



## INVITATION TO BID: TREE TRIMMING SERVICE

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**Due Date and Time: 2:00 pm, Wednesday, September 18, 2019**

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Issue Date: AUGUST 28, 2019

### Issuing Agency Information:

**Contact: Grimes County Road & Bridge Engineer, Harry B. Walker  
(936) 873-4436**

### Instructions to Bidders:

#### Return Sealed Bid to:

Grimes County Auditor's Office  
114 W. Buffington  
PO Box 510  
Anderson, TX 77830

#### Mark face of envelope/package with:

Sealed Bid – Tree Trimming Service

### Bidder must complete the following:

Bidder Name/Address:	<b>Name/Title</b>
	<b>Signature</b> Print name and title and sign in ink. By submitting a response to this invitation, bidder acknowledges it understands and will comply with the bid packet specifications and requirements.
Type of Entity (e.g., corp., LLC, etc.)	Phone number:
Email Address:	Fax Number

**BIDDERS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE**

## GENERAL CONDITIONS

- Bids are solicited for furnishing the materials and services set forth in this invitation to bid. Completed bid proposals must be received in the Grimes County Auditor's Office by the deadline stated above. All bids must be in a sealed envelope clearly marked with the bid description and opening date on the outside of the envelope.

Bids received in the Grimes County Auditor's Office after the submission deadline shall be returned unopened and will be considered void and unacceptable. Grimes County is not responsible for delayed mail, carrier, etc. and the time/date stamp clock used upon receipt of any bid in the purchasing office shall be the official time of receipt.

### **BIDS MAY NOT BE FAXED OR EMAILED**

- Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, bids may not be amended, altered or withdrawn without the recommendation of the Road & Bridge Administrator/Engineer and the approval of the Commissioners' Court.
- **SALES TAX**  
Grimes County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, **the bid price shall not include taxes**. Bidder shall bear the responsibility of any sales or use tax if any product or supply is deemed to be taxable by the State. Grimes County will furnish, upon request, sales tax exemption forms to the bidder that is awarded.
- The bidder agrees if this bid is accepted, to furnish any and all services and materials upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications.
- The County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities related to the bidding process for the benefit of the County, granted that such waiver is allowed under Federal and State Laws.
- Invoices shall be sent directly to the Grimes County Road & Bridge Office at P.O. Box 593, Anderson, Texas 77830. Payments will be processed after confirmation that all materials have been received satisfactorily and no unauthorized materials have been received.
- Bidder's failure to comply with the terms and conditions of a contract associated with an accepted bid, shall be a basis for the termination of the Contract by the County. The County shall not pay for supplies, which are unsatisfactory. The County may give vendor a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the validity of the County's termination for non-performance.

- Quantities indicated in the bid are estimated based upon information at the time bids are requested. The County reserves the right to increase or decrease the quantities by any amount it deems necessary to meet its needs without any adjustment in the contract price.
- The bid award shall be based on, but not necessarily limited to the following factors:
  - Total price
  - Special needs and requirements of Grimes County
  - Grimes County's evaluation of vendor's ability
  - Vendor's past performance record with any Texas county
- If this bid is accepted and approved by the Commissioners' Court, then this bid shall be incorporated into a contract. No oral agreements either expressed or implied shall be valid. No different or additional terms will become part of this contract with the exception of a change arising.
- The term of the contract may be extended for an additional year if amended in accordance with the "Amendment" paragraph within the contract.
- If offered, a one-year extension of the contract is contingent on the appropriation of necessary funds by Commissioners' Court for the fiscal year in question. Upon the failure of Commissioners' Court to appropriate funds in any fiscal year, this contract shall terminate at the end of the original term of the agreement or at the end of the current fiscal year, whichever occurs first, with no additional liability to the County. County and contractor agree that termination shall be the contractor's sole remedy under this circumstance.
- The vendor shall make himself familiar with and at all times shall observe and comply with all Federal, State, and Local Laws, ordinances and regulations that, in any manner, affect the conduct of the work.
- All insurance requirements, including workman's compensation and liability, as outlined under State Law, shall be met prior to any services rendered and shall remain in effect during the time of the contract associated with an accepted bid. Payments shall not become due and payable until such certificates have been filed.
- The parties herein agree that the contract associated with an accepted bid shall be enforceable in Grimes County, Texas, and if legal action is necessary to enforce it, exclusive venue shall lie in Grimes County, Texas.
- The contract shall be governed by and construed in accordance with the laws of the State of Texas and all applicable Federal Laws.

- **THE VENDOR SHALL INDEMNIFY AND HOLD HARMLESS THE COUNTY AND ITS DULY APPOINTED OFFICERS, AGENTS AND EMPLOYEES FOR ALL SUITS, ACTIONS, LOSSES, DAMAGES, CLAIMS, OR LIABILITY OF ANY CHARACTER, TYPE, OR DESCRIPTION, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEYS' FEES FOR INJURY OR DEATH TO ANY PERSON, OR INJURY TO ANY PROPERTY, RECEIVED OR SUSTAINED BY ANY PERSON OR PERSONS OR PROPERTY, ARISING OUT OF, OR OCCASIONED BY, THE ACTS OF VENDOR'S OFFICERS, AGENTS OR EMPLOYEES.**
- If a court of competent jurisdiction determines that any term of the contract associated with an accepted bid is invalid or unenforceable to any extent under applicable law, the remainder of the contract associated with an accepted bid (and the application of this agreement to other) shall not be affected thereby, and each remaining term shall be valid and enforceable to the fullest extent permitted by law.
- If the vendor defaults in the performance of the terms and conditions contained herein, or materially breaches any of its provisions, the County shall have the right to terminate the contract associated with an accepted bid by giving written notice of termination within thirty (30) days of the occurrence of the default or material breach.
- By accepting this invitation to bid and bidding on the item(s) set forth above you are accepting any and all of the general conditions set forth above and any additional specifications and conditions contained within the contract attached.

Respectfully,



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Mary Nichols  
Grimes County Auditor

**GRIMES COUNTY**  
**TREE TRIMMING MAINTENANCE**  
**BID SPECIFICATIONS**

**General Instructions to Bidders and Conditions of Contract**

**Location**

The trimming of trees and removal of associated debris and other work covered by this contract will be within the boundaries of Grimes County property.

**Crews**

A tree trimming crew shall consist of not less than three (3) laborers including a working foreman, with the required equipment to perform tree-trimming operations satisfactorily.

**Removal of Debris**

All debris from tree trimming shall be removed from the site and from Grimes County right of ways immediately after trimming. Payment for removal of debris and to a legal disposal site is to be included in the unit prices for trimming. No additional compensation shall be paid.

**TREE REMOVAL STANDARDS**

Trees to be removed will consist of those designated by the County Engineer or his designee.

The County Engineer or his designee will provide locations of work to the Contractor.

Removal shall consist of cutting down each identified tree in a safe manner so as not to unnecessarily endanger life, limb or property.

Stumps shall not be left higher than three (3) inches above ground level.

Ropes shall be used to lower all limbs of sufficient size that may cause damage to other trees or surrounding public or private property.

**PAYMENT FOR SERVICES**

Invoices shall be submitted to the Grimes County Road and Bridge Department P.O. Box 593, Anderson TX 77830. Invoice is to include hours worked and location.

**BONDS****ALL BIDS SHOULD INCLUDE THE FOLLOWING BONDS, IF APPLICABLE, IN ORDER TO BE IN COMPLIANCE WITH TEXAS STATUTES**

- **Bid Bond:** If the contract exceeds \$100,000, the contractor shall execute a bid bond with a surety company authorized to do business in this state in the amount of five percent (5%) of the total contract price.
  
- **Performance Bond:** If the amount of the contract is in excess of \$50,000, the contractor shall provide a performance bond as follows:
  - Solely for the protection of Grimes County;
  - In the amount of the contract; and
  - Conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents.

The bond must be executed by a corporate surety in accordance with Article 7.19-1, Texas Insurance Code.

If the amount of the contract is \$50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or fulfillment of the purchase obligation to the County.

- **Payment Bond:** If the amount of the contract is in excess of \$50,000, the contractor shall provide a payment bond as follows:
  - Solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the contractor or a subcontractor who provides labor or material; and
  - In the amount of the contract.

The payment bond must be executed by a corporate surety in accordance with Article 7.19-1, Texas Insurance Code.

**\*\*\*Projected Annual Service amount is \$50,000\*\*\* THE BID BOND SHALL BE FIVE PERCENT (5%) OF THIS ESTIMATED CONTRACT AMOUNT. This amount was estimated by using prior years' experience.**

**GRIMES COUNTY  
TREE TRIMMING SERVICE  
BID FORM**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Proposed Flat Hourly Rate:** \_\_\_\_\_

Flat hourly rate is to include equipment, labor and other expenses the company may have.

\_\_\_\_\_  
Authorized Signature                      Printed Name                      Title

**SUBMITTING BIDS:**

**Sealed bids should be mailed to:**

Jessica Herrera  
Grimes County Auditor's Office  
PO Box 160  
Anderson, Texas 77830

**or hand delivered to :**

Grimes County Auditor's Office  
Courthouse Annex  
114 W. Buffington Street  
Anderson, Texas 77830

**\* CHECKLIST: ITEMS THAT MUST BE INLCUDED**

- Completed bid packet coversheet
- Bid/Quote on items described in specifications
- Conflict of Interest Questionnaire
- Any required bond documents
- A minimum of three (3) references that are knowledgeable regarding the firms' recent performance on projects. Include the following for each:
  - Company name
  - Location where service was provided
  - Contact person and their phone number and email address



# CONTRACT

**STATE OF TEXAS  
COUNTY OF GRIMES**

WHEREAS, the attached “Bid Package” which includes any **Invitation to Bid, General Conditions, Instructions, Specifications, Proposal, and Bid Sheet(s)** for the item(s) being published for competitive bid, were solicited pursuant to Texas Local Government Code §262.021; and

WHEREAS, the **Grimes County Commissioners’ Court as the governing body of Grimes County** did on \_\_\_\_\_ award a contract to

\_\_\_\_\_

**(Vendor/Bidder)**

**for furnishing the materials, equipment, supplies and/or services in quantities and at prices as set forth in the above-attached Bid Package; namely:**

## **TREE TRIMMING SERVICES**

THEREFORE, Knowing all men by these present, that this contract is entered into by Grimes County, Texas (hereinafter called “County”) and the undersigned Vendor (hereinafter called “Vendor” or “bidder”).

### **WITNESSETH**

THAT IN ACCORDANCE with the above attached Bid Package in every particular, the Vendor will perform in accordance with the terms thereof and the County agrees to make payment for such items or services purchased on appropriate Purchase Orders in accordance with the items of said Bid Package which is made a part of this contract and incorporated herein for all purposes.

THAT IN ACCORDANCE with the attached the County’s acceptance of equipment, supplies and services shall be contingent on (1) such conforming to requisite standards, (2) such being delivered (if applicable), and (3) such services have been satisfactorily performed in the sole determination of the County.

### **Prior Agreements Superseded**

This Contract, with the entire Bid Package incorporated herein for all purposes, including any required supporting literature, brochures, and/or data sheets or sample, constitutes the sole agreements of the parties to the agreement and supersedes all oral or written previous and contemporary agreements between the parties and relating to matters herein. This Contract along with the Bid Package shall be considered a “Contract associated with an accepted bid” as referenced in the Bid Package.

**Amendment**

This instrument contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations, no amendments, modifications or alterations of the terms of this contract shall be binding unless same is in writing, dated subsequent to the date of this contract, and duly executed by an authorized representative of each party.

**Binding**

This Contract shall bind and inure to the benefit of the respective parties, their representatives, successors, and assigns.

**Term**

This Contract shall be effective October 1, 2019 and shall remain in effect until September 30, 2020.

**Attorney’s Fees, Costs**

If any controversy, claim, or dispute arises relating to this Agreement or its breach, the prevailing party shall be entitled to recover from the other party reasonable expenses, attorney’s fees, and costs.

**Venue/Jurisdiction**

This Contract shall be governed by and construed in accordance with the laws of the State of Texas, and venue of any legal action filed by either party shall be in Grimes County, Texas.

IN TESTIMONY WHEREOF, witness our hands at Grimes County, Texas, effective as of the date awarded above, if any.

VENDOR: \_\_\_\_\_ GRIMES COUNTY

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
AUTHORIZED AGENT COUNTY JUDGE

ATTEST: \_\_\_\_\_  
GRIMES COUNTY CLERK



## Certificate of Interested Parties

HB 1295 was passed by the Texas Legislature in 2015. The bill took effect January 1, 2016. The link below will take you to the Texas Ethics Commission website where you need to complete the form, print it out, have it notarized and then mail the original form to:

Jessica C. Herrera  
Grimes County Auditor's Office  
PO Box 510  
114 W. Buffington  
Anderson, TX 77830

[http://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](http://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

At this link, you will find videos that will take you through the steps needed to set up your User ID and complete the form as a business entity.

**The contract number that you will need to complete this form is 2020-490-105**

If you have any questions or problems please call Jessica Herrera at (936) 873-4412 for assistance.

### What is House Bill 1295 ("HB 1295")?

The 84<sup>th</sup> Texas Legislature recently passed HB 1295, which enacted Section 2252.908 of the Texas Government Code. This new law prohibits a governmental entity or state agency from entering into certain contracts with a business entity unless the business first submits a disclosure of interested parties.

### To whom does HB 1295 apply?

All "business entities" (sole proprietorship, partnership, or corporation, regardless if it for profit or a nonprofit entity) that enter into a contract with a "governmental entity" (city, county, public school district, or special purpose district or authority).

### How does a business entity comply with HB 1295?

The Texas Ethics Commission ("TEC") has developed the following prescribed procedures:

- First, the business entity assesses the TEC website at <http://www.ethics.state.tx.us/File/and> completes form 1295 online, making all necessary disclosures required by HB 1295 Business entities will need to create an account the first time they login to the TEC system. Business entities MUST complete the Form 1295 online.
- Upon completing the form, the TEC website will generate a PDF version of the business entity's Form 1295, including creating a unique "Certificate Number" that is stamped in the upper right hand corner of the form.
- Then the business entity executes and notarizes a hard copy of the form and submits it to the governmental entity on or before the award of the contract.