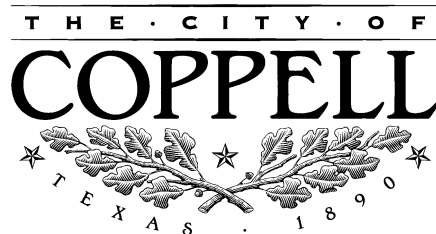


**INVITATION TO BID  
INSTRUCTIONS/ SPECIFICATIONS  
FOR**

**CITY OF COPPELL  
Landscape Replacement  
Bid No. Q-0921-02**

**PER  
THE CITY OF COPPELL SPECIFICATIONS  
AT  
THE CITY OF COPPELL  
TOWN CENTER  
PROCUREMENT SERVICES DEPARTMENT**

**OPENING DATE:  
TUESDAY, AUGUST 31, 2021, 2:00 p.m.**



## INVITATION TO BID

Return Bid To: City of Coppell  
Procurement Services Department  
255 Parkway Blvd.  
Coppell, Texas 75019

The enclosed *Invitation to Bid* and accompanying *Specifications with Bid Sheets* are for your convenience in bidding the enclosed referenced products and/or services for the City of Coppell. **Sealed bids shall be received no later than: 2:00 p.m., Tuesday, August 31, 2021, CST at: 255 Parkway Blvd, Coppell, TX 75019.**

## PRE-BID MEETING

A Pre-Bid meeting, which includes a virtual environment, will be held at 2:00 p.m., CST, Tuesday, August 24, 2021, at the City of Coppell, 255 Parkway Blvd, Coppell, TX 75019.

**Pre-Bid meeting – August 24, 2021 2:00 p.m.**

**Join Zoom**

[https://us02web.zoom.us/webinar/register/WN\\_N6vL-Vo2QeuGvetZ-EMETw](https://us02web.zoom.us/webinar/register/WN_N6vL-Vo2QeuGvetZ-EMETw)

**Bid Open – August 31, 2021 2:00 p.m.**

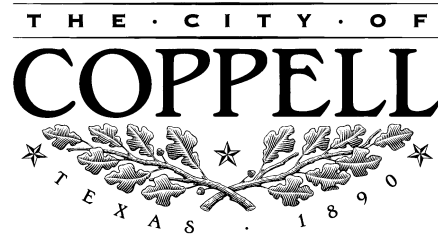
**Join Zoom**

[https://us02web.zoom.us/webinar/register/WN\\_rY1SnFDzRzePu6sT3HsVOQ](https://us02web.zoom.us/webinar/register/WN_rY1SnFDzRzePu6sT3HsVOQ)

Please reference **Bid No. Q-0921-02 Landscape Replacement**, in all correspondence pertaining to this bid and affix this number to outside front of bid envelope for identification. All bids shall be to the attention of the Procurement Services Department.

The City of Coppell appreciates your time and effort in preparing a bid. Please note that all **bids must be received at the designated location by the deadline shown**. Bids received after the deadline will be returned unopened and shall be considered void and unacceptable. Bid opening is scheduled to be held at 255 Parkway Boulevard, Coppell, Texas. **You are invited to attend.**

Awards should be made approximately three weeks following the bid opening date. To obtain results, or if you have any questions, please contact the Procurement Services Department at 972-304-3698.



**#Q-0921-02 Landscape Replacement**  
**Closing Date & Time: Tuesday, August 31, 2021 @ 2:00 p.m.**  
**(CST)**

Solicitation Schedule	Dates
Bid Issued	08/13/21
Pre-Bid Conference	08/24/21 – 2:00 p.m.
Sealed Bids Due to the City	08/31/21 – 2:00 p.m.

*All times and dates are CST.*

### **Vendor Inquiries**

Questions related to this Bid should be submitted via [www.bidsync.com](http://www.bidsync.com)

Contact with any personnel of the City, other than the Procurement Services staff or via Bidsync, regarding this Request for Proposal may be grounds for elimination from the selection process.

**ANY QUESTIONS** concerning this Request for Proposal and Specifications can be directed to the Procurement Services Department at 972-304-3698.

**INVITATION TO BID**  
**INSTRUCTIONS/TERMS OF CONTRACT**  
**BID No. Q-0921-02**

By order of the City Council of the City of Coppell, Texas, sealed bids will be received for:

**Landscape Replacement Material**

**TO PROVIDE** for a contract for services commencing within thirty (30) days approximately after the date of the award. The City of Coppell reserves the right to extend this contract, as it deems to be in the best interest of the city.

**IT IS UNDERSTOOD** that the City Council of the City of Coppell, Texas reserves the right to reject any and/or all bids for any/or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of the City of Coppell.

**BIDS MUST BE** submitted on the pricing forms included for that purpose in this packet. Bids shall be placed in a sealed envelope and marked clearly on the outside as shown below. **FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED!**

**SUBMISSION OF BIDS:** Sealed bids shall be submitted no later than, 2:00 p.m., Tuesday, August 31, 2021 to the address as follows:

City of Coppell  
Procurement Services Department  
255 Parkway Blvd.  
Coppell, Texas 75019

**PUBLIC NOTICE STATEMENT FOR ADA COMPLIANCE**

The City of Coppell acknowledges its responsibility to comply with the Americans With Disabilities Act of 1990. Thus, in order to assist individuals with disabilities who require special services (i.e. sign interpretative services, alternative audio/visual devices, and amanuenses) for participation in or access to the City of Coppell sponsored public programs, services and/or meetings, the City requests that individuals make request for these services forty-eight (48) hours ahead of the scheduled program, service and/or meeting. To make arrangements, contact Kori Allen, ADA Coordinator or another designated official at (972) 462-0022, or (TDD 1-800-RELAY, TX 1-800-735-2989).

**FUNDING:** Funds for payment have been provided through the City of Coppell budget approved by the City Council for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current fiscal year shall be subject to budget approval.

**LATE BIDS:** Bids received in the City of Coppell Procurement Services Department after submission deadline will be considered void and unacceptable. The City of Coppell is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Procurement Services Department shall be the official time of receipt.

**ALTERING BIDS:** Bids cannot be altered or amended after submission deadline. Any interlineation, alteration, or erasure made before opening time must be initialed by the signer of the bid, guaranteeing authenticity.

**WITHDRAWAL OF BID:** A bid may not be withdrawn or canceled by the Bidder without the permission of the City for a period of ninety (90) days following the date designated for the receipt of bids, and Bidder so agrees upon submittal of their bid.

**SALES TAX:** The City of Coppell is exempt by law from payment of Texas State Sales Tax and Federal Excise Tax. Bidder shall include any sales taxes from concession sales of taxable items on City property in the total price of the sale and shall be responsible to report and pay such taxes in a timely manner.

**BID AWARD:** The City reserves the right to award any combination of the sections as is deemed in the best interest of the City. The City also reserves the right to not award one or none of the sections.

**CONTRACT:** This bid, when properly accepted by the City of Coppell, shall constitute a Contract equally binding between the successful Bidder and the City. No different or additional terms will become a part of this Contract with the exception of Change Orders.

**CHANGE ORDERS:** No oral statement of any individual shall modify or otherwise change, or affect the terms, conditions or Specifications stated in the resulting Contract. All Change Orders to the Contract will be made in writing by the City's Purchasing Agent.

**IF DURING THE** life of the Contract, the successful Bidder's net prices to other customers for items awarded herein are reduced below the Contracted price, it is understood and agreed that the benefits of such reduction shall be extended to the City of Coppell.

**A PRICE** redetermination may be considered by the City only at the anniversary date of the Contract and shall be substantiated in writing (i.e., Manufacturer's direct cost, postage rates, Railroad Commission rates, Wage/Labor rates, etc.). The Bidder's past history of honoring Contracts at the bid price will be an

important consideration in the evaluation of the lowest and best bid. The City reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the City.

***DELIVERY:*** all delivery and freight charges (F.O.B. City of Coppell) are to be included in the bid price.

***DELIVERY TIME:*** Bids shall show number of days required to place goods ordered at the City's designated location. Failure to state delivery time may cause bid to be rejected. Successful Bidder shall notify the Procurement Services Department immediately if delivery schedule cannot be met. If delay is foreseen, successful Bidder shall give written notice to the Procurement Services Department. The City has the right to extend delivery time if reason appears valid. Successful Bidder must keep the Procurement Services Department advised at all times of the status of the order.

***CONFLICT OF INTEREST:*** No public official shall have interest in this Contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

***DISCLOSURE OF CERTAIN RELATIONSHIPS Effective*** January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City of Coppell not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

***ETHICS:*** The Bidder shall not offer or accept gifts of anything of value nor enter into any business arrangement with any employee, official or agent of the City of Coppell.

***EXCEPTIONS/SUBSTITUTIONS:*** All bids meeting the intent of this Invitation to Bid will be considered for award. Bidders taking exception to the Specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. In the absence of such, a list shall indicate that the Bidder has not taken exceptions and shall hold the Bidder responsible to perform in strict accordance with the Specifications of the Invitation. The City of Coppell reserves the right to accept any and all, or none, of the exception(s)/ substitution(s) deemed to be in the best interest of the City.

***ADDENDA:*** Any interpretations, corrections or changes to this **Invitation to Bid** and **Specifications** will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Coppell Procurement Services Department. Addenda will be mailed to all who are known to have received a copy of this Invitation to Bid. Bidders shall acknowledge receipt of all addenda.

**DESCRIPTIONS:** Any reference to model and/or make/maker used in bid Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City's Procurement Services Department. Bidders shall acknowledge receipt of all addenda.

**BID MUST COMPLY** with all federal, state, county, and local laws concerning these types of service(s).

**DESIGN, STRENGTH, QUALITY** of materials must conform to the highest standards of manufacturing and engineering practice.

All items supplied against credit must be new and unused, unless otherwise specified, in first-class condition and of current manufacturer.

**MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective Bidder must affirmatively demonstrate Bidder's responsibility. A prospective Bidder must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required.
2. be able to comply with the required or proposed delivery schedule.
3. have a satisfactory record of performance.
4. have a satisfactory record of integrity and ethics.
5. be otherwise qualified and eligible to receive an award.

The City may request representation and other information sufficient to determine Bidder's ability to meet these minimum standards listed above.

**REFERENCES:** The City requests Bidder to supply, with this Invitation to Bid, a list of at least three (3) references where like products and/or services have been supplied by their firm. Include name of firm, address, telephone number and name of representative.

**BIDDER SHALL PROVIDE** with this bid response, all documentation required by this Invitation to Bid. Failure to provide this information may result in rejection of bid.

**SUCCESSFUL BIDDER SHALL** defend, indemnify and save harmless the City of Coppell and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful Bidder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any Contract which may result from bid award. Successful Bidder indemnifies and will indemnify and save harmless the City from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful Bidder shall pay any judgment with costs which may be obtained against the City growing out of such injury or damages. In addition,



Contractor shall obtain and file with Owner City of Coppell a Standard Certificate of Insurance and applicable policy endorsement evidencing the required coverage and naming the owner City of Coppell as an additional insured on the required coverage.

**WAGES:** Successful Bidder shall pay or cause to be paid, without cost or expense to the City of Coppell, all Social Security, Unemployment and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State Law.

**TERMINATION OF CONTRACT:** This Contract shall remain in effect until Contract expires, delivery and acceptance of products and/or performance of services ordered or terminated by either party with a thirty (30) day written notice prior to any cancellation. The successful Bidder must state therein the reasons for such cancellation. The City of Coppell reserves the right to award canceled Contract to next lowest and best Bidder as it deems to be in the best interest of the City of Coppell.

**TERMINATION FOR DEFAULT:** The City of Coppell reserves the right to enforce the performance of this Contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this Contract. The City of Coppell reserves the right to terminate the Contract immediately in the event the successful Bidder fails to:

1. Meet schedules:
2. defaults in the payment of any fees; or
3. otherwise perform in accordance with these Specifications.

Breach of Contract or default authorizes the City of Coppell to exercise any or all of the following rights:

1. The City may take possession of the assigned premises and any fees accrued or becoming due to date.
2. the City may take possession of all goods, fixtures and materials of successful Bidder therein and may foreclose its lien against such personal property, applying the proceeds toward fees due or thereafter becoming due.

In the event the successful Bidder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept or observed, the City shall give the successful Bidder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of the city within two (2) working days of receipt of such notice by the successful Bidder, default will be declared and all the successful Bidder's rights shall terminate.

Bidder, in submitting this bid, agrees that the City of Coppell shall not be liable to prosecution for damages in the event that the City declares the Bidder in default.

**NOTICE:** Any notice provided by this bid (or required by law) to be given to the successful Bidder by the City of Coppell shall conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in the City of Coppell, Texas by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful Bidder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

**PATENTS/COPYRIGHTS:** The successful Bidder agrees to protect the City of Coppell from claims involving infringement of patents and/or copyrights.

**CONTRACT ADMINISTRATOR:** Under this Contract, the City of Coppell may appoint a Contract Administrator with designated responsibility to ensure compliance with Contract requirements, such as but not limited to, acceptance, inspection and delivery. The Contract Administrator will serve as liaison between the City of Coppell Purchasing Department (which has the overall Contract Administration responsibilities) and the successful Bidder.

**PURCHASE ORDER:** A Purchase Order(s) shall be generated by the City of Coppell to the successful Bidder. The Purchase Order number must appear on all itemized invoices and packing slips. The City of Coppell will not be held responsible for any orders placed/delivered without a valid current Purchase Order number.

**PACKING SLIPS** or other suitable shipping documents shall accompany each special order shipment and shall show: (a) name and address of successful Bidder, (b) name and address of receiving department and/or delivery location, (c) Purchase Order number, and (d) descriptive information as to the item(s) delivered, including product code, item number, quantity, number of containers, etc.

**INVOICES** shall show all information as stated above, shall be issued for each Purchase Order and shall be mailed directly to the City of Coppell Finance/Accounts Payable Department, 255 Parkway Blvd., Coppell, Texas 75019.

**PAYMENT** will be made upon receipt and acceptance by the City of Coppell for any item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S. Successful Bidder(s) required to pay subcontractors within ten (10) days.

**ITEMS** supplied under this Contract shall be subject to the City's approval. Items found defective or not meeting Specifications shall be picked up and replaced by the successful Bidder at the next service date at no expense to the City of Coppell. If item is not picked up within one (1) week after notification, the item will become a donation to the City for disposition.

**SAMPLES:** When requested, samples shall be furnished free of expense to the City of Coppell.

**WARRANTY:** Successful Bidder shall warrant that all items/services shall conform to the proposed Specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title. A copy of the warranty for each item being bid must be

enclosed. Failure to comply with the above requirements for literature and warranty information could cause bid to be rejected.

**REMEDIES:** The successful Bidder and the City of Coppell agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.

**VENUE:** This Agreement will be governed and construed according to the laws of the State of Texas. This Agreement is performable in the City of Coppell, Texas.

**ASSIGNMENT:** The successful Bidder shall not sell, assign, transfer or convey this Contract, in whole or in part, without prior written consent of the City of Coppell.

**SPECIFICATIONS** and model numbers are for description only. Bidder may bid on description only. Bidder may bid on alternate model but must clearly indicate alternate model being bid. Bidder must enclose full descriptive literature on alternate item(s).

**SILENCE OF SPECIFICATION:** The apparent silence of these Specifications as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these Specifications shall be made on the basis of this statement.

Each insurance policy to be furnished by successful Bidder shall include, by endorsement to the policy, a statement that a notice shall be given to the City of Coppell by Certified Mail thirty (30) days prior to cancellation or upon any material change in coverage.

**BID NOTIFICATION:** City of Coppell utilizes the following procedures for notification of bid opportunities: [www.bidsync.com](http://www.bidsync.com) and the *Coppell Citizens Advocate*. These are the only forms of notification authorized by the city. Coppell shall not be responsible for receipt of notification and information from any source other than those listed. It shall be the vendor's responsibility to verify the validity of all bid information received by sources other than those listed.

**EMPLOYMENT ELIGIBILITY VERIFICATION:** The Immigration Reform and Control Act of 1986 (IRCA) makes it illegal for employers to knowingly hire or recruit immigrants who do not possess lawful work authorization and requires employers to verify their employees' work eligibility on a U.S. Department of Justice form I-9. The contractor/vendor warrants that contractor/vendor is in compliance with IRCA and will maintain compliance with IRCA during the term of the contract with the city. Contractor/vendor warrants that contractor/vendor has included or will include a similar provision in all written agreements with any subcontractors engaged to perform services under this contract.

**ENVIRONMENTALLY PREFERABLE PRODUCTS AND SERVICES:** Bidders are encouraged to offer Energy Star, GreenSeal, EcoLogo and/or EPEAT certified products. The city also encourages bidders to offer products and services that are produced or delivered with minimal use of virgin materials

and maximum use of recycled materials and reduce waste, energy usage, water utilization and toxicity in the manufacture and use of products.

*ANY QUESTIONS* concerning this Invitation to Bid, and Specifications should be directed to the Procurement Services Department at 972-304-3698.

**COOPERATIVE PURCHASING**

As permitted under Government Code, Title 7, Chapter 791.025, other governmental entities may wish to cooperatively purchase under the same terms and conditions contained in this contract (piggyback). Each entity wishing to piggyback must have prior authorization from the City of Coppell and Contractor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of Coppell shall not be held responsible for any orders placed, deliveries made, or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract.

**IS YOUR FIRM WILLING TO ALLOW OTHER GOVERNMENTAL ENTITIES TO UTILIZE THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS?**

\_\_\_\_\_ **YES**

\_\_\_\_\_ **NO**

**CERTIFICATIONS AND REPRESENTATIONS**

**M/WBE STATUS**

\_\_\_\_\_ IS CERTIFIED AS A:

(CHECK ONE, IF APPLICABLE)

DISADVANTAGED BUSINESS ENTERPRISE \_\_\_\_\_

MINORITY-OWNED BUSINESS ENTERPRISE  
\_\_\_\_\_

WOMEN-OWNED BUSINESS ENTERPRISE \_\_\_\_\_

PLEASE ATTACH OFFICIAL DOCUMENTATION FROM THE STATE OF TEXAS OR  
OTHER QUALIFIED CERTIFICATION AGENCY OF M/WBE STATUS OF YOUR  
COMPANY WITH THIS BID/PROPOSAL.

\* \* \* \* \* NOTE \* \* \* \* \*

THIS DATA IS REQUESTED FOR INFORMATIONAL PURPOSES ONLY AND WILL  
NOT AFFECT THE PROPOSAL AWARD.

(SUBMISSION OF THIS INFORMATION IS NOT A REQUIREMENT.)

### **IMPLEMENTATION OF HOUSE BILL 1295**

#### **Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

The form may be obtained and completed at  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**\*Please note that this form must be completed once the contract is awarded and before contract is executed.**

**CITY OF COPPELL TX  
PROCUREMENT  
SERVICES**

**HOUSE BILL 89  
VERIFICATION**

I, \_\_\_\_\_ (Person name), the  
undersigned representative of

(Company or Business  
name) \_\_\_\_\_

\_\_\_\_\_ (hereafter  
referred to as company) **being an adult over the age of eighteen (18) years of age, do  
hereby depose and verify under oath that the company named-above, under the  
provisions of Subtitle F, Title 10, Government Code Chapter 2270:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named  
Company, business or individual with the City of Coppell acting by  
and through City of Coppell.**

*Pursuant to Section 2270.001, Texas Government Code:*

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY  
REPRESENTATIVE



**Company Information**

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

**BID #Q-0921-02**

**PARKS LANDSCAPE REPLACEMENT**

**(SCOPE OF WORK)**

**TWO COPIES MUST BE RETURNED TO THE PROCUREMENT SERVICES  
DEPARTMENT NO LATER THAN 2:00 p.m., TUESDAY, AUGUST 31, 2021, CST**

**BEST VALUE BID EVALUATION PROCEDURES**

- A. The City shall award a contract to the responsible bidder providing the best value for the **PARKS LANDSCAPE REPLACEMENT**. **This is NOT a low bid solicitation based on price alone.** All bidders must provide documentation and information requested in this solicitation to determine the best value outlined in “B” below.
- B. Pursuant to the Texas Local Government Code, § 252.043, Award of Contract, “Best Value” will be determined by considering:
- (1) the purchase price,
  - (2) the reputation of the bidder and of the bidder's goods or services,
  - (3) the quality of the bidder's goods or services,
  - (4) the extent to which the goods or services meet the municipality's needs,
  - (5) the bidder's past relationship with the municipality,
  - (6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities,
  - (7) the total long-term cost to the municipality to acquire the bidder's goods or services, and
  - (8) any relevant criteria specifically listed in the request for bids or proposals.

**Background**

Due to the 2021 severe winter weather event in February 2021, the City of Coppell is seeking to replace landscape plant material.

**Scope of Work**

There are currently nine (9) city facilities, listed below, included in this Scope of Work.

**Requirements**

- The plant material replacements will be “pocket-planted”, meaning there will be no tilling or prep work, just planting.
- Vendor will mulch everything that is planted.
- A 60-day warranty is required for all the plant material.
- Vendors will be supplied with the type, size, and quantity of plant material to be planted at each location.
- Vendor must indicate availability of materials on bid form.
- The contractor will have (60) days to complete the project.
- **NO OTHER COSTS OR FEES WILL BE PAID OTHER THAN THE ABOVE STATED PRICING. ALL PRICING IS TO REMAIN FIRM FOR THE CONTRACT PERIOD.**

The City will accept alternate bids to supply and install one (1) gallon plant material as well.

**City Facilities**

1. Coppell Arts Center: 505 Travis St.
2. Life Safety Park: 820 S. Coppell Rd.
3. Coppell Old Town Parking Lot: 768 W. Main Street
4. Andrew Brown West Park: 363 N. Denton Tap Rd.
5. Andrew Brown East Park: 260 E. Parkway Blvd.
6. Rolling Oaks Memorial Center: 400 S. Freeport Parkway
7. CORE Parking Lot: 234 E. Parkway Blvd.
8. Denton Tap Road Medians (North Coppell/Hwy 121 area)

9. Sandy Lake Road Medians (East of MacArthur Blvd.)

**Contractor's Employees**

1. Contractor will require all employees to report to work in clean uniforms in good conditions including shirt, pants, and OSHA approved safety vest. Uniforms shall have the contractor's name in a manner clearly identifiable to the public. Contractor must ensure that employees properly always wear uniform items.
2. Contractor's employees must always be courteous to the public while at the work site.
3. Contractor shall remove any personnel that is incompetent or endangers persons or property.
4. Contractor's employees will not consume/possess alcohol or use/possess any illegal drugs or be under the influence of such while on City property and/or carrying on the requirement of this contract. Contractor's employees will not use tobacco products while on Park property. The contractor shall immediately remove any such employee from the work site.
5. Conflicts, or potential conflicts due to required work and public use of a location, shall be reported to the City contact/Alternate.
6. Notification to contractor of complaints shall be in writing if time and circumstance permits. Otherwise, notification shall be verbal or by telephone, and shall be confirmed in writing as soon as possible.
7. All vehicles used by the contractor will be identified with company name or logo, conspicuously displayed on door panels. Professionally done hand lettering, magnetic signs, or pressure sensitive decals may be used to comply with this specification.
8. All vehicles utilized under this contract will be clean, free of mud, dirt, and grime, without noticeable rust spots and faded paint serviceable, and shall comply with safety standards required by the State of Texas.

Pay Item / Description	Total Qty	Unit Price	Total	Availability (Y/N) - Lead Time
<b>Pay Item No. L-1</b> Tuscan Blue Rosemary (Rosmarinus officialis 'Tuscan Blue') This work includes the pocket planting, mulching and 60 day warranty of (77) 3 Gallon Tuscan Blue Rosemary. Location: Denton Tap Road Median.	77			
<b>Pay Item No. L-2</b> Dwarf Burford Holly (Ilex cornuta burfordii 'Pygmy') This work includes the pocket planting, mulching and 60 day warranty of (375) 3 Gallon Dwarf Burford Holly. Location: Old Town Parking Lot.	375			
<b>Pay Item No. L-3</b> Red Yucca (Hesperaloe parviflora): This work includes the pocket planting, mulching and 60 day warranty of (68) 3 Gallon Red Yucca. Location: Life Safety Park.	68			
<b>Pay Item No. L-4</b> Dwarf Glossy Abelia (Abelia x. grandiflora) This work includes the pocket planting, mulching and 60 day warranty of (65) 3 Gallon Dwarf Glossy Abelia. Location: CORE Parking Lot, Art Center and Rolling Oaks Memorial Center.	65			
<b>Pay Item No. L-5</b> Dwarf Yaupon Holly (Ilex vomitoria 'Nana') This work includes the pocket planting, mulching and 60 day warranty of (192) 3 Gallon Dwarf Yaupon Holly. Location: Art Center, Life Safety Park, ABW Park and ABE Park.	192			
<b>Pay Item No. L-6</b> Gulf Muhly Grass (Muhlenbergia capillaris): This work includes the pocket planting, mulching and 60 day warranty of (188) 3 Gallon Gulf Muhly Grass. Location: Art Center and Life Safety Park.	188			
<b>Pay Item No. L-7</b> Compact Nandina (Nandina domestica 'Compacta') This work includes the pocket planting, mulching and 60 day warranty of (217) 3 Gallon Compact Nandina. Location: ABW Park and ABE Park.	217			
<b>Pay Item No. L-8</b> Harbor Dwarf Nandina (Nandina domestica 'Harbor Dwarf') This work includes the pocket planting, mulching and 60 day warranty of (1161) 3 Gallon Harbor Dwarf Nandina. Location: Sandy Lake Road Medians and Denton Tap Road Medians.	1161			
<b>Pay Item No. L-9</b> Loropetalum (Loropetalum chinense) This work includes the pocket planting, mulching and 60 day warranty of (54) 3 Gallon Loropetalum. Location: Rolling Oaks Memorial Center.	54			
<b>Pay Item No. L-10</b> Autumn Sage (Salvia greggii 'Red') This work includes the pocket planting, mulching and 60 day warranty of (1020) 3 Gallon Autumn Sage. Location: Rolling Sandy Lake Road Medians	1020			
TOTAL				
<b>Pay Item No. A-1 (Alternate)</b> Mexican Feather Grass (Nassella tenuissima) This work includes the pocket planting, mulching and 60 day warranty of (1135) 1 Gallon Mexican Feather Grass. Location: Rolling Oaks Memorial Center, Art Center, Life Safety Park, ABW Park and ABE Park.	1135			

NO OTHER COSTS OR FEES WILL BE PAID OTHER THAN THE ABOVE STATED PRICING. ALL PRICING IS TO REMAIN FIRM FOR THE CONTRACT PERIOD.





(40) 3 gal. Compact Nandina  
(Nandina domestica 'Compacta')

(400) 1 gal. Mexican Feather Grass  
(Nassella tenuissima)

(8) 3 gal. Dwarf Yaupon Holly  
(Ilex vomitoria 'Nana')

(128) 3 gal. Compact Nandina  
(Nandina domestica  
'Compacta')





(3) 3 gal. Dwarf Yaupon Holly  
(Ilex vomitoria 'Nana')

(250) 1 gal. Mexican Feather Grass  
(Nassella tenuissima)

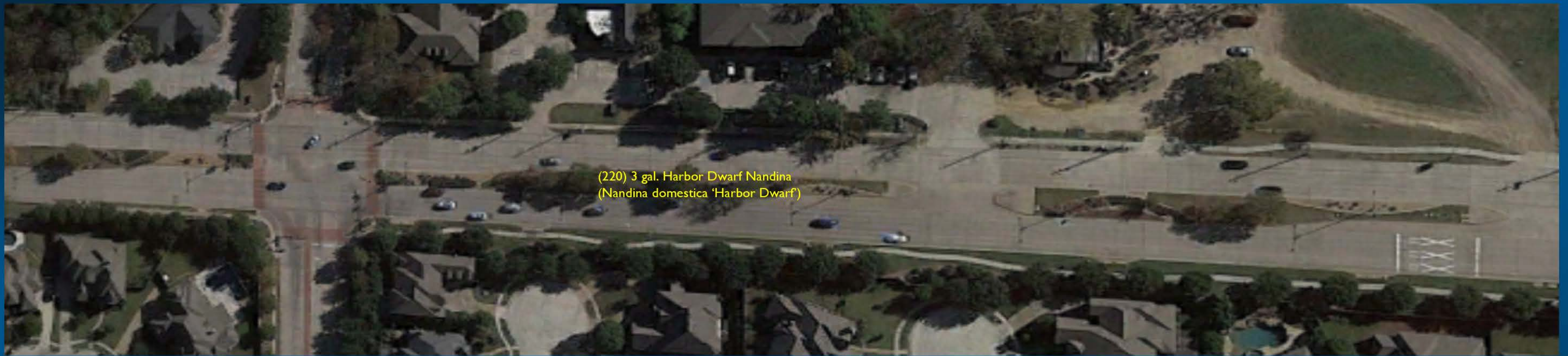
(49) 3 gal. Compact Nandina  
(Nandina domestica 'Compacta')





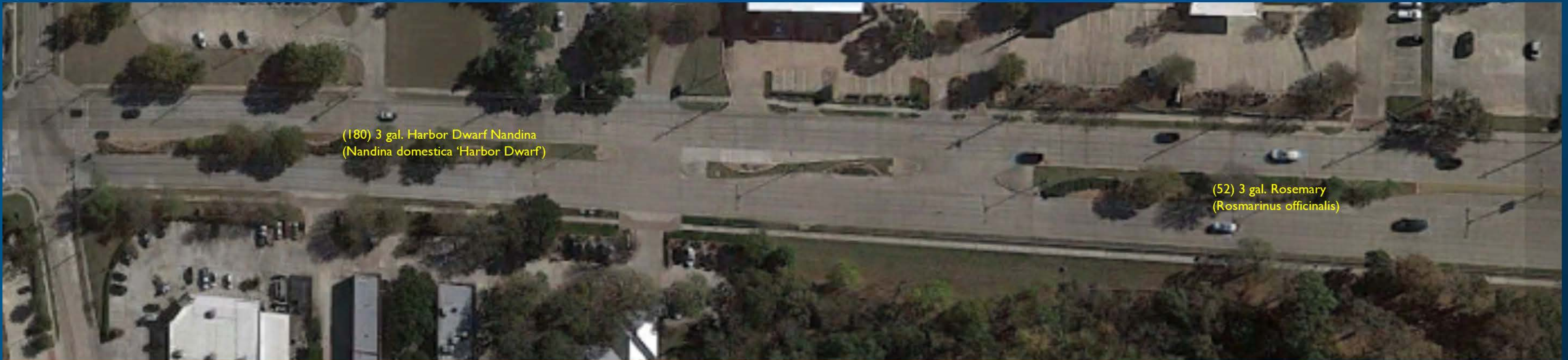
# Art Center





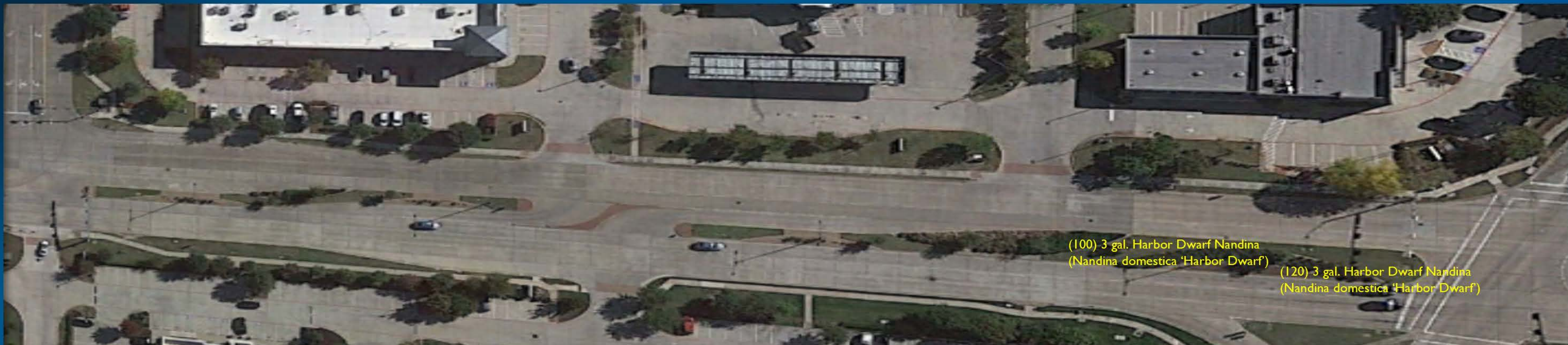
# Denton Tap North (bridge to Southwestern )





# Denton Tap North (day care to Bethel Sch )





# Denton Tap North (Both Sides of I 21)





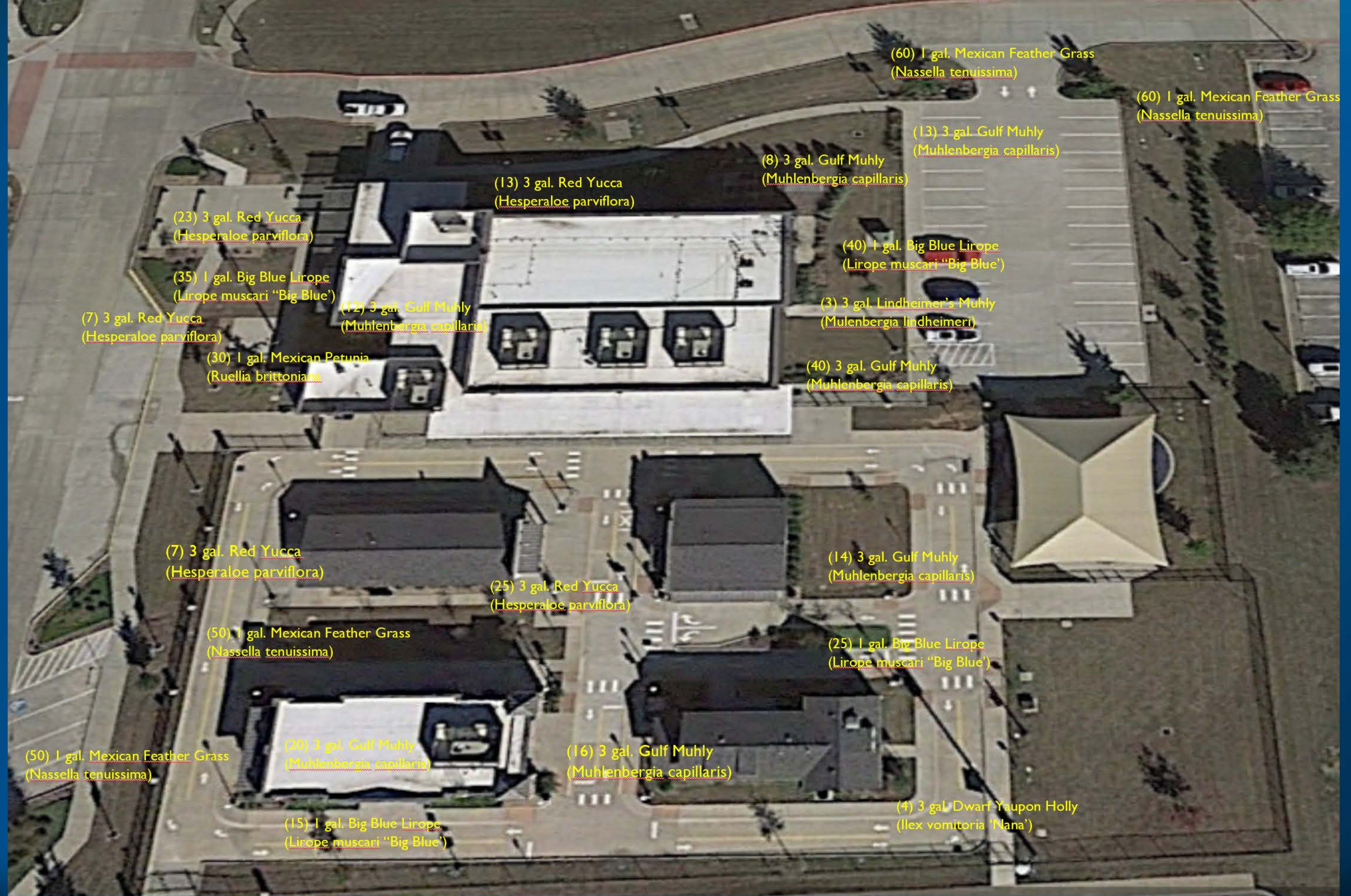
# East Sandy Lake (MacArthur to Star Leaf)





# East Sandy Lake (Riverchase to City Limit )





# Life Safety Park





(375) 3 gal. Dwarf Burford Holly  
(*Ilex cornuta burfordii* 'Pygmy')

# Old Town Parking Lot









# CORE Parking Lot





**West Sandy Lake (Freeport to Winding H )**





# West Sandy Lake (Royal to Freeport )





# West Sandy Lake (Winding H to Forest B )