

**CITY OF HOUSTON  
SCOPE OF WORK  
FOR  
KINGWOOD TRAIL LANDSCAPING  
FOR THE  
GENERAL SERVICES DEPARTMENT**

It is the intent of the City of Houston to solicit the lowest and best responsible bid or price under competitive conditions.

**Hire Houston First**

**Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the Hire Houston First Application and Affidavit ("HHF Affidavit") to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

**Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of Houston e-Government Website at the following location:**

[www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf](http://www.houstontx.gov/obo/moreforms/hirehoustonfirstaffidavit.pdf)

**Award of Procurement of \$100,000 or More for Purchase of Non-Professional Services, Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "CITY BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE LOCAL BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 3% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**Award of Procurement under \$100,000 Purchase of Non-Professional Services Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "LOCAL BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE CITY BUSINESS IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 5% OF THE LOWEST BID RECEIVED, AND
- UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**Award of Procurement that may be More or Less than \$100,000 for Purchase of Non-Professional Services, Including Construction Services:**

THE CITY WILL AWARD THIS PROCUREMENT TO A "LOCAL BUSINESS," AS THAT TERM IS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES ("THE CODE"):

- IF THE BID OF THE LOCAL BUSINESS IS LESS THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID OR IS WITHIN 5% OF THE LOWEST BID RECEIVED, OR
- IF THE BID OF THE LOCAL BUSINESS IS MORE THAN \$100,000 AND IS THE LOWEST RESPONSIBLE BID

OR IS WITHIN 3% OF THE LOWEST BID RECEIVED, AND\ UNLESS THE USER DEPARTMENT DETERMINES THAT SUCH AN AWARD WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

IF THERE IS NO BID OF A LOCAL BUSINESS THAT MEETS THESE CRITERIA, THE CITY WILL AWARD THE PROCUREMENT TO THE LOWEST RESPONSIBLE BIDDER.

**The following are the minimum acceptable specifications:**

### **1.0 SCOPE OF WORK:**

1.1. Work under this contract shall include the furnishing of all labor, tools, supplies and materials for "Kingwood Trail Landscaping" for the Parks and Recreation Department.

- A. Remove existing landscape timber retaining wall on east side of trail.
- B. Remove grade so new retaining wall can be constructed.
- C. Assemble and construct new 3 block high retaining wall on both sides of sidewalk (trail) using 12"L x 4"H concrete wall bricks. See Appendix A and C for block examples.
- D. The bricks will be assembled as tight as possible and an adhesive will be used to keep the bricks in place.
- E. Retaining all shall be built behind the metal drains, and in front of the drain a hard surface shall be placed to help facilitate drainage into the drains. See Appendix B.
- F. Behind retaining wall shall be filled with well-drained soil, such as lawn mix, or a 50/50 topsoil/sand mix and topped with two rows of sod grass.
- G. Over seed with winter rye when construction is complete.
- H. All areas along the trail shall be cleaned and restored to before construction conditions before completion inspection.
- I. Sodded area should be maintained and watered for 60 days after completion and approval from HPARD staff.

Person of Contact for Questions/Concerns: Jed Aplaca 281-460-2586

### **2.0 MATERIALS:**

- 2.1 Materials meets or exceeds the standard in the industry for improvement of the Services to be performed and conforms with respects to the specifications.

### **3.0 QUALITY ASSURANCE:**

- 3.1 Should any material be found defective, not meeting specifications, or that which has not been approved in writing by the owner shall, upon discovery (including any time within the period of the guarantee), be replaced with the specified equipment or material at no additional cost to the City.

### **4.0 WARRANTY:**

- 4.1 The Contractor shall guarantee all of the work that is performed under this contract, including all materials, workmanship, for a minimum of one (1) year from the date of full acceptance of the work.

### **5.0 DISCREPANCIES:**

- 5.1 If there are discrepancies in the specifications, the Contractor shall ask for a clarification from the City prior to bid opening.
- 5.2 If no clarification is requested, the City's judgement shall rule.

### **6.0 INSURANCE:**

- 6.1 Contractor must comply with the City of Houston insurance requirements, provide insurance certificate, insurance endorsements, and drug policy forms within three (3) days of request.

## **7.0 WORKMANSHIP:**

- 7.1 All work shall be performed and completed in a thorough, workmanlike manner and in accordance with the latest proven practices of the trade by thoroughly skilled and experienced workmen.

## **8.0 PERMITS:**

- 8.1 Unless specifications state otherwise successful Contractor shall be responsible for securing any and all permits for proposed work. Any fee charged for these permits shall be the responsibility of the Contractor and not the City of Houston.

## **9.0 SITE VISIT:**

- 9.1 All prospective bidders are encouraged to arrange and attend a site visit to clarify the actual scope of work to be done. Failure of a bidder to arrange and attend a site visit shall not constitute grounds for later claim against the City.
- 9.2 The successful bidder's product shall be supported by an authorized service facility for securing replacement material without undue delay.
- 9.3 Any revisions to be incorporated into this solicitation document arising from discussions before, during and subsequent to the site visit conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. Verbal responses will not otherwise alter the specifications, terms and conditions as stated herein.

## **10.0 TERMINATION OF AGREEMENT:**

- 10.1 This Contract may be terminated by the City Purchasing Agent upon thirty (30) days notice in writing, if the materials and/or services furnished do not conform to the standard set forth herein; or if the deliveries and servicing of this Contract do not conform to the requirements detailed herein.

## **11.0 CONTRACT COMPLETION:**

- 11.1 The Contractor shall complete this contract within thirty (30) calendar days from date given notice to proceed. All work is to be performed during normal business hours.

## **12.0 CLEAN-UP:**

- 12.1 Unless specifications state otherwise at the completion of all work, Contractor shall remove from the area all trash, rubbish, and debris caused by its operations, leaving the job site clean.

## **13.0 PRODUCT LITERATURE/SPECIFICATION SHEETS:**

- 13.1 To evaluate bids, the user department and the City purchasing staff may require product literature/specification sheets. When required, the bidders(s) should submit the requested product literature/specification sheets within five (5) calendar days from date of request. **FAILURE ON BIDDER'S PART TO FURNISH THE REQUESTED TECHNICAL DATA IN THE TIME LIMIT GIVEN ABOVE MAY BE CAUSE FOR REJECTION OF THE BID.**

## **14.0 NO CONTACT PERIOD:**

- 14.1 Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

## Appendix A

Plans for retaining wall along Kingwood Trails at tunnels 1514 and 1515.



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Work to be done: Approximately 77 ft of three brick high retaining wall on each side using 12" x 4" concrete wall blocks. Slope needs to be cut and area filled in behind retaining wall with clean fill (well-drained soil) and area sodded and seeded with winter rye to help with erosion.

## Appendix B



The retaining wall (red line) needs to go behind the drain and the area in front of the drain needs to have hard surface or equivalent between the drain and sidewalk.

**Appendix C**  
Block examples



# REQUEST FOR QUOTATION

## CITY OF HOUSTON

Parks and Recreation Department  
2999 S. Wayside Dr.

ATTN:Jed Aplaca  
[Jed.aplaca@houstontx.gov](mailto:Jed.aplaca@houstontx.gov)  
TELE: 281-460-2586  
FAX:

Please call with any questions



### INSTRUCTIONS TO BIDDER:

#### Quotation Due

DATE:  
TIME: 2:00pm  
Quote valid for 90  
days.

Bidder must submit  
quotation on this form.

Vendor Name: \_\_\_\_\_

Vendor  
Number: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

MWDBE  YES  NO

Bidder's proposal form shall not be accepted.

1. Where a brand of trade name appears in the specifications, the brand or trade name referred to, or its approved equal, shall be furnished.
2. In case of discrepancy between the unit price and the extension, the unit price shall govern.
3. The City of Houston reserves the right to reject and accept any or all bids or parts of bids.
4. All Attachments and Terms and Conditions attached are part of this Request for Quotation.
5. Attachments enclosed shall be part of a Purchase Order if awarded.
6. If unable to bid, please sign and return the Quotation "NO BID."

#### ALL PRICES MUST BE F.O.B. DESTINATION

LINE #	QTY	UNIT	DESCRIPTION & PART/MODEL NO.'S	UNIT COST	TOTAL PRICE
10	768	EA	Landscaping Bricks 12"x4"		
20	1	AU	Labor and other materials for services (See Scope section 4)		
30	1	AU	Soil fill and sod		
			See attached scope of services for details.		

BIDDERS SIGNATURE \_\_\_\_\_ /DATE \_\_\_\_\_ TOTAL BID AMOUNT \$ \_\_\_\_\_  
THE TERMS AND CONDITIONS SPECIFIED ON [HTTP://PURCHASING.HOUSTON.TX.GOV](http://PURCHASING.HOUSTON.TX.GOV) WILL APPLY.