

**AGENDA ITEM 33**

**Consider awarding various annual bids.**

Ginny Atkinson addressed the court concerning awarding of bids and passed out a list of proposed re-awarded contracts that will be on the September 11, 2001 agenda.

Bids for Landscape Maintenance were received from the following:

- Bill's Greenhill Service Company
- Custom Quality Lawn Care
- Personal Touch Landscaping
- The Greener Side
- Utz Environmental Services

Moved: **Judge Doerfler**

Seconded: **Commissioner Boatright**

Motion: To award bid for Landscape Maintenance to Custom Quality Lawn Care.

Vote: **5 – 0**

< Attachment >

**ANNUAL BIDS RE-AWARDED FOR FISCAL YEAR 2002****LIST OF RECOMMENDED RE-AWARDS**

<b>AIR CONDITIONING/HEATING SERVICES</b> ASPEN AIR	<b>02WCA001</b>
<b>COMPUTER PRINTER PAPER</b> STATE CONTRACT	<b>02WCA003</b>
<b>CONCRETE LABOR</b> EDD FULKES	<b>02WCA004</b>
<b>CONCRETE – READY MIX</b> TRANSIT MIX	<b>02WCA005</b>
<b>COPIER PAPER</b> STATE CONTRACT	<b>02WCA006</b>
<b>CULVERTS – CORRUGATED METAL</b> CONTECH CONSTRUCTION	<b>02WCA007</b>
<b>FENCING MATERIAL</b> AMERICAN FENCE	<b>02WCA010</b>
<b>FUEL</b> TRIPLE S PETROLEUM	<b>02WCA013</b>
<b>HAULING</b> GEORGETOWN TRANSPORTATION	<b>02WCA014</b>
<b>SEAL COATING</b> BIG TEX PAVING	<b>02WCA017</b>
<b>PRINTING SERVICES – BUSINESS CARDS</b> STATE CONTRACT	<b>02WCA023</b>
<b>PRINTING SERVICES – GENERAL &amp; SPECIALIZED FORMS</b> SAFEGUARD PRINTING	<b>02WCA024</b>
<b>ROAD STRIPING</b> DIJ CONSTRUCTION	<b>02WCA029</b>
<b>UNIFORMS FOR EMS</b> MILLER UNIFORM	<b>02WCA031</b>
<b>UNIFORMS FOR URS</b> CINTAS	<b>02WCA032</b>

<b>VEHICLE REPAIR PARTS</b> CARQUEST AUTO PARTS	<b>02WCA33</b>
<b>UNIFORMS FOR LAW ENFORCEMENT DEPARTMENTS</b> MILLER UNIFORMS	<b>02WCA035</b>
<b>AMBULANCE REMOUNTS – CLASS 1</b> SAN ANTONIO AMBULANCE SALES	<b>02WCA38</b>
<b>AMBULANCE TIRES</b> O'MALLEY'S TIRE SALES	<b>02WCA040</b>
<b>BOTTLED WATER SERVICES</b> OZARKA	<b>02WCA041</b>

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<b>COPIER PAPER</b> STATE CONTRACT	<b>02WCA006</b>
<b>CULVERTS – CORRUGATED METAL</b> CONTECH CONSTRUCTION	<b>02WCA007</b>
<b>FENCING MATERIAL</b> AMERICAN FENCE	<b>02WCA010</b>
<b>FUEL</b> TRIPLE S PETROLEUM	<b>02WCA013</b>
<b>HAULING</b> GEORGETOWN TRANSPORTATION	<b>02WCA014</b>
<b>SEAL COATING</b> BIG TEX PAVING	<b>02WCA017</b>
<b>PRINTING SERVICES – BUSINESS CARDS</b> STATE CONTRACT	<b>02WCA023</b>
<b>PRINTING SERVICES – GENERAL &amp; SPECIALIZED FORMS</b> SAFEGUARD BUSINESS SYSTEMS Items 1 – 43 and 45 - 47	<b>02WCA024</b>
<b>ROAD STRIPING</b> D.I.J. CONSTRUCTION	<b>02WCA029</b>
<b>UNIFORMS FOR EMS</b> MILLER UNIFORM	<b>02WCA031</b>

**UNIFORMS FOR URS**  
CINTAS

02WCA032

**VEHICLE REPAIR PARTS**  
CARQUEST AUTO PARTS

02WCA33

**UNIFORMS FOR LAW ENFORCEMENT DEPARTMENTS**  
MILLER UNIFORMS

02WCA035

**AMBULANCE REMOUNTS – CLASS 1**  
SAN ANTONIO AMBULANCE SALES

02WCA38

**AMBULANCE TIRES**  
O'MALLEY'S TIRE SALES

02WCA040

**BOTTLED WATER SERVICES**  
OZARKA

02WCA041

## ANNUAL BIDS FOR FISCAL YEAR 2002

### LIST OF RECOMMENDED AWARDS

LANDSCAPE MAINTENANCE  
CUSTOM QUALITY LAWN CARE

02WCA018

*approved 9-4-01  
John C. Daerfle*

**WILLIAMSON COUNTY BID FORM**  
**LANDSCAPE MAINTENANCE ANNUAL CONTRACT**

BID NUMBER: 02WCA018

BID OPENING DATE &amp; TIME: AUGUST 16, 2001 - 2:00 PM

CONTRACT PERIOD: OCTOBER 1, 2001 THRU SEPTEMBER 30, 2002

The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s). By signing below, you have read the entire document and agreed to the terms therein.

NAME OF BIDDER: Custom Quality Lawn CareMailing Address: 111 PARQUE VISTACity: Georgetown State: Tx Zip: 78626Email Address: jduncan@asn.comTelephone: (512) 869-8419Fax: (512) 869-8419  
Signature of Person Authorized to Sign BID

Date of BID: \_\_\_\_\_

Name and Title of Signer: BART DUNCAN owner  
(Please Print or Type)**PLEASE COMPLETE THE FOLLOWING:**Prompt Payment Discount: — % — days. (If no discount is offered, Net 30 will apply.)☐ "all or none" basis. (Will accept award of "all" items only. If left blank, low item will apply.)☒ low item basis. (Will accept award on "any or all" items.)List Additional Limitations if applicable: any documents omitted will  
be furnished upon award of bid

**DO NOT SIGN OR SUBMIT THIS FORM**  
**WITHOUT READING ENTIRE DOCUMENT**

**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED WITH BID**

## CENTRAL MAINTENANCE FACILITY - LANDSCAPE MAINTENANCE SCHEDULE

FUNCTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT.
Site Visit	4	4	5	4	5	4	4	5	4	4	5	4	52
Mowing Turf Areas	2	2	5	4	5	4	4	5	4	4	5	2	46
Edge Walks	2	2	4	4	4	4	4	4	4	4	4	2	42
Line Trim	2	2	4	4	4	4	4	4	4	4	4	2	42
Tree Trimming	Twice Per Month or As Necessary												
Manual Weed Beds	As Necessary												
Fertilize trees	Twice a Year												
Weed/Grass Control (Alleys of Turf Studies)	Monthly												
Weed/Grass Control Around Irrigation Boxes & Tree Wells	As Necessary												

## BID SHEET

## THREE LOCATION GROUPS:

A. Georgetown, Round Rock, and Cedar Park Properties

\$ 2440<sup>00</sup> <sup>Yearly</sup> (\$29,280)

B. Taylor Area Properties

\$ 435<sup>00</sup> (\$5,220)

C. Central Maintenance Facility

\$ 1425<sup>00</sup> (\$17,100)

TOTAL AMOUNT BID

\$ 4300<sup>00</sup> (\$51,600)

LANDSCAPE MAINTENANCE

VENDOR

Custom Quality Lawn Care



**WILLIAMSON COUNTY**  
**BID SPECIFICATIONS/BID SHEETS**  
**LANDSCAPE MAINTENANCE ANNUAL CONTRACT**

**BID NUMBER: 02WCA018      BID OPENING DATE & TIME: AUGUST 16, 2001 – 2:00 PM**

**CONTRACT PERIOD: OCTOBER 1, 2001 THRU SEPTEMBER 30, 2002**

**A PRE-BID CONFERENCE WILL BE HELD ON AUGUST 8, 2001 - 2:00 PM  
AT THE WILLIAMSON COUNTY CENTRAL MAINTENANCE FACILITY,  
3151 S. E. INNERLOOP, GEORGETOWN, TEXAS.**

**GENERAL:**

The Vendor must visit the sites where the grounds are to be maintained and must have discussed the specific requirements with the owner's designated representative, Joe Latteo, Director of Facilities.

The Vendor must supply all of the mowing, edging and trimming equipment, materials and labor. The Owner will not provide storage space for the Vendor's equipment.

The Vendor must carry adequate General Liability Insurance and Workers' Compensation.

**SPECIFICATIONS:**

**Grass Areas:**

Mowing and edging must be done once a week, **March through October**. Mowing must not remove more than one-third of the above ground growth. Mowing and edging from **November through February** will be done on an "as needed" basis to maintain a manicured look.

**Fertilizer and Pre-Emergent Applications (include cost in bid):**

Lawns must be fertilized three (3) times per year with 15-5-10 with 2% iron at the rate of ten (10) pounds per one thousand (1000) square feet in March, May and October. Pre-emergent shall be applied two (2) times per year, fall (October – November) and spring (January – February), on specified properties (see individual locations).

**Shrubs and Ground Cover Beds:**

Flowerbeds and ground cover beds are to be maintained weed-free, using manual weeding. Herbicides are to be used **ONLY** with written approval from Williamson County.

Hedge type shrubbery must be trimmed and pruned as necessary to maintain a manicured appearance.

All other types of shrubs must be trimmed and pruned as necessary in accordance with the best horticultural practice and the desired manicured look.

**Trees (Three [3] inches in diameter or more):**

Must be pruned and shaped once during January maintaining an eight-foot clearance above ground level. Trees must be deep root fertilized once a year.

*Custom Quality Lawn Care*

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**Debris, Trash and Litter:**

Debris, trash, and litter must be removed from all lawns, flowerbeds and landscape areas prior to mowing. All mowing and trimming clippings must be bagged and removed from property. Bagging requirements for mowing clippings are specified on the individual location specifications.

**Miscellaneous:**

Ditches between the project property lines and streets must be maintained as if they are part of the property.

**Emergencies:**

In the event of severe storm damage on properties such as broken or fallen tree limbs, the Vendor must be available as needed to help County Maintenance workers cut and remove the debris and the Vendor may charge additional fees for such services.

**THE FOLLOWING THREE LOCATION GROUPS WILL BE BID SEPARATELY:****A. GEORGETOWN, ROUND ROCK, AND CEDAR PARK PROPERTIES:**

1. Courthouse, 710 Main Street, Georgetown – bagged.
2. Health Department and Old Jail area, 100 West 3<sup>rd</sup> Street, Georgetown, bagged.
3. CSCD Office, 503 Main Street, bagged.
4. Criminal Justice Center, 405 MLK, Georgetown, bagged. Pre-emergent applied two (2) times per year.
5. County Jail, 508 Rock Street, Georgetown, bagged.
6. Office, 311 Main Street, Georgetown, bagged.
7. Juvenile Detention Center, 701 North College, Georgetown.
8. Williamson County Academy, 1102 Austin Avenue, Georgetown
9. Round Rock Annex and Detention Pond, 211 Commerce Cove, Round Rock, bagged. Pre-emergent applied two (2) times per year.
10. Cedar Park Annex, 350 Discovery Boulevard, Cedar Park, bagged. Pre-emergent applied two (2) times per year.

**B. TAYLOR AREA PROPERTIES:**

1. Taylor Annex, 412 Vance Street, Taylor, bagged.
2. Justice of the Peace Precinct 4 Building, 109 West 5<sup>th</sup> Street, Taylor, bagged.
3. Health Department Building, 115 West 6<sup>th</sup> Street, Taylor

*Custom Quality Lawn Care*

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**C. CENTRAL MAINTENANCE FACILITY**

3151 S.E. Innerloop, Georgetown

**Tree and Shrub Care**

Maintain trees and shrubs in a healthy, growing condition by following accepted horticultural practices and performing all necessary operations including, but not limited to, the following:

- A. Fertilize all trees in late winter and late fall with 6 pounds of 3-1-2 slow release fertilizer with iron additive per tree.
- B. Basins (Tree Wells)  
Maintain a basin around plants large enough (12"-18" shrubs; 18"-24" trees) to minimize competition for water and nutrients by grass and ground cover and eliminate mechanical injury.
- C. Pruning Of Trees  
Evergreen trees shall be thinned and shaped as necessary to prevent wind and storm damage. The primary pruning of deciduous trees shall be performed during the dormant season. Damaged trees or those that constitute a health or safety hazard shall be pruned at any time of the year required. All dead wood will be pruned out at all times. All pruning cuts shall be made to lateral branches, buds or flush with trunk. Stubbing will not be permitted. Use of pruning paint on all cuts one inch (1") or greater in diameter. All suckers will be continually removed.
- D. Clearance And Visibility  
Trees and shrubs shall be pruned in such a way to avoid blocking the clear view of signs, illumination by light fixtures, the flow of air vents and air conditioner compressors as well as pedestrian and vehicular traffic.
- E. Weed Control  
Keep basins and shrub beds free of weeds in accordance with schedule. Avoid excessive soil cultivation which destroys shallow roots and contributes to soil erosion. Bed edges and tree basins are to be kept clean and weed defined. Control of weed and undesirable grasses shall occur through mechanical means and use of both pre-emergence and post-emergence chemicals. Weed control will be maintained to ensure that no individual weed or undesirable grass remains more than **three weeks**, no weed may remain that is taller than six inches (6") and weed density shall never exceed an average of over two (2) weeds per square foot, averaged over the worst half of the given area.
- F. Flower Beds And Groundcover  
Complete weeding, trimming and edging of all flower beds and groundcover according to attached schedule. Control weeds, preferably with pre-emergent herbicides, but also with selective herbicides and hand weeding. Hoe weeds and cultivate as little as possible, since this may result in plant damage.

**Miscellaneous**

Maintain a 2-3" mulch layer in all plant beds. Keep beds weed-free.

*Custom Quality Lawn Care*

**Turf Maintenance****A. Mowing**

Mowing shall be in accordance with attached schedule. Mowing shall occur as often as necessary to keep all turf areas looking crisp, clean and well-groomed. Mowing height shall be 1.5. Each mowing, where possible, will be performed at oblique or ninety degree (90°) angles to prevent wheel depressions in the turf.

**B. Scalping**

In early to mid-March, Zoysia turf areas will be mowed at a height of one inch to remove dead material and encourage vigorous spring growth.

**C. Edging**

Edges shall be trimmed at the same frequency as mowing or kept neat by use of growth regulators. Mechanical edgers will be used at all possible locations.

**D. Spraying**

Alley ways on turf studies shall be sprayed with Round-Up to eliminate weeds and grass encroaching the lines.

**E. Need for repairs of irrigation system shall be reported to County Extension Agent, or Horticulturist and repairs shall be approved by either in advance.****Debris Disposal****A. Turf**

Contractor shall remove grass clippings from walk, curbs and paving. Grass clippings are to be removed from lawns if in wind rows or if unsightly clumps are left on the lawn (normally created by the inability to mow on schedule because of rain).

**B. Litter And Trash**

Litter will be removed only from the landscape areas prior to mowing and on each visit.

**C. All debris, litter and trash will be disposed of by the use of dumpsters on site, when available. Special request or extra work generating large volumes of debris will be disposed of in dumpsters on site or an extra dump fee will be charged.****Parking Lot And Hard Surface Weed Control**

Building maintenance strips, concrete expansion joints, curbs, gutters, and paved areas will be kept weed and grass free with the use of herbicides which inhibit or eradicate growth. Any foliage protruding more than one (1") above the plane of the parking lot is to be removed by mechanical means, after the chemicals have killed the plant. This will be performed on the next scheduled visit.

**Contact persons for The Central Maintenance Facility are R. E. Leps in Williamson County Extension Office on details of landscape management, or Christi Stromberg, Horticulturist.**

*Custom Quality Lawn Care*

**CUSTOM QUALITY LAWN CARE  
111 PARQUE VISTA DRIVE  
GEORGETOWN, TEXAS 78626  
(512) 751-3566**

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**BUSINESS REFERENCES**

Charles Colley  
Regions Bank  
104 Old Settlers Blvd.  
Round Rock, Texas 78664  
(512) 255-3039

R.E. Leps  
Williamson County Extension Service  
3151 Inner Loop  
Georgetown, Texas 78626  
(512) 930-4400

Jay Hill  
American Golf Corporation  
30500 Berry Creek Drive  
Georgetown, Texas 78628  
(512) 930-4034

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**EVANS, EWAN & BRADY  
INSURANCE AGENCY, INC.**  
2404 WILLIAMS DRIVE  
GEORGETOWN, TEXAS 78626-3248  
TEL: (512) 863-1511  
FAX: (512) 863-5504

August 15, 2001

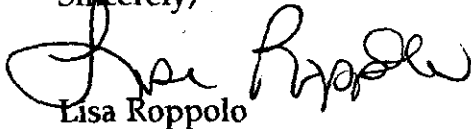
Custom Quality Lawn Care  
Jack Duncan  
111 Parque Vista  
Georgetown, TX 78626-0000

RE: Workers Compensation

To whom it may concern:

The above insured has approached our office regarding workers compensation coverage. His company would qualify for workers compensation if he wished to take out the coverage.

Sincerely,

  
Lisa Roppolo



REPRESENTING SAFECO INSURANCE COMPANIES

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**AGENDA ITEM 34**

Consider extending bid opening for D. B. Wood Road reconstruction.

Moved: **Commissioner Hays**

Seconded: **Judge Doerfler**

Motion: To extend bid opening for D. B. Wood Road reconstruction to October 13, 2001, at 2:00 p.m.

Vote: 5 – 0

**AGENDA ITEM 35**

Consider adopting new early voting locations.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

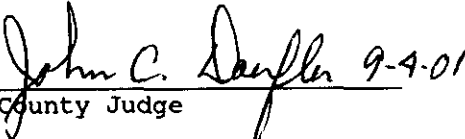
Motion: To adopt the recommended new early voting locations in Precincts 1 and 4.

Vote: 5 – 0

< Attachment >

**ORDER DESIGNATING NEW LOCATIONS FOR EARLY VOTING**

On this the 4<sup>th</sup> day of September, 2001, the Commissioners' Court of Williamson County, Texas, does hereby order that a new early voting location for Commissioner Precinct 1 be the Helen Griffiths Library, 216 E. Main, Round Rock, Texas 76813 and a new early voting location for Commissioner Precinct 4 Be the Clay-Madsen Recreation Center, 1600 Gattis School Road, Round Rock. This order will be effective on October 22, 2001, the first day of early voting for the Special Election of November 6, 2001.

  
County Judge 9-4-01