

Paris Economic Development Corporation Inc.
Request for Bid
Lot Clearing and Cleanup Services

Notice is hereby given that sealed bids are requested for Lot Clearing and Cleanup Services. The Paris Economic Development Corporation (PEDC) lots are shown in the attached. The Bid will be received by the Paris Economic Development Board located at 1125 Bonham St. Paris, TX 75460 until Monday, May 9, 2022 at 1:00 pm CST. Bids must be submitted in a sealed envelope marked ***Lot Clearing and Cleanup Services***. Bids will be opened and publicly read aloud on Monday, May 9, 2022 at 2:00 pm CST.

Bid documents are available for pickup on or after April 25th, 2022 at Paris Economic Development Corporation, 1125 Bonham Street, Paris, TX 75460 or download online at: www.parisedc.com.

The PEDC reserves the right to reject any and all bids, to waive any informalities in the bids received, and to accept the bid or bids that in its judgment will be in the best interest of the PEDC. The board will meet to award the bid on May 17, 2022.

Purpose

The PEDC is seeking bids from qualified contractors, hereinafter referred to as the “Contractor” to provide Lot Clearing and Cleanup Services in accordance with the terms, conditions, and specifications contained in this Request for Bid (RFB).

Eligibility

To be eligible to respond to this RFB, the proposing Contractor must demonstrate that it has successfully provided similar services to those specified in the Scope of Services section of this RFB.

Bid Response Outline

Bids must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments.

Exceptions

All exceptions, regardless of how minor, shall be stated. Exceptions shall be listed in order of this RFB and referenced by section name.

Qualifications, Experience and Equipment

The submission should include details on the qualifications and experience of the Contractor. A list of equipment to be used on the project shall be submitted. The equipment list will need to include make, model, condition of the equipment and year the equipment was manufactured.

Scope of Services

Lot Clearing - The Contractor will be responsible for removal and proper disposal of:

1. Underbrush and small trees (less than 19 inches in diameter at four and one-half (4-1/2) feet above natural grade level) in the designated areas on each lot
 - a. Stumps and stobs shall be cut or removed down to ground level
 - b. Mulch/grind process is preferred
2. Trash and debris shall be removed
3. All of the fence posts and fencing are to be removed, with the exception of fencing/gates for utility easements. Fences will be identified and marked for removal prior to start of project.

Additional notes on scope:

- Underbrush is to be removed from all portions of lots.
- Any mulched material shall have a fine grind and all mulch shall be spread on site and not be thicker than 2-inches at any one location.
- The Contractor is responsible collecting and disposing all the trash and rubbish from the site. The City of Paris will NOT allow trash and rubbish to be dumped at the Church Street Location. The Contractor will be responsible for all costs of transport and proper disposal of all debris. All debris material must be transported to an approved landfill, unless otherwise salvaged or alternative site approved by the PEDC.
- Tree removal permits for the properties will be submitted to the City of Paris by the PEDC with assistance from the successful bidder.
- All rutted areas and wheel ruts on the properties are to be filled and/or leveled by the contractor.

All protected trees shall be saved. A protected tree means a tree having a trunk circumference of at least sixty (60) inches measured four and one-half (4-1/2) feet above natural grade level. A 60-inch circumference is equivalent to a diameter of 19 inches measured at four and one-half (4-1/2) feet above natural grade level. No more than 75% of mature trees can be removed from a lot. A mature tree is a tree having a trunk circumference of at least ten (10) inches but less than sixty (60) inches measured four and one-half (4-1/2) feet above natural grade level. A 10-inch circumference is equivalent to a diameter of 3-3/16 inches.

Certifications and Permits - The Contractor will be responsible for obtaining all permits necessary for completion of the project from the appropriate regulatory agencies.

A burn permit must be obtained from the Paris Fire Marshal in order to burn trees and underbrush. The Fire Marshall is located a 135 SE 1st Street in Paris and the phone number is (903) 784-9226.

Surveys – Contractor is responsible for locating all property corners and property lines.

Salvage of Materials – The Contractor shall take ownership of all scrap/salvage materials, if any.

Responsibility for Temporary Facilities/Utilities – The Contractor will be responsible for all temporary facilities necessary to successfully complete the project, including, but not limited to, portable restrooms, site fencing, site security, electricity, water, etc.

Special Requirements – All tree stumps and stobs shall be removed to ground level. If you dig, you will be responsible for calling for utility location.

Hazardous Materials – Hazardous materials are not expected to be generated or transported/disposed off-site. Contractor should immediately notify PEDC of hazardous materials or contamination discovered by the Contractor.

Expected Condition of Site at Completion of Demolition – It is expected that the contractor will be responsible for repair or damage to any adjacent structures and any fencing, curbing, concrete paving, sidewalk, or asphalt damaged during the project.

No Additional Charge Items

There shall be no additional charge to the PEDC for the contractor to provide labor, equipment and materials for:

- Contractor Mobilization
- Contractor's damage (if any) to public or private property

Note

Failure by the Contractor to perform the work in a professional and safe manner will result in the termination of the contract, and back charging the Contractor for any damages or delays caused by the Contractor.

Submission of Bids

Competitive sealed bids will be submitted to **The Paris Economic Development Corporation, 1125 Bonham Street, Paris, Texas 75460** and received by the Office Staff beginning April 26, 2022, from 8:00 a.m. CST through May 9, 2022, at 1:00 p.m. Bids should be clearly marked **Lot Clearing and Cleanup Services**. Bids received after 1:00 p.m. Monday, May 9, 2022, will be considered untimely and returned. The date and time received as noted by the PEDC staff shall be final and conclusive evidence of the timeliness of each bid received.

Contractors' bids should be submitted on the Bid Form attached to the RFB and signed by an authorized officer for the Contractor.

Two (2) hard copies in a sealed envelope must be received by the due date and time discussed. The name of the winning Contractor will not be released until final approval by the PEDC Board. The PEDC Board reserves the right to reject any and all bids.

Contractors must complete and submit their bids and complete and submit the following:

- **Qualifications/ Experience:** Describe the Contractor's qualifications and experience with this type of work. Provide examples and reference contact information for previous similar projects.
- **Approach:** Describe how the work will be accomplished.
- **Schedule:** Provide an estimated project schedule for each lot to complete the scope of work described above. Approximately how many working days will the project encompass?
- **Safety:** Provide information regarding the Contractor's safety record and describe the specific safety measures/plan to be used in this project to protect personnel, public, structures and infrastructure.
- **Equipment:** Provide a list of equipment to be used.

Inquiries

Questions arising subsequent to the issuance of this RFB shall be submitted by email to Parisedc@paristexasusa.com.

Last Day for Questions

Any questions Contractors wish to be addressed and which might require an addendum must be submitted before Friday April 29, 2022, at 5:00 p.m. CST. Email all questions to Parisedc@paristexasusa.com with a heading of **Lot Clearing and Cleanup Services**.

Selection Criteria

Awards shall be determined by and based upon the best bid, which, in the discretion of the PEDC Board is the bid that most adequately meets the needs of the PEDC for the project. In determining the best bid, the PEDC may consider the following.

- Price
- Quality, availability, and functional or suitability of the contractual services
- The ability, capacity, equipment and skill of the Contractor to perform the contract or provide the service required
- Whether the Contractor can perform the contract or provide the service promptly, or within the time specified, without any delay or interference
- The character, integrity, reputation, judgment, experience and efficiency of the Contractor
- The quality of performance of Contractor's previous contracts or services
- The existing compliance of the Contractor with existing laws and ordinances relating to the contract or service
- The Contractor's health and safety culture

- Whether the Contractor is in default on payment of taxes, licenses or other moneys due to the City of Paris or Lamar County

Contract Period and Effective Date

The initial contract term shall commence upon final execution of the contract by the Board and shall expire on 120 days from date. Lot clearing and cleaning contract time must be submitted for each of the individual lots.

The contract will also include a 7-month option for the clearing of parcel 18894 on the attached map. This option will allow the PEDC to solicit the clearing work for this parcel for the cost estimated in the bid for a 7-month period.

Compliance

The Contractor agrees to abide with all applicable federal and state laws and regulations.

Indemnification

The Contractor shall hold harmless, defend and indemnify the PEDC and its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses (including, but not limited to attorney's fees) because of bodily injury, sickness, disease, or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of the Contract by Contractor, or (b) any act, error, or omission on the part of the Contractor, or its agents, employees, or subcontractors except where such claims, losses causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of the PEDC, its officers, employees or agents.

Insurance

All bid documents will include an insurance clause as follows:

1. All bids shall include and cover the cost of Worker's Compensation Insurance for all employees of the bidder and for all employees of all subcontractors. It is agreed that the successful contractor shall furnish the PEDC with a certificate of insurance from a licensed and reputable insurance company stating the minimum coverage amounts as listed.
2. Minimum Coverage amounts:
 - a. General Liability
 - (1) General Aggregate \$1,000,000.00
 - (2) Product, completed operations aggregate \$300,000.00
 - (3) Personal Injury \$300,000.00/\$1,000,000.00
 - (4) Each Occurrence \$300,000.00
 - (5) Fire legal liability damage \$300,000.00
 - (6) Medical Expense \$300,000.00
 - b. Automobile combined single limit \$300,000.00

Payment

The Contractor shall invoice the PEDC upon completion of the services rendered.

**Bid for Lot Clearing and Cleanup Services
Paris, Texas**

Date: _____

In accordance with the advertisement, requesting bids for "Lot Clearing and Cleaning Services" for the Paris Economic Development Corporation subject to conditions and requirements of the contract and scope of work, including any Addenda. The undersigned proposes to complete all work called for in the Request for Bid within the time as submitted, after receipt of a "Notice to Proceed" for lot clearing and cleaning of the following properties:

Properties list with acreage (see attached maps for lot details):

1. Properties 18893 and 22230 - total acreage of 176.85 Ac.
2. Property 18894 – acreage 22.99 Ac.

Bid and time (in calendar days) to perform clearing and cleanup for individual properties 1 and 2:

Section	Bid	Time
1.	\$ _____	_____
2.	\$ _____	_____

Total Bid: \$ _____

Total Time: _____

Total Lot Clearing and Cleaning Services cost in Words:

_____ Dollars

Company Name: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

Title: _____

