

TOWN OF RANCHO VIEJO
ADVERTISEMENT FOR BIDS
COMMON AREA GRASS CUTTING AND MAINTENANCE IN RANCHO VIEJO, TEXAS

Sealed Proposals will be received by the Town of Rancho Viejo, Texas for a project entitled: COMMON AREA GRASS CUTTING AND MAINTENANCE IN RANCHO VIEJO, TEXAS at the Town of Rancho Viejo Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575, Until 3:00 P.M. on July 25, 2012.

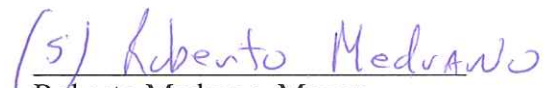
Proposals will be opened then and there and publicly read aloud. Proposals received after the time announced for opening will not be considered.

Copies of the areas to be maintained and description of the work required may be obtained at the Town of Rancho Viejo Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575, Monday through Friday, 8:00 A.M. to 5:00 P.M.

Each Bid shall be enclosed in a sealed envelope and shall be plainly marked on the outside of the envelope. "COMMON AREA GRASS CUTTING AND MAINTENANCE IN RANCHO VIEJO, TEXAS."

Each Proposal shall constitute an offer to the Town of Rancho Viejo, Texas as outlined therein and shall be irrevocable after the time announced for the opening thereof.

The Town of Rancho Viejo, Texas specifically reserves the right to reject any or all proposals, to waive irregularities or informalities in any or all proposals and to accept any proposal which is deemed to be in the best interest of the Town of Rancho Viejo.


Roberto Medrano, Mayor
Town of Rancho Viejo

COMMON AREA GRASS CUTTING AND MAINTENANCE

- 1.) Maintain Town Hall property weekly, (mow the grass and maintain landscaping which includes weeding the plants). Also includes area around Town Sign. Mow grass on one adjacent lot weekly
- 2.) In Town Park - Mow grass and maintain landscaping weekly. This includes weeding the plants. Spread engineered wood fiber (safety surfacing) when needed.
- 3.) Cut grass on Hidalgo along railroad tracks:
 - a) From Cortez to curve to El Dorado - cut grass from road to railroad tracks minimum of two (2) times per month
 - b) Carmen Avenue to Rancho Viejo Drive - cut grass from road to railroad tracks minimum of two (2) times per month
 - c) In front of Town Office - cut grass from road to railroad tracks minimum of two (2) times per month.
- 4.) Cut grass in seven (7) cul-de-sac areas weekly and maintain bushes and trees (pick up branches and debris lying on ground). Cul-de-sacs are located at: 3704 Carmen, 3713 Carmen, 316 Balboa, 712 Balboa, 1001 Balboa, 402 Zapata, 108 Morelos
- 5.) Cut slopes on eight (8) bridges weekly and trim bushes once per month. Haul away refuse at your expense. Bridges are located on Carmen, Taco, Enchilada, Escandon, Rancho Viejo Drive, Inca, Balboa and Bolivar.
- 6.) Cut grass around signs, drains, posts, transformers, telephone boxes, TV cable boxes, etc. when mowing in all the common areas.
- 7.) Remove dead trees and trimmings and any involuntary growth in all common areas and haul away refuse at your expense.
- 8.) Keep all trees in all common areas trimmed up six feet high.
- 9.) In all areas mowed and maintained, pick up trash (bottles, paper, etc.)
- 10.) Trim low hanging branches in front of street signs and traffic signs as needed or when requested and haul away refuse at your expense.
- 11.) Palm trees in middle of Hidalgo - haul away palm fronds at your expense
- 12.) Pick up palm fronds on Carmen from Santa Ana to the end of Las Casitas as needed and haul away refuse at your expense.
- 13.) In the Bend Subdivision, maintain entrance and mini cul-de-sacs weekly.
- 14.) In Rio Rancho Nuevo Subdivision, maintain entrance weekly.

15.) Mow and maintain the landscaping at the two monument entrance signs at Rancho Viejo Drive and the two monument entrance signs at Carmen and FM 1732.

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- Work to be done Monday through Friday.
- Contract Term - Two (2) years. (Submit bid on 12 month basis, but contract will be awarded for a two (2) year period.)
- The contract will provide for cancellation by either party upon thirty (30) days notice after the end of a calendar month.
- Provide Certificate of Insurance showing Workers' Compensation and General Liability in the minimum amount of \$ 250,000. Also provide proof of Automobile Insurance on all vehicles.
- Provide list of equipment available for this project.
- Provide list of three references.
- Report in at the Town Municipal Office twice a week for updates on maintenance work.
- Payment will be made monthly to contractor upon completion and acceptance of work by the Town of Rancho Viejo.
- Pre-Bid conference - will be held on July 18, 2012 at 3:00 P.M. at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575.

