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and named insureds and may provide coverage for other persons and other vehicles as provided by the Insurance policy.

SPANISH TRANSLATION

TRADUCCION DE ESPANOL

Tarjeta de Seguro de Responsabilidad de Texas Guarde esta tarjeta.

IMPORTANTE: Esta tarjeta o una copia de su póliza de seguro debe ser mostrada cuando usted solicite o renueve su:

- registro de vehículo de motor
- licencia para conducir
- etiqueta de inspección de seguridad para su vehículo.

Puede que usted tenga también que mostrar esta tarjeta o su póliza de seguro si tiene un accidente o si un oficial de la paz se la pide.

Todos los conductores en Texas deben de tener seguro de responsabilidad para sus vehículos, o de otra manera llenar los requisitos legales de responsabilidad civil. Fallo en llenar este requisito pudiera resultar en multas de hasta \$1,000, suspensión de su licencia para conducir y de su registro de vehículo de motor, y la retención de su vehículo por un período de hasta 180 días (a un costo de \$15 por día).

Texas Liability Insurance Card Keep this card.

IMPORTANT: This card or a copy of your insurance policy must be shown when you apply for or renew your:

- motor vehicle registration
- driver's license
- motor vehicle safety inspection sticker.

You also may be asked to show this card or your policy if you have an accident or if a peace officer asks to see it.

All drivers in Texas must carry liability insurance on their vehicles or otherwise meet legal requirements for financial responsibility. Failure to do so could result in fines up to \$1,000, suspension of your driver's license and motor vehicle registration, and impoundment of your vehicle for up to 180 days (at a cost of \$15 per day).

OWNERSHIP INFORMATION FORM

Document 00455

OWNERSHIP INFORMATION FORM

The City of Houston Ownership Information Form is used to gather information to comply with:

- a. The City of Houston Contractor Ownership Disclosure Ordinance (Chapter 15 of the Code of Ordinances, Article VIII, City Contracts: Indebtedness to City);
- b. The City of Houston Fair Campaign Ordinance (Chapter 18 of the Code of Ordinances); and,
- c. The State of Texas Statement of Residency Requirements (Tex. Govt. Code Chapter 2252).

Please complete the form, in its entirety, and submit it with the Official Bid or Proposal Form. Except as noted below regarding the Statement of Residency, failure to provide this information may be just cause for rejection of your bid or proposal.

NOTICE OF AFFIRMATIVE ACCEPTANCE OF THE CITY OF HOUSTON FAIR CAMPAIGN ORDINANCE

By submitting a bid or proposal to the City of Houston for a Contract in excess of \$50,000 or for which a request is presented to City Council for approval, all respondents agree to comply with the Chapter 18 of the Code of Ordinances.

Further, pursuant to Section 18-36 of the Code of Ordinances, it shall be unlawful either for any person who submits a bid or proposal to contribute or offer any contribution to a candidate or for any candidate to solicit or accept any contribution from such person for a period commencing at the time of posting of the City Council Meeting Agenda including an item for the award of the Contract and ending upon the 30th day after the award of the Contract by City Council.

INSTRUCTIONS

1. Please **type** or **legibly print in dark ink** responses. Individuals and entities should disclose their full, legal names (not initials) and all required corporate letters ("Inc", "LLP", etc.).
 - a. If a firm is operating under an assumed name, the following format is recommended:
Corporate/Legal Name DBA Assumed Name.
2. Full addresses are required, including street types ("St", "Rd", etc.) and unit number.
3. Individuals or entities with 10% or more ownership of the corporation, partnership, or joint venture (including persons who own 100%) are required to be disclosed with their full name and full address. All officers and directors are also required to be disclosed with their full name and full address.

[Short Project Name] Weed Mowing and Debris Removal Services
Project No. [GFS/CIP/AIP/File No.] 4600014989

OWNERSHIP INFORMATION FORM

PROJECT AND BID/PROPOSAL PREPARER INFORMATION

Project or Matter Being Bid: Weed Mowing and Debris Removal Services

Bidder's complete firm/company business information

Name: Mary Jefferson

Business Address [No./Street] 2102 De Soto St

City / State / Zip Code Houston / TX / 77091

Telephone Number primary: 713-206-8485, secondary: 713-682-2185

Bidder's email address

Email Address: mjefferson41@hotmail.com

STATEMENT OF RESIDENCY

(THE STATEMENT OF RESIDENCY PORTION OF THIS DOCUMENT IS NOT APPLICABLE IF THE SOLICITATION INDICATES FEDERAL FUNDS WILL BE USED)

TEX. GOV'T CODE §2252.001(4) defines a "**Resident bidder**" as a bidder whose principal place of business* is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

TEX. GOV'T CODE §2252.001(3) defines a "**Nonresident bidder**" as a bidder who is not a resident in this state.

* Principal Place of Business in Texas means that the business entity:

- has at least one permanent office located within the **State of Texas**, from which business activities other than submitting bids to governmental agencies are conducted and from which the bid is submitted; and
- has at least one employee who works in the Texas office.

Based on the definitions above, your business is a:

☒ TEXAS RESIDENT BIDDER

☐ NONRESIDENT BIDDER

If you are a Nonresident Bidder, does your home state have a statute giving preference to resident bidders? If so, you must attach a copy of the statute to this Document.

A copy of the State of N/A statute is attached.

NOTE: The State of residency of a bidder is not used in the decision-making criteria for the award of contracts for projects receiving federal funding, whether in whole or in part.

[Short Project Name] Weed Mowing and Debris Removal Services

Project No. [GFS/CIP/AIP/File No.] 4600014989

OWNERSHIP INFORMATION FORM

CONTRACTING ENTITY ORGANIZATIONAL ENTITY TYPE

FOR PROFIT ENTITY:

- ☐ SOLE PROPRIETORSHIP
- ☐ CORPORATION
- ☐ PARTNERSHIP
- ☐ LIMITED PARTNERSHIP
- ☐ JOINT VENTURE
- ☒ LIMITED LIABILITY COMPANY
- ☐ OTHER (specify in space below)

NON-PROFIT ENTITY:

- ☐ NON-PROFIT CORPORATION
- ☐ UNINCORPORATED ASSOCIATION

LISTING OF ADDRESSES

List all current and prior addresses where the bidder does/has done business or owns property (real estate and/or business personal property) in the city of Houston ("Houston") in the past 3 years from the date of submittal of this form. If within the past 3 years from the date of submitting this form, the bidder does not and has not done business and has not or does not own property (real estate and/or business personal property) in Houston, please state "None" on the first line below.

2102 De Soto St, Houston TX, 77091

Address

2022 1/2 De Soto St, Houston TX, 77091

Address

Address

ATTACH ADDITIONAL SHEETS AS NEEDED.

[Short Project Name] Weed Mowing and Debris Removal Services
Project No. [GFS/CIP/AIP/File No.] 4600014989

OWNERSHIP INFORMATION FORM

LISTING OF OFFICERS

LIST ALL OFFICERS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE "NONE")

Name	Mary Jefferson	2102 De Soto St, Houston TX 77091
	Officer	Address
Name	Isaac Jefferson Sr.	2102 De Soto St, Houston TX 77091
	Officer	Address
Name		Address
	Officer	Address
Name		Address
	Officer	Address
Name		Address
	Officer	Address

LISTING OF DIRECTORS OR MEMBERS

LIST ALL DIRECTORS OF THE ENTITY, REGARDLESS OF THE AMOUNT OF OWNERSHIP (IF NONE STATE "NONE")

Name	NONE	NONE
	Director or Member	Address
Name		Address
	Director or Member	Address
Name		Address
	Director or Member	Address
Name		Address
	Director or Member	Address
Name		Address
	Director or Member	Address

[Short Project Name] Weed Mowing and Debris Removal Services
Project No. [GFS/CIP/AIP/File No.] 4600014989

OWNERSHIP INFORMATION FORM

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS)

Bidders are required to disclose all owners of 10% or more of the Contracting Entity. For non-profit entities, please provide the complete information for the President, Vice-President, Secretary, and Treasurer.

IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. Do NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED.

ATTACH ADDITIONAL SHEETS AS NEEDED.

Contracting Entity:

Name: Jefferson Mowing, LLC.

Business Address [No./Street] 2102 De Soto St

City / State / Zip Code Houston / TX / 77091

Telephone Number primary: 713-206-8485, secondary: 713-682-2185

Email Address: mjefferson41@hotmail.com

DISCLOSURE OF OWNERSHIP (OR NON-PROFIT OFFICERS) continued.

Owner(s) of 10% or More (IF NONE, STATE "NONE."):

Name: Mary Jefferson

Business Address [No./Street] 2102 De Soto St

City / State / Zip Code Houston / TX / 77091

Telephone Number primary: 713-206-8485, secondary: 713-682-2185

Email Address: mjefferson41@hotmail.com

Residence Address [No./Street] 2102 De Soto St

City / State / Zip Code Houston / TX / 77091

Owner(s) of 10% or More (IF NONE, STATE "NONE."):

Name: Isaac Jefferson Sr

Business Address [No./Street] 2102 De Soto St

City / State / Zip Code Houston / TX / 77091

Telephone Number primary: 713-206-8485, secondary: 713-682-2185

Email Address: mjefferson41@hotmail.com

Residence Address [No./Street] 2102 De Soto St

City / State / Zip Code Houston / TX / 77091

ATTACH ADDITIONAL SHEETS AS NEEDED.

[Short Project Name] Weed Mowing and Debris Removal Services
Project No. [GFS/CIP/AIP/File No.] 4600014989

OWNERSHIP INFORMATION FORM

OPTIONAL: TAX APPEAL INFORMATION

If the firm/company or an owner/officer is actively protesting, challenging, or appealing the accuracy and/or amount of taxes levied with a tax appraisal district, please provide the following information:

Debtor (Firm or Owner Name):	N/A
Tax Account Nos.:	N/A
Case or File Nos.:	N/A
Attorney/Agent Name:	N/A
Attorney/Agent Phone No.:	N/A
Tax Years:	N/A

Status of Appeal **[DESCRIBE]**:

N/A

If an appeal of taxes has been filed on behalf of your company, please include a copy of the official form received by the appropriate agency.

REQUIRED: UNSWORN DECLARATION

I certify that I am duly authorized to submit this form on behalf of the firm, that I am associated with the firm in the capacity noted below, and that I have personal knowledge of the accuracy of the information provided herein. I affirm that all the information contained herein is true and correct to the best of my knowledge. I understand that failure to submit accurate information with my submission may result in my submission being considered non-responsive and non-responsible.

Mary Jefferson
Preparer's Signature

7/14/22

Date

MARY JEFFERSON

Printed name

OWNER | MANAGER

Title

NOTE: This form constitutes a **governmental record**, as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record and falsification of a governmental record are crimes, punishable as provided in Section 37.10 of the Texas Penal Code.

CERTIFICATION

- 1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

JEFFERSON MOWING, LLC

Contractor Company Name

MARY JEFFERSON (OWNER)

Name and Title


Signature

OCTOBER 11, 2022

Date

Hunter-Kelsey of TX/ Propel Financit
PO BOX 100350
SAN ANTONIO TX 78201-1850

USPS CERTIFIED MAIL



9407 1118 9876 5818 5068 79

Harris County TAC
Attn Rudy Turrubiaras
PO BOX 3746
HOUSTON TX 77253-3746



H2203379 x 2

\$4.81 US POSTAGE
FIRST-CLASS
Oct 14 2022
Mailed from ZIP 78201
2 OZ FIRST-CLASS MAIL FLATS RATE



stamps
and
labels

11923275

062S0012913542

Propel Financial ServicesPO Box 100350
San Antonio, TX 78201

Texas Capital Bank

62999

Date: 10/14/2022

Pay To
The Order Of Harris County TAC

Eight Thousand Nine Hundred Thirty Dollars

\$**8,930.00**

Harris County TAC
PO Box 3746
Houston, TX 77253-3746
United States

⑈062999⑈ ⑆111017979⑆

5011014726⑈

Details on Back



Security Features Included

Propel Financial Services

V00232--Harris County TAC

Print As: Harris County TAC

PO Box 3746
Houston, TX 77253-374662999
Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date	Bill #	Reference Number	Location	Amount Entered	Term	Amount Paid
Acct	Month	Department ID			Discount	
10/14/2022	D-82228	055-183-00...8-H2203378	61	\$8,930.00	\$0.00	\$8,930.00
1340--TLT Notes Receivable		H2203378-Mary Jefferson				
Net Amount:						\$8,930.00

Page 1 of 1

Propel Financial Services

V00232--Harris County TAC

Print As: Harris County TAC

PO Box 3746
Houston, TX 77253-374662999
Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date	Bill #	Reference Number	Location	Amount Entered	Term	Amount Paid
Acct	Month	Department ID			Discount	
10/14/2022	D-82228	055-183-00...8-H2203378	61	\$8,930.00	\$0.00	\$8,930.00
1340--TLT Notes Receivable		H2203378-Mary Jefferson				
Net Amount:						\$8,930.00

Page 1 of 1

Propel Financial ServicesPO Box 100350
San Antonio, TX 78201

Texas Capital Bank

63000

Date: 10/14/2022

Pay To
The Order of Harris County TAC

Eleven Thousand One Hundred Eighty Seven Dollars and 43 Cents

\$**11,187.43**

Harris County TAC
PO Box 3746
Houston, TX 77253-3746
United States

⑈063000⑈ ⑆1110⑆7979⑆

5011011726⑈

Details on Back

Security Features Included

Propel Financial Services

V00232--Harris County TAC

Print As: Harris County TAC

PO Box 3746
Houston, TX 77253-3746

63000

Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date	BBN	Reference Number	Location	Amount Entered	Term	Amount Paid
Appl	Memo	Department ID			Discount	
10/14/2022	D-82227	055-183-00...9-H2203378	63	\$11,187.43	\$0.00	\$11,187.43
1390- TLT Notes Receivable	H2203379-Mary Jefferson	20				
No Amount:						

Page 1 of 1

Propel Financial Services

V00232--Harris County TAC

Print As: Harris County TAC

PO Box 3746
Houston, TX 77253-3746

63000

Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date	BBN	Reference Number	Location	Amount Entered	Term	Amount Paid
Appl	Memo	Department ID			Discount	
10/14/2022	D-82227	055-183-00...9-H2203378	63	\$11,187.43	\$0.00	\$11,187.43
1390- TLT Notes Receivable	H2203379-Mary Jefferson	20				
No Amount:						

Page 1 of 1

Hunter-Kelsay of TX/ Propel Financi
PO BOX 100360
SAN ANTONIO TX 78201-1850

USPS CERTIFIED MAIL



9407 1118 9876 5818 5077 91

Aldine ISD Tax Office
14909 ALDINE WESTFIELD RD
HOUSTON TX 77032-3027



\$4.81 US POSTAGE
FIRST-CLASS
Oct 14 2022
Mailed from ZIP 78201
2 OZ FIRST-CLASS MAIL FLATS RATE

11923276



stamps
endite

08250012913542

H2203379 x 2

Propel Financial Services
PO Box 100350
San Antonio, TX 78201

Texas Capital Bank

62997
Date: 10/14/2022

Pay To
The Order Of Aldine ISD TAC

Five Thousand Two Hundred Sixty Dollars

\$**5,260.00**

Aldine ISD TAC
14909 Aldine Westfield Rd
Houston, TX 77032
United States

⑈062997⑈ ⑆111017979⑆

5011014726⑈

Details on Back

Security Features Included

Propel Financial Services
V00477--Aldine ISD TAC
Print As: Aldine ISD TAC

14909 Aldine Westfield Rd
Houston, TX 77032

62997
Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date Acct	Bill # Memo	Reference Number Disbursement ID	Location	Amount Entered	Term Discount	Amount Paid
10/14/2022	D-92230	0551830000028-H2203379				
1340--TLT Notes Receivable	H2203379-Mary Jefferson	20	63	\$5,260.00	\$0.00	\$5,260.00
Net Amount:						\$5,260.00

Page 1 of 1

Propel Financial Services
V00477--Aldine ISD TAC
Print As: Aldine ISD TAC

14909 Aldine Westfield Rd
Houston, TX 77032

62997
Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date Acct	Bill # Memo	Reference Number Disbursement ID	Location	Amount Entered	Term Discount	Amount Paid
10/14/2022	D-82230	0551830000028-H2203378				
1340--TLT Notes Receivable	H2203378-Mary Jefferson	20	63	\$5,260.00	\$0.00	\$5,260.00
Net Amount:						\$5,260.00

Page 1 of 1

Propel Financial Services
PO Box 100350
San Antonio, TX 78201

Texas Capital Bank

62998
Date: 10/14/2022

Pay To
The Order Of Aldine ISD TAC

Seven Thousand Nine Hundred Forty Eight Dollars and 83 Cents

\$**7,948.83**

Aldine ISD TAC
14909 Aldine Westfield Rd
Houston, TX 77032
United States

AUTHORIZED SIGNATURE

⑈062998⑈ ⑆111017979⑆

5011014726⑈

Details on Back



Security Features Included

Propel Financial Services
V00477--Aldine ISD TAC
Print As: Aldine ISD TAC

14909 Aldine Westfield Rd
Houston, TX 77032

62998
Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date	Bill #
Acct	Memo
10/14/2022	D-62228
1340- TLT Notes Revenue	H2203379-Mary Jefferson
Net Amount:	

Reference Number	Department ID	Location	Amount Entered	Term Discount	Amount Paid
055183000029-H2203378	20	63	\$7,948.83	\$0.00	\$7,948.83

Page 1 of 1

Propel Financial Services
V00477--Aldine ISD TAC
Print As: Aldine ISD TAC

14909 Aldine Westfield Rd
Houston, TX 77032

62998
Texas Capital Bank
TCB-PropelTxLoanFund 4726
Date: 10/14/2022

Date	Bill #
Acct	Memo
10/14/2022	D-62228
1340- TLT Notes Revenue	H2203379-Mary Jefferson
Net Amount:	

Reference Number	Department ID	Location	Amount Entered	Term Discount	Amount Paid
055183000029-H2203378	20	63	\$7,948.83	\$0.00	\$7,948.83

Page 1 of 1

ATTACHMENT A
DRUG POLICY COMPLIANCE AGREEMENT

I, Mary Jefferson

as an owner or officer of
(Name) (Print/Type)
(Title)

Jefferson Mowing, LLC.

(Contractor)

(Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed.

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

10/19/2022

Date

Contractor Name

MARY Jefferson

Signature

Mary Jefferson

Title

Owner / President

**ATTACHMENT B
DRUG POLICY COMPLIANCE DECLARATION**

I, Mary Jefferson Owner as an owner or officer of
(Name) (Print/Type) (Title)
Jefferson Mowing, LLC. (Contractor)
(Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding six months from 3/30/22 to 9/30 2022

- mj Initials A written Drug Free Workplace Policy has been implemented and employees notified. The policy meets the
the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).
- mj Initials Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and
Deterrence Procedures for Contractors, Executive Order 1-31. Employees have been notified of such procedures.
- mj Initials Collection/testing has been conducted in compliance with federal Health and Human Services (HHS) guidelines.
- mj Initials Appropriate safety impact positions have been designated for employee positions performing on the City of Houston
contract. The number of total employees on safety impact positions during this reporting period is 4

mj Initial From 3/30/22 to 9/30/22 the following testing has occurred:
(start date) (end date)

	<u>Reasonable</u>	<u>Post</u>	
	<u>Random</u>	<u>Suspicion</u>	<u>Accident</u>
			<u>Total</u>

Number of Employees Tested

Number of Employees Positive

Percent Employees Positive

<u>4</u>	<u>0</u>	<u>0</u>	<u>4</u>
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>0%</u>	<u>0%</u>	<u>0%</u>	<u>0%</u>

mj Initials Any employee who tested positive was immediately removed from the City worksite consistent with the Mayor's Policy
and Executive Order No. 1-31.

mj Initials I affirm that falsification or failure to submit this declaration timely in accordance with established guidelines
will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration are within my
personal knowledge and are true and correct.

10/19/2022

Date

Contractor Name

Signature

Title

MARY Jefferson

Mary Jefferson

Owner / President

ATTACHMENT C

Contractor's Certification of No Safety Impact Positions In Performance of a City Contract

I, Mary Jefferson Owner as an owner or officer of
(Name) (Print/Type) (Title)

Jefferson Mowing, LLC.

(Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

10/19/2022

Date

Contractor Name

MARY JEFFERSON

Signature

Mary Jefferson

Title

Owner

ATTACHMENT D

CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES FOR CONTRACTORS

I, Mary Jefferson Owner as an owner or officer of
(Name) (Print/Type) (Title)

Jefferson Mowing, LLC.

(Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

10/19/2022

Date

Contractor Name

MARY JEFFERSON

Signature

Mary Jefferson

Title

Owner

Arita, Bunny - HCD

From: mary jefferson <mjjefferson41@hotmail.com>
Sent: Tuesday, October 11, 2022 3:40 PM
To: Arita, Bunny - HCD
Subject: Pending ID Assignment

[This message came from outside the City of Houston email system. Please be careful while clicking links, opening attachments, or replying to this email.]

Good early evening,

Please see the below snip. The Sam.gov site indicates we have the following reference number (INC-GSAFSD6982971) but a pending ID assignment. We are still in the pending category. Hopefully, the site will update us soon. Will advise when that occurs. Thank you and have a wonderful evening!

Mary

Workspace

Entities

0 ACTIVE REGISTRATION	0 ID ASSIGNED	0 INACTIVE REGISTRATION
1 PENDING ID ASSIGNMENT	0 WORK IN PROGRESS REGISTRATION	0 SUBMITTED REGISTRATION

Next Update Due:
Due in Next 30 days: 0 Entity
Registrations

Register Your Entity or Get a Unique Entity ID

[What do I need for registration?](#)

[Get Started](#)

Renew/Update Your Entities

Select Renew/Update to go to your entity workspace and renew/update your entities.

[How to renew or update an entity](#)

[Renew/Update](#)

Profile

Mary Jefferson
mjjefferson41@hotmail.com

[Downloads](#)[Saved Searches](#)[Following](#)

Pending Requests

No pending requests

[See All](#)

Notifications

No available notifications

[See All](#)



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 165628

PRIMAVERA LANDSCAPING, INC.
4105 CLARBLAK LN
HOUSTON TX 77080
USA
Salesperson: DOUGLAS HERRERA

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097786 / 08/25/2022
CoH Vendor Number 165628
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone No 832-394-6123
Buyer's Email Address Bunny.Arita@houstontx.gov
Collective Number BARITA
Requirement Number BARITA

**CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS**

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date: 09/30/2022

Your person responsible: DOUGLAS HERRERA

Scope of Work for Lawn Mowing
(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097786 / 08/25/2022

reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097786 / 08/25/2022

Item	Quantity	UM	Material/Description			Net Unit Price	Extended Price
Hardy Yards - 800 Burnett St.	10		PRICING TO CUT ONCE A MONTH	1.00	AU	<u>\$947.96 x 12</u>	<u>\$11,375.52</u>
10301 Stella Link Rd	20		PRICING TO CUT TWICE A MONTH	1.00	AU	<u>\$378.08 x26</u>	<u>\$9,830.08</u>
12606 Cityscape Ave	30		PRICING TO CUT EVERY TWO MONTHS	1.00	AU	<u>\$2,135.52 x6</u>	<u>\$12,813.14</u>
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED						Total	\$34,018.74

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097786 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: DOUGLAS HERRERA

Supplier's Title: PRESIDENT

Address: 4105 CLARBLAK LN. HOUSTON, TX 77080

Telephone Number: 281-858-6962

Fax Number: _____

E-mail Address: Info@primaveraLANDSCAPINGINC.COM

Supplier's Signature: Douglas Herrera

Date: 09/02/2022



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 165628

PRIMAVERA LANDSCAPING, INC.
4105 CLARBLAK LN
HOUSTON TX 77080
USA
Salesperson: DOUGLAS HERRERA

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097786 / 08/25/2022
CoH Vendor Number 165628
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone No 832-394-6123
Buyer's Email Address Bunny.Arita@houstontx.gov
Collective Number BARITA
Requirement Number BARITA

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date: 09/30/2022

Your person responsible: DOUGLAS HERRERA

Scope of Work for Lawn Mowing

(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097786 / 08/25/2022

reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

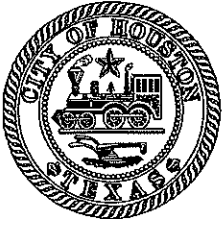
Page: 3 of 4

RFQ number/date 6000097786 / 08/25/2022

Item	Quantity	UM	Material/Description		Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00	AU	
	20		PRICING TO CUT TWICE A MONTH	1.00	AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00	AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED					Total	

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097786 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address**Vendor Address Number 112875**

JUAN MATA LANDSCAPING
1211 CHRISTINE ST
HOUSTON TX 77017
USA

Salesperson: JUAN MATA

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information**THIS IS NOT A PURCHASE ORDER**

RFQ Number/RFQ Date 6000097783 / 08/25/2022
CoH Vendor Number 112875
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone No 832-394-6123
Buyer's Email Address Bunny.Arita@houstontx.gov
Collective Number BARITA
Requirement Number BARITA

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date:

09/30/2022

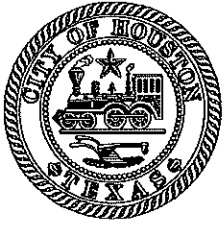
Scope of Work for Lawn Mowing

(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services**Cutting and debris/Trash/Rubbish Removal:**

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097783 / 08/25/2022

prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097783 / 08/25/2022

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00 AU	
	20		PRICING TO CUT TWICE A MONTH	1.00 AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00 AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED				Total	

"1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097783 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 159353

RAMOS LANDSCAPING & LAWN SERVICES
9518 NARNIA SPRINGS CT
HOUSTON TX 77075
USA
Salesperson: ELIEZER RAMOS

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097785 / 08/25/2022
CoH Vendor Number 159353
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone No 832-394-6123
Buyer's Email Address Bunny.Arita@houstontx.gov
Collective Number BARITA
Requirement Number BARITA

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date:

09/30/2022

Your person responsible: ELIEZER RAMOS

Scope of Work for Lawn Mowing
(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097785 / 08/25/2022

reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097785 / 08/25/2022

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00 AU	
	20		PRICING TO CUT TWICE A MONTH	1.00 AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00 AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED				Total	

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097785 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 163338

CASIMIRO LANDSCAPING & CONSTRUCTION

6661 UNDERHILL ST

HOUSTON TX 77092

USA

Salesperson: CASIMIRO OCHOA

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST

832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097787 / 08/25/2022

CoH Vendor Number 163338

Page 1 of 4

Buyer's Name Bunny Arita 455

Buyer's Telephone No 832-394-6123

Buyer's Email Address Bunny.Arita@houstontx.gov

Collective Number BARITA

Requirement Number BARITA

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT

PROCUREMENT SERVICES

2100 TRAVIS, 9TH FLOOR

HOUSTON TX 77002

USA

Delivery Date: 09/30/2022

Your person responsible: CASIMIRO OCHOA

Scope of Work for Lawn Mowing

(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

· Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.

· Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.

· Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.

· Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.

· Contractor(s) shall prune trim and removal and disposal of trees or tree limbs

· Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.

· Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.

· Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097787 / 08/25/2022

reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097787 / 08/25/2022

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00 AU	
	20		PRICING TO CUT TWICE A MONTH	1.00 AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00 AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED				Total	

"1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097787 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 120021

JUAREZ MOWING
1611 DESOTO ST
HOUSTON TX 77091
USA
Salesperson: FRANCISCO JUAREZ

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097773 / 08/25/2022
CoH Vendor Number 120021
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone No 832-394-6123
Buyer's Email Address Bunny.Arita@houston.tx.gov
Collective Number BARITA
Requirement Number BARITA

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date: 09/30/2022

Your person responsible: FRANCISCO JUAREZ

Scope of Work for Lawn Mowing
(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097773 / 08/25/2022

reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097773 / 08/25/2022

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00 AU	
	20		PRICING TO CUT TWICE A MONTH	1.00 AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00 AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED				Total	

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097773 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 144648

AMBASSADOR SERVICES LLC
11710 N FWY SUITE 200
HOUSTON TX 77060
USA
Salesperson: ARTEMIO GARCIA

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097779 / 08/25/2022
CoH Vendor Number 144648
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone No 832-394-6123
Buyer's Email Address Bunny.Arita@houstontx.gov
Collective Number BARITA
Requirement Number BARITA

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date: 09/30/2022

Your person responsible: ARTEMIO GARCIA

Scope of Work for Lawn Mowing
(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097779 / 08/25/2022

reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097779 / 08/25/2022

Item	Quantity	UM	Material/Description		Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00	AU	
	20		PRICING TO CUT TWICE A MONTH	1.00	AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00	AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED					Total	

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097779 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 112009

LANDSCAPE PROFESSIONALS OF TEXAS
3439 W BENDERS LANDING
SPRING TX 77386
USA
Salesperson: JERRY THOMPSON

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date	6000097776 / 08/25/2022
CoH Vendor Number	112009
Page	1 of 4
Buyer's Name	Bunny Arita 455
Buyer's Telephone No	832-394-6123
Buyer's Email Address	Bunny.Arita@houstontx.gov
Collective Number	BARITA
Requirement Number	BARITA

CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date:

09/30/2022

Scope of Work for Lawn Mowing

(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097776 / 08/25/2022

prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097776 / 08/25/2022

Item	Quantity	UM	Material/Description		Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00	AU	
	20		PRICING TO CUT TWICE A MONTH	1.00	AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00	AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED					Total	

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097776 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

____ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

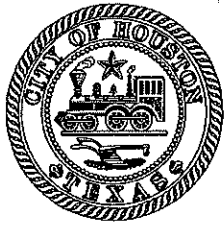
Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address

Vendor Address Number 109390

JEFFERSON MOWING
ISAAC JEFFERSON
2102 DESOTO
HOUSTON TX 77091
USA

Return Quote to:

BUNNY ARITA-PROCUREMENT SPECIALIST
832-394-6123 BUNNY.ARITA@HOUSTONTX.GOV

Information

THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000097772 / 08/25/2022
CoH Vendor Number 109390
Page 1 of 4
Buyer's Name Bunny Arita 455
Buyer's Telephone No 832-394-6123
Buyer's Email Address Bunny.Arita@houstontx.gov
Collective Number BARITA
Requirement Number BARITA

**CONFIRM RECEIPT OF REQUEST FOR
QUOTATION TO BUYER'S E-MAIL
ADDRESS**

Quotes are due by close of business on: 09/02/2022
Quotes are valid until close of business on: 12/02/2022

Shipping Address

HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date:

09/30/2022

Scope of Work for Lawn Mowing

(Hardy Yards) 800 Burnett Street, (Stella Link) 10301 Stella Link Rd. and (Cityscape) 12606 Cityscape Ave

Contractor(s) will furnish all necessary materials, tools equipment, supervision, and labor to perform the following scope of work:

Scope of Services

Cutting and debris/Trash/Rubbish Removal:

- Contractor(s) shall cut the grass, weeds and remove all trash, debris, and Rubbish at 800 Burnett St. Houston, Texas 77009; 10301 Stella Link Rd. Houston, Texas 77025, and Cityscape 12606 Cityscape Ave Houston Texas 77047.
- Time of Work and Order of Process Contractor(s) shall cut the grass within five (5) business days of request. Contractor(s) may perform assigned work from sunrise to sunset, seven (7) days per week, not inclusive of recognized City of Houston Holidays set out by City Council Motion.
- Contractor(s) shall cut grasses and weeds to a height of approximately 3 inches depending on the work order and the type of terrain. All organic cuttings and residuals from mowing shall be mulched, on site, returned to the lot and graded accordingly. Mulching shall be a mandatory process for all mowing residuals not in a mulched state upon cutting.
- Contractor(s) shall cut or edge along fences, culverts, ditch lines and/or walls 1# or less from said barrier(s). This may require tools or equipment or techniques different from those employed in the cutting of the principal area.
- Contractor(s) shall prune trim and removal and disposal of trees or tree limbs
- Contractor(s) shall load, remove, transfer, and properly dispose of all trash, rubbish, debris, large organic debris, and municipal solid waste on the site to a State of Texas Certified facility landfill for the type of material removed. All debris shall be disposed of in an approved landfill or green waste recycling center. The City strongly encourages the use of green water recycling centers.
- Contractor(s) shall properly transport and legally dispose of all tires from sites to an appropriate municipal solid waste facility.
- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD reserves the right to inspect all collected debris before it is disposed of for verification of payment. Contractor shall notify the Director and/or designee



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 4

RFQ number/date 6000097772 / 08/25/2022

prior to servicing any lot/location where only debris removal is required. Contractor shall store the debris at the front of the lot until the Director and/or designee(s) verifies the amount of debris. Upon verification by the Director and/or designee(s), the contractor(s) shall remove debris from the site(s) as in accordance with terms of this contract. The Contractor(s) shall communicate with the Director and/or designee(s) within two working days of the removal, giving HCDD sufficient lead-time to schedule site inspections. The Contractor(s) must provide documentary evidence to include, but not restricted to all landfill receipts, used coupons or monthly statements that the disposal has in fact occurred at designated sited or processing facilities.

Photographic Documentation:

- Contractor(s) shall take the following digital photographs with JPEG and have the capacity to transmit electronically to document work performed and submit them with the work order to the Director and/or designee.
- At least one #before# (measuring the height of the weeds) #during# (showing a crew or crew member cutting the weeds on the sites) and #after# photograph of the property being cut.
- At least one "before", "during" (showing a crew or crew member removing trash/debris/rubbish on the site) and "after" photograph of the trash/debris/rubbish accumulations on the property.
- At least one #before# (showing the location of any tires), "during" (showing a crew or crewmembers placing tires in stacks of five at the front of the lot being serviced), and "after" (showing all tires removed from lot serviced) photograph.
- If Contractor(s) services two or more adjacent lots or a large tract of property, additional "before" photographs should be taken to document if violations exist on the entire property. For each "before" photograph, a matching "after" photograph should be taken to document the correction of the violation.
- The Contractor(s) shall make every effort to identify common land feathers of the property in each photograph. Photographs must be clear.

Invoice Requirements:

- The Contractor(s) shall submit a detailed invoice with date and time of service provided within 5 business days of site completion. Invoice shall include the amount of cubic yards of trash removed from sit. The quantity of tires and/or debris listed in the contractor(s) invoice must be consistent with the quantity reflected in the tire manifest and/or landfill receipt.
- Invoices require the following supporting documents: photo documentation, original tire manifest and landfill receipts.
- Mailed invoices or hand delivery to: City of Houston
Housing & Community Development Dept.
2100 Travis Street Suite 900
Houston Texas 77002

Pricing Options:

- Option 1 # Pricing to Cut Once a Month
- Option 2 # Pricing to Cut Twice a Month
- Option 3 # Pricing to Cut Every Two Months

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	98836 GROUNDS MAINTENANCE: MOWING SERVICES-LARGE TRACT The item covers the following services:		



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 3 of 4

RFQ number/date 6000097772 / 08/25/2022

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
	10		PRICING TO CUT ONCE A MONTH	1.00 AU	
	20		PRICING TO CUT TWICE A MONTH	1.00 AU	
	30		PRICING TO CUT EVERY TWO MONTHS	1.00 AU	
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED				Total	

*1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 4 of 4

RFQ number/date 6000097772 / 08/25/2022

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

☐ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name:

Supplier's Title:

Address:

Telephone Number:

Fax Number:

E-mail Address:

Supplier's Signature:

Date:
