

TITUS COUNTY
BID 2025-002
LAWN MAINTENANCE

TITUS COUNTY

RETURN DEADLINE IS NO LATER THAN 9:00 AM, JULY 28, 2025

SPECIFICATIONS AND BID FORMS SUMMARY

LAWN MAINTENANCE SERVICES

Carefully read all requirements, specifications, and instructions. Fill out all forms properly and completely. Submit your bid, including all appropriate supplements and/or samples. Be sure all required signatures are in place.

Documents to be returned with Bid: 1) Properly Identified Sealed Bid Envelope, 2) Non-Collusion Affidavit (Notarized), 3) Bid Sheet (Signed).

All handwritten signatures must be in ink and all prices must be written legibly in ink or (preferably) typewritten.

RETURN BID DOCUMENTS TO:

TITUS COUNTY AUDITOR'S OFFICE
100 W. FIRST ST. SUITE 106
MT. PLEASANT, TEXAS 75455

Bids received later than the time and date stated above will not be considered.

The Titus County Auditor's Office hours are Monday through Friday from 8:00 AM until 4:30 PM. Closed for County Holidays.

Bids will be opened on July 28, 2025 at 9:30 AM in Room 205 of the Titus County Courthouse. Bidders are invited to attend.

Bids will be submitted to Commissioners' Court at 9:00 AM on Monday, August 4, 2025 for consideration.

INVITATION TO BID

TITUS COUNTY
BID 2025-002
LAWM MAINTENANCE

LAWN MAINTENANCE SERVICES

From: Titus County Auditor
100 W. First Street, Suite 106
Mt. Pleasant, Texas 75455

BID NO. 2025-002

Bids will be received at the Titus County Auditor's Office until **9:00 AM on July 28, 2025**. Bids will be opened July 28, 2025 at 9:30 AM, in Room 205 of the Titus County Courthouse. Bidders are invited to attend. Bids will be presented for consideration at the Commissioners Court meeting on Monday, August 4, 2025 at 9:00 AM in Room 205 of the Titus County Courthouse.

A. Scope of Bid

Bids are solicited for furnishing the merchandise, supplies, service, and/or equipment set forth in this bid request in accordance with the following conditions:

B. Conditions

1. Upon acceptance and approval by the Commissioners' Court this bid affects a working contract between Titus County and the successful bidder for **1 year with option to renew each year for 2 additional years upon agreement by vendor and county. Bids are initially effective August 4, 2025.**
2. Bids must be received in the Titus County Auditor's Office at the time and date specified. The mere fact that a bid was dispatched will not be considered; the bidder must have the bid actually delivered in a timely manner.
3. The County reserves the right to accept or reject in part or in whole any bids submitted, and to waive any technicalities for the best interest of the County.
4. Titus County shall not be responsible for any verbal communication between any employee of the County and any potential bidder. Only written specifications and written price quotations will be considered.
5. Titus County reserves the right to reject any bid that does not fully respond to each specified item.
6. Bidder should include employer identification number or social security number.
7. Bidder's **SEALED ENVELOPE** must carry **BIDDER'S NAME** with the following NOTATION: **"BID: #2025-002 for LAWN MAINTENANCE SERVICES"**
8. Bids must be submitted on the BID SHEET attached to the specifications.
Other material may be included with proposals as is deemed necessary by the bidder.
9. All merchandise should be new unless otherwise specified in BOLD LETTERING. Warranties should be furnished with all bids if applicable. Used merchandise may be furnished, if applicable and so noted on bid. Used merchandise may be substituted if like new, and warranty/maintenance contract can be furnished with the bid. All dealer rebates and or discounts offered to purchaser should be stated on bid. Titus County shall act as sole judge in determining equality and acceptability of used merchandise.
10. Should there be a change in ownership or management, the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party. The successful bidder is required to notify the Titus County Auditor at 903-572-8101 or by email at auditor@co.titus.tx.us, within 30 days, in the event of a change in management or ownership.
11. Titus County may cancel this contract at any time for any reason including unsatisfactory service from the other party provided a thirty day written notice is given to the other party.

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12. Bidders should state all insurance coverage applicable to this contract. Examples are **Workman's Compensation, General Liability, Manufacturer's Liability, etc.**
13. General Liability Insurance and Automobile Liability Insurance in the minimum amount of \$ 100,000 (Combined limits for BI and PD) is required.
14. Worker's Compensation Insurance to cover self and employees to protect Titus County from personal injury Claims is required.
15. Proof of irrigation license and applicator's license is required. Contractor represents that he/she holds an irrigation license and applicator's license or will hire the services of a licensed holder for any irrigation work, pesticide application or herbicide application.
16. The successful vendor must submit copies of insurance certificates and licenses to the County Auditor's office before any work or delivery can be initiated and by the date the contract commences. Payments shall not become due and payable until such certificates are on file in the auditor's office.
17. Successful bidder agrees to indemnify and save harmless Titus County from and against all liabilities, costs or expense which may accrue against or be charged to or be recovered from Titus County arising from negligence of bidder in the operations of grounds maintenance.
18. Titus County reserves the right to accept alternate bids, for the purpose of assuring adequate availability of quantities needed.
19. The bid award shall be based on, but not necessarily limited to, the following factors:
 - a. Unit Price
 - b. Total Price
 - c. Special needs and requirements of Titus County
 - d. Results of testing samples
 - e. Delivery
 - f. Titus County's experience with products bid
 - g. Titus County's evaluation of Vendor's ability to fulfill contract.
 - h. Vendor's past performance record with Titus County.
20. Acceptance of merchandise, work, services, and/or equipment provided shall be made by the County's sole discretion when all terms and conditions of the contract and specifications have been met to satisfaction, including the submission to the County of any and all documentation as may be required.
21. Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated on the bid sheet. Prices shall be all inclusive. All prices must be written in ink or typewritten.

If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, Bidder MUST indicate ALL such charges and related costs on the BID SHEET or forfeit the right to payment of such costs.

No price changes, addition or subsequent qualifications are anticipated during the course of this contract. In the event the successful bidder considers a request for a change in the price, such request must be accompanied by documentation from an independent federal or state agency which must be deemed independent at the sole discretion of Titus County. The request for a change in price or service must be approved by Commissioners' Court.

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22. Titus County is exempt from certain Federal Excise, State and Local taxes.
23. Lawn maintenance service will be paid monthly in 12 equal payments. The successful bidder must present monthly invoices and maintain proof of insurance on file with County Auditor, in order for invoices to be approved for payment
24. Upon completion of this contract, monthly for a continuing contract or as otherwise stated, contractor shall send an itemized invoice of the material furnished and/or services performed to the County. Neither signed receipts nor payments shall be construed as an acceptance of any defective work, improper maintenance, or a release for any claim for damages. All invoices must be originals or certified copies of originals and are to be sent to:

**County Auditor
100 W. 1st Street, Suite 106
Mount Pleasant, Texas 75455**

Approved invoices will be paid on the second and fourth Mondays of each month, provided the invoices are received by Monday noon before the second and fourth Monday.

25. Specifications may reference name brands and model numbers. It is not the intent of Titus County to limit or restrict bids but to establish the desired quality level of merchandise. Bidders may offer comparable items and the burden of the proof rests with the bidder; Titus County shall act as sole judge determining in equality and acceptability of items offered.

C. SPECIAL PROVISIONS — Electronic bids will NOT be accepted as these are Sealed Bids.

D. CONTRACT FULFILLMENT

Titus County Commissioners' Court must, by law, award all contracts and the County Judge must sign all contracts and agreements before they become binding on the County.

Department heads are NOT authorized to sign any kind of supplemental or binding purchase, lease or rental agreements for goods or services for Titus County. All supplemental agreements are subject to approval of the County Attorney prior to being signed by the County Judge.

Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.

E. BID NON-COLLUSION AFFADAVIT — MUST BE RETURNED WITH BID, NOTARY REQUIRED

F. SPECIFICATIONS FOR LAWN MAINTENANCE SERVICES — SCOPE OF WORK

G. BID SHEET — MUST BE RETURNED WITH BID, SIGNATURE REQUIRED

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NON-COLLUSION AFFIDAVIT — RETURN WITH BID

The undersigned certifies that the bid prices contained in this bid have been carefully reviewed and are submitted as correct and final. He further certifies that bidder agrees to furnish any and/or all items upon which prices are extended at the price offered, and upon the conditions contained in the specifications of the Invitation to Bid.

STATE OF TEXAS

COUNTY OF TITUS

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____ who after being by me duly sworn, did depose and say: "I, _____ am a duly authorized officer of/agent for _____ and have been duly authorized to execute the foregoing bid on behalf of the said _____. I hereby certify that the foregoing bid has not been prepared in collusion with any other bidder or other person or persons engaged in the same line of business prior to the official opening of this bid. Further, I certify that the bidder is not now, nor has he been for the past (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the price of equipment, services, or supplies bid on, or to influence any person or persons to bid or not to bid thereon."

Name and address of bidder _____

Telephone _____

By _____ Title _____
Type Name

Signature _____

SUBSCRIBED AND SWORN to me by the above named _____

on this the _____ day of _____, 0

Notary Public in and for the State of Texas

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**SPECIFICATIONS
FOR
LAWN MAINTENANCE SERVICES
SCOPE OF WORK**

Scope of Work for Lawn Maintenance for Titus County buildings and offices.

Bids will be awarded based on (1) Monthly rate, 2) Applicable items in Section B, Condition 19 of the Invitation to Bid, and 3) Any additional charges or information submitted by the bidder. All additional charges to the County must be included on the Bid Sheet.

REQUIRED SCOPE OF WORK — SERVICES TO BE PERFORMED

1. **Locations of Service:** Bidder will furnish all labor, equipment and supplies necessary to perform grounds maintenance at all **8 Locations:** 1) Courthouse, 2) Annex, and behind the building has two small flower beds, 3) Justice Center, 4) Elections Office, 5) Extension Office, 6) Property at 312 N. Riddle Street, 7) Senior Meal Center on North Edwards, and 8) DPS Weigh Stations (East and West).
2. Contractor agrees to perform services outlined and agrees to repair at contractor's expense damage caused by the contractor to buildings or sprinkler systems within **48** hours of notification of damage.
3. Prior approval from County Judge is required before any additional service work is initiated.
4. Services to be Performed:
 - a. Mow grounds weekly April 1" through October 3 Pt.
 - b. Mow grounds twice monthly November 1" through March 31st
 - c. Edge sidewalks and curbs with each mowing, a minimum of twice monthly.
 - d. Sweep sidewalks, drives, and/or parking areas with each mowing, a minimum of twice monthly.
 - e. Trim around trees or other structures a minimum of twice monthly.
 - f. Keep grounds free of trash, litter, leaves and debris on a weekly basis.
 - g. Trim hedges or shrubs as needed to conform to appropriate landscape designs.
 - h. Fertilize grounds a minimum of once each year.
 - i. Clean flower beds when asked or three (3) time each year.

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BID SHEET — LAWN MAINTENANCE SERVICES — RETURN WITH BID

Return SEALED BID for the purchase of Lawn Maintenance Services to:
Titus County Auditor, 100 W. 1st Street, Suite 106, Mt. Pleasant, Texas 75455

The deadline to return the bid is 9:00 AM, July 28, 2025. Bids will be opened at 9:30 AM, on July 28, 2025 in Room 205 of the Titus County Courthouse. Bidders are invited to attend. Bids will be submitted for consideration on August 4, 2025 in Commissioners' Court, Room 205 of the Titus County Courthouse.

Bidder's SEALED ENVELOPE must have the following NOTATION: "Bid # 2025-002 for LAWN MAINTENANCE SERVICES"

Company Name

Address

Phone Number

ANNUAL BID AMOUNT \$ _____ TO BE PAID

Other Charges (Describe in Detail):

As a bidder, I understand that insurance certificates and licenses are required before any work or delivery can be initiated.

Authorized Signature: _____ Title: _____

Printed Name of Signature: _____ Date: _____

Email: _____ Phone #: _____

Please attach a completed Form W-9