

EAST CENTRAL SPECIAL UTILITY DISTRICT REQUEST FOR BIDS

Lawncare and Herbicide Application Services

1. Introduction and Purpose

East Central Special Utility District (“ECSUD” or “the District”) is soliciting bids from qualified contractors to provide routine lawncare maintenance and herbicide application services at the District’s administrative office property. The District’s building is open to the public during business hours for utility payments and account services, and the grounds should be maintained accordingly.

This Request for Bids (RFB) is intended to obtain competitive, comparable pricing from qualified vendors. It is not a formal RFP, but consistency in responses is required so the District can evaluate bids on an equal basis. Bids that omit required information or pricing may be deemed non-responsive.

2. Property and Scope of Work

2.1 Property Location

Address: 12452 US Highway 87E, Adkins, TX 78101

The District property consists of two distinct work areas:

- Grass areas (lawncare scope): the county and state right-of-way frontage adjacent to the property, and the detention pond. These areas consist of native and naturalized South Central Texas grasses (not ornamental turf) and are maintained for appearance and to prevent overgrowth, not as a manicured lawn. The detention pond has steep side slopes; the pond drains rapidly and is typically dry.
- Rock xeriscape areas (herbicide scope): the perimeter landscaping immediately surrounding the District building. There is no grass within the parking lot footprint or immediately adjacent to the building.

2.2 Mandatory Pre-Bid Site Visit

A site visit is required prior to submitting a bid. Because the property includes a detention pond with sloped sides and clearly delineated work areas, the District will not accept bids from contractors who have not inspected the site. To schedule a site visit, contact the District point of contact listed in Section 7. Site visits may be conducted individually or at a group walk-through scheduled by the District.

Bidders shall acknowledge their site visit on the Bid Form. The District will not entertain claims for additional compensation or scope adjustments after award based on site conditions that were observable during a site visit.

2.3 Scope of Lawncare Services (Grass Areas)

Each routine service visit shall include all of the following on the grass areas (ROW frontage and detention pond):

- Mowing of all grass areas to a uniform height appropriate for native and naturalized South Central Texas grasses (typically 3.5–4.5 inches; contractor to recommend a height appropriate to species present and seasonal conditions)
- Edging of all sidewalks, curbs, driveways, and paved surfaces adjacent to grass areas
- String-trimming around all obstacles, including but not limited to fences, signs, utility meters, valve boxes, light poles, trees, and culverts
- Mowing of detention pond side slopes and bottom; Contractor is responsible for using appropriate equipment for sloped conditions and for the safety of crew members
- Blowing of all clippings, grass, and debris from sidewalks, driveways, parking areas, and entryways
- Removal of all trash, limbs, and debris encountered during the service visit
- Visual inspection and reporting of any landscape or property issues (irrigation leaks, vandalism, erosion, fire-ant mounds, etc.) to the District point of contact

2.4 Scope of Herbicide Services (Rock Xeriscape Areas)

The Contractor shall provide weed control in the rock xeriscape areas surrounding the District building. This scope includes post-emergent herbicide applications and/or spot treatments as needed to maintain a weed-free appearance in the rock landscaping. Pre-emergent applications are not required and shall not be included unless specifically requested by the District.

The Contractor shall propose, in the Bid Form, the recommended application frequency, the number of applications per year, and the product(s) to be used. All herbicide products must be:

- Labeled by the manufacturer for the proposed use
- Applied in strict accordance with the product label and Texas Department of Agriculture (TDA) requirements
- Compatible with use near a detention pond, recognizing that runoff from the xeriscape areas and detention pond may eventually discharge to waters of the state. Products labeled as soil sterilants or with extended soil residual activity shall not be used without prior written approval from the District.

2.5 Service Frequency — Grass Areas

The District has established the following minimum service frequency for grass areas. Contractors may not reduce frequency below these minimums.

Period	Mowing & Maintenance Frequency (Grass Areas)
April – October (Growing Season)	Twice per month (approximately every 2 weeks)
November – March (Dormant Season)	Once per month, weather permitting

Weather adjustments: If extended drought or unseasonable weather warrants schedule adjustment in either direction, the Contractor shall notify the District in writing in advance. Visits skipped for weather shall be made up or credited at the District’s discretion.

3. Herbicide Application — Public Notification

Because the District office is open to the public for utility payments and customer service, the Contractor shall observe the following notification practices for all herbicide applications on District property. These requirements exceed the minimum standards under Texas law for outdoor turf and ornamental applications and are intended to provide reasonable awareness to the public and to District staff.

3.1 Advance Notice to the District

1. The Contractor shall notify the District point of contact in writing (email acceptable) at least forty-eight (48) hours in advance of any planned herbicide application, identifying the date, approximate time, products to be used, and target areas.
2. The Contractor shall provide the District a Safety Data Sheet (SDS) for each herbicide product to be applied prior to first use on the property, and any time a new product is introduced.

3.2 Permanent Posted Notice

The Contractor shall provide and maintain a permanent public notification sign, installed by the Contractor in a location designated by the District at the main public entrance to the office. The District will provide a suitable mounting location and weatherproof sign holder. At a minimum, the permanent sign shall include:

- The statement: "THIS PROPERTY IS TREATED PERIODICALLY WITH HERBICIDES FOR WEED CONTROL."
- The name of the Contractor and a contact telephone number
- A statement that the date of the most recent application is posted at the sign location or available upon request from District staff
- Standard precautionary language (e.g., "Keep children and pets off treated areas until dry.")

The Contractor shall update or replace the permanent sign as needed to keep it legible and current, including any change in contact information.

3.3 Day-of-Application Marking

3. On the day of any herbicide application, the Contractor shall place small flag-style application markers (the industry-standard plastic flags) in or immediately adjacent to all treated areas.
4. Flags shall remain in place for a minimum of twenty-four (24) hours following application, or longer if required by the product label.
5. In addition, the Contractor shall update the application date posted at or near the permanent sign so that members of the public and District staff can readily identify when the most recent treatment occurred.
6. The Contractor shall not apply herbicide during severe weather, during high winds that may cause drift, or during times when members of the public are gathered immediately adjacent to the treatment area. Where reasonably possible, herbicide applications should be scheduled outside of the District's public business hours.
- 7.

4. Contractor Qualifications and Required Documentation

Each bidder shall submit the following with their bid. Bids missing any of the following may be deemed non-responsive:

8. Proof of current Texas Department of Agriculture (TDA) pesticide applicator license in Category 3A (Lawn & Ornamental Pest Control — Landscape Maintenance), or equivalent Structural Pest Control Service licensure, for the personnel who will perform herbicide applications on District property. A copy of the license shall be attached.
9. Certificate of liability insurance evidencing coverage at minimum levels of:
 - General liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
 - Automobile liability: \$1,000,000 combined single limit
 - Workers' compensation: as required by Texas law
 - The District shall be named as an additional insured on the general liability policy upon award
10. A list of at least three (3) commercial or governmental references for which the Contractor has provided similar services within the past three (3) years, including contact name and phone number.
11. A brief statement of the Contractor's years in business, number of crew members, and equipment to be used on this contract.
12. A completed and signed Bid Form (Section 6 of this document), including acknowledgment of the mandatory site visit.

5. Contract Terms

5.1 Term

The initial contract term shall be one (1) year from the date of award, with the option to renew for up to two (2) additional one-year terms upon mutual written agreement.

5.2 Invoicing and Payment

The Contractor shall invoice the District monthly for services rendered. Payment terms shall be Net 30 days from receipt of a complete and accurate invoice. Invoices shall identify each service date, type of service, and any herbicide applications performed (with product names).

5.3 Termination

Either party may terminate this contract for convenience upon thirty (30) days' written notice. The District may terminate immediately for cause, including but not limited to repeated failure to perform, loss of required licensure, or failure to maintain required insurance.

5.4 Independent Contractor

The Contractor is an independent contractor and not an employee or agent of the District. The Contractor is solely responsible for the conduct of its employees and for compliance with all federal, state, and local laws applicable to the performance of this contract.

6. Bid Form

Bidders shall complete and sign the following. All prices shall be inclusive of labor, equipment, fuel, materials (including herbicides), travel, and overhead. Sales tax shall not be charged on services for which the District qualifies as a tax-exempt entity.

6.1 Bidder Information

Company name: _____

Contact name: _____

Address: _____

Phone: _____ **Email:** _____

TDA License Number: _____ **Expires:** _____

6.2 Site Visit Acknowledgment

I certify that I (or an authorized representative of the bidding company) have conducted a site visit of the District property prior to submitting this bid and have had the opportunity to observe the grass areas, the detention pond, and the rock xeriscape areas.

Site visit date: _____ **Conducted by:** _____

6.3 Proposed Herbicide Frequency and Products

Bidder shall propose the recommended herbicide application schedule for the rock xeriscape areas:

Proposed Frequency	Number of Applications per Year	Product(s) to be Used

6.4 Pricing

Service	Price Per Visit	Visits/Year	Annual Total
Mowing, edging, trimming, blowing — Growing Season (Apr–Oct)	\$	14	\$
Mowing, edging, trimming, blowing — Dormant Season (Nov–Mar)	\$	5	\$
Herbicide application — xeriscape areas (per application)	\$	Bidder to propose	\$
TOTAL ANNUAL CONTRACT PRICE:			\$

6.5 Acknowledgments

By signing below, the bidder certifies that:

- All information submitted is true and correct to the best of the bidder's knowledge.
- The bidder holds all licenses and insurance required by this RFB and will maintain them throughout the contract term.
- The bidder has conducted the required site visit.
- The bidder has read and agrees to all terms set forth in this Request for Bids, including the herbicide notification and posting requirements in Section 3.
- Pricing shall remain firm for ninety (90) days from the bid due date.

Authorized Signature: _____

Printed Name and Title: _____

Date: _____

7. Bid Submission and Schedule

Site visit scheduling: Contact Chad Zaiontz at 210.854.6762 / chad@eastcentralsudtx.gov to schedule.

Questions: Direct all questions to Chad Zaiontz.

Bids due by: June 8, 2026

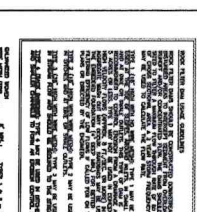
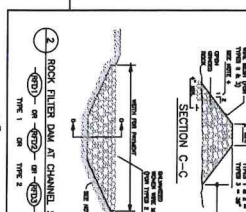
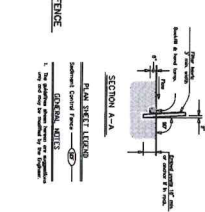
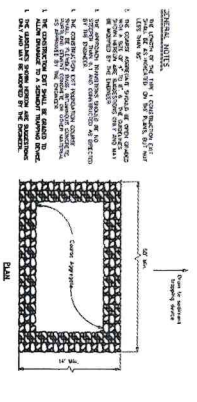
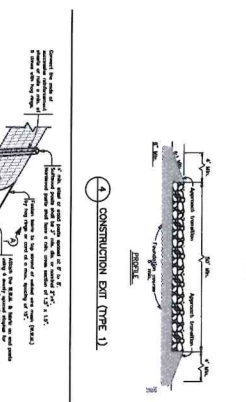
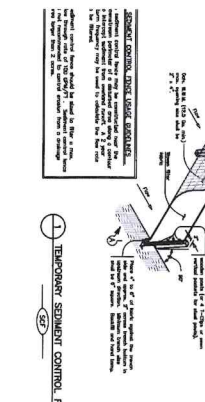
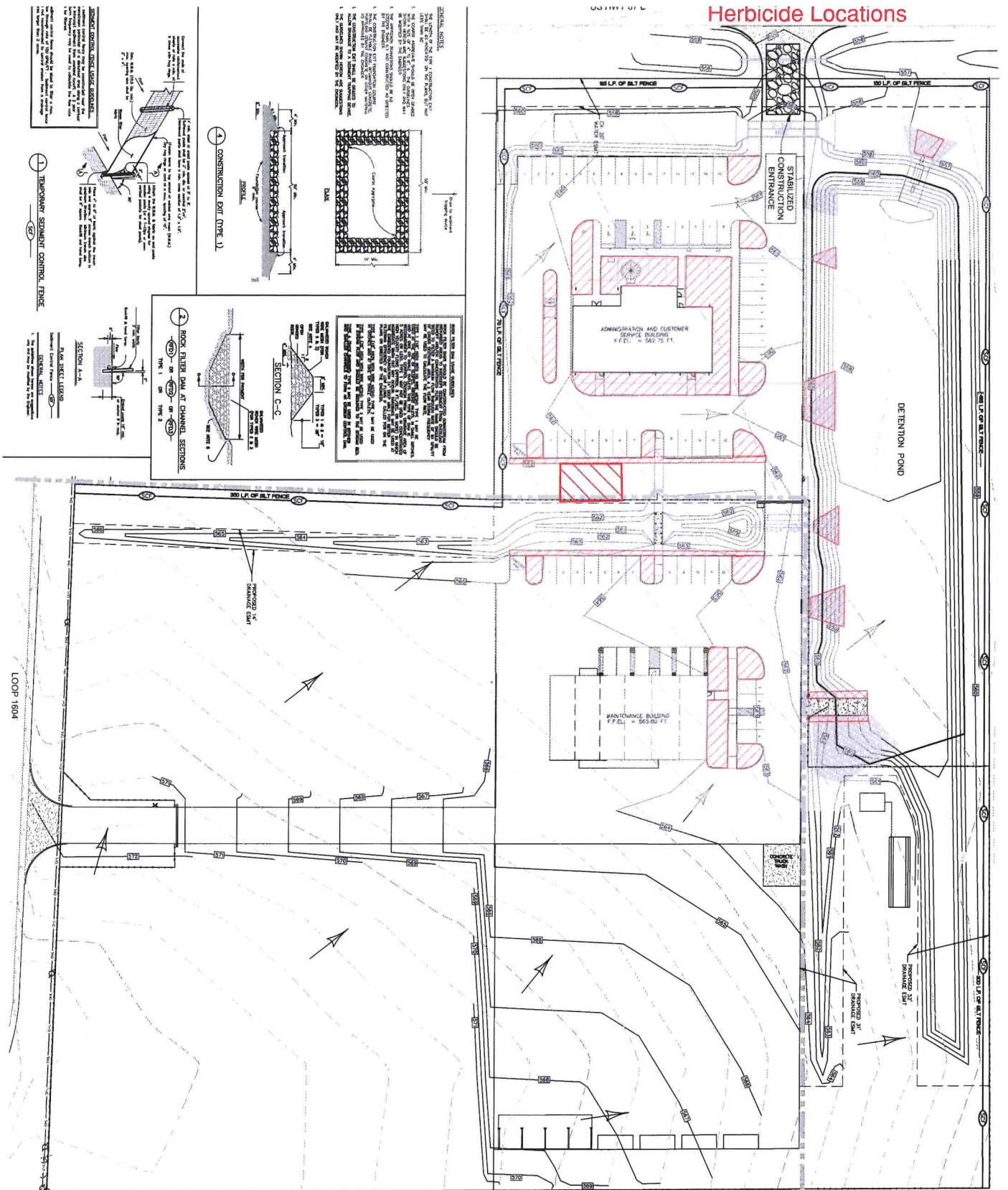
Submit to: Chad Zaiontz

Anticipated award date: June 11, 2026

Anticipated service start date: Late June

Right to Reject. The District reserves the right to reject any or all bids, to waive informalities, and to award the contract to the bidder whose offer is determined to be most advantageous to the District. Lowest price is one consideration but not the sole consideration.

Herbicide Locations



GALEGGIS INC.
 APRIL 28, 2021
 13090 OLD JARVIS RD.
 SUITE 100
 SAN ANTONIO, TEXAS 78230
 TEL: (210) 582-7800
 FAX: (210) 582-7801

LEGEND

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1/8" = 1' SCALE	1/16" = 1' SCALE
1/32" = 1' SCALE	1/64" = 1' SCALE
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