



3301 Carmen Ave.
Rancho Viejo, Texas 78575
Phone: (956)350-4093 Fax: (956)350-4156

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

Sealed Bids 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 Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575, until Friday, December 8, 2023 at 2:00 P.M.

Sealed bids will be opened then and there and publicly read aloud. Sealed bids received after the time announced 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. or online at www.ranchoviejotexas.com.

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 Bid 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 bids, to waive irregularities or informalities in any or all bids and to accept any bid which is deemed to be in the best interest of the Town of Rancho Viejo.

Fred Blanco, Town Administrator
Town of Rancho Viejo

COMMON AREA GRASS CUTTING AND MAINTENANCE

- 1.) Maintain Town Hall property every week in the spring and summer and every two weeks in the fall and winter, (mow the grass and maintain landscaping which includes weeding the plants). Mow grass on one adjacent lot every week in the spring and summer and every two weeks in the fall and winter.
- 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 including the edge of road:
 - a. From Cortez to curve to El Dorado - cut grass from road to railroad tracks minimum of 2 times per month
 - b. Carmen Avenue to Rancho Viejo Drive - cut grass from road to railroad tracks minimum of 2 times per month
 - c. In front of Town Office - cut grass from road to railroad tracks minimum of 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 and trim landscaping 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 twelve 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 every 2 weeks. Mow the right-of-way along Carmen Avenue and The Bend Subdivision, twice a month.
- 14.) In Rio Rancho Nuevo Subdivision, maintain entrance every 2 weeks.
- 15.) Mow and maintain the landscaping one monument sign at the entrance of Carmen Avenue/Frontage Road, one monument sign at the entrance of Cortez Avenue/Frontage Road, two monument entrance signs at Rancho Viejo Drive and two monument entrance signs at Carmen and FM 1732 weekly.

- 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 \$ 250,000.⁰⁰. 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 December 5, 2023, at 3:00 P.M. at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575.

COMMON AREA MAINTENANCE TIME TABLE

<i>November 14, 2023</i>	Board Authorization for Advertisement for Bids
<i>November 17, 2023</i>	1 st Newspaper Ad
<i>November 24, 2023</i>	2 nd Newspaper Ad
<i>December 5, 2023 at 3:00 P.M.</i>	Pre-Bid Conference
<i>December 8, 2023 at 2:00 P.M.</i>	Deadline to receive Applications
<i>December 8, 2023 at 3:00 P.M.</i>	Bid Opening
<i>December 12, 2023</i>	Award Contract
<i>January 1, 2024</i>	New Contract Begins

