



REQUEST FOR PROPOSALS

#2026-001

PARKS MOWING SERVICES

OPEN DATE: 02/06/2026

CLOSE DATE: 02/24/2026

The City of White Settlement (hereinafter called "City") is requesting proposals from qualified Respondents to provide Mowing Services. **Interested Respondents should visit the City's website at www.wstx.us or www.publicpurchase.com to obtain the Request for Proposal (RFP) package. Packages may also be picked up at the following location:**

Amy Arnold, City Secretary
City of White Settlement City Hall
214 Meadow Park Drive
White Settlement, TX 76108

Sealed physical submittals ("Proposals") must include one (1) original and three (3) copies. Proposals must be received by the City Secretary no later than 10:00 am on Tuesday, February 24, 2026, at 214 Meadow Park Drive, White Settlement, Texas 76108 and be clearly marked on the outside, "RFP 2026-001 Parks Mowing Services". Electronic submittals may be made through the Public Purchase website: www.publicpurchase.com and must be uploaded no later than 10:00 am on Tuesday, February 24, 2026. Late submittals will not be accepted. Proposals for 2026-001 Parks Mowing Services will be publicly opened at 10:00 am Tuesday February 24, 2026.

The City reserves the right to accept or reject any and/or all Proposals or parts of Proposals, to workshop or negotiate any and all Proposals, to waive irregularities, and to request re-proposals on the required materials or services.

A contract may be awarded to one (1) or multiple Respondents at the sole discretion of the City.

City of White Settlement
RFP #2026-001
PARKS MOWING SERVICES

Background

The City of White Settlement (City) population is over 18,000 within its 5-square miles, located west of downtown Fort Worth with its boundaries being bordered by the Naval Air Station Joint Reserve Base to the East, Loop 820W to the West, Interstate 30 to the South, and Lake Worth to the North.

Scope of Services (summary)

The services covered by this RFP consist of the mowing of turf areas around buildings, facilities, ball fields, and leisure recreational areas in four (4) park sites: Central Park, Veterans Park, Saddle Hills Park, and Splash Dayz Water Park. The approximate acreage to be serviced is 190 acres. The contract is for a period of one-year (12 months) with the option of up to four (4) one-year renewals.

Award of Contract and Disputes

An award of a contract to provide the goods or services specified herein will be made using competitive sealed proposals, in accordance with Chapter 252 of the Texas Local Government Code and the City's purchasing policy. The City will evaluate all proposals to determine which Respondents are reasonably qualified for the award of the contract and provide the best value to the City, applying the anticipated evaluation factors and emphasis to be placed on each factor as identified in the RFP.

The City reserves the right to accept or reject any and/or all proposals or parts of proposals; waive any informality, irregularities, or technicalities; re-advertise for proposals; or take any other actions that may be deemed to be in the best interests of the City. The City also reserves the right to award the contract(s) on a split order basis, group by group, or item by item, or such combination as will best serve the interests of the City. The City also reserves the right to waive minor variations to the specifications (interpretation of such to be made by the applicable department personnel). Final determination and award of contract(s) shall be made by the City Council. In addition, each Respondent agrees to waive any claim it has or may have against the City and the respective employees, arising out of or in connection with the administration, evaluation, or recommendation of any Proposal.

Unauthorized Communication

After release of this RFP, Respondents' contact regarding this RFP with members of the RFP evaluation, interview or selection panels, employees of the City or officials of the City other than the Purchasing Department, or as otherwise indicated is prohibited and may result in disqualification from this procurement process. **No officer, employee, agent, or representative of the Respondent shall have any contact or discussion, verbal or written, with any members of the City Council; members of the RFP evaluation, interview, or selection panels; City staff or City's Contractors; or directly or indirectly through others, seek to influence any City Council member, City staff, or City's contractors regarding any matters pertaining to this solicitation, except as herein provided.** If a representative of any Respondent violates the foregoing prohibition by contacting any of the above listed parties with whom contact is not authorized, such contact may result in the Respondent being disqualified from the procurement process. Any oral communications are considered unofficial and non-binding with regard to this RFP.

Pre-Proposal Meeting

A pre-proposal meeting will be held at 2:00 PM on Wednesday, February 18, 2026, at 214 Meadow Park Drive, White Settlement, TX 76108 in the City Council chamber. The purpose of the meeting will be to review the proposal documents, answer questions and concerns, and conduct a tour of the park sites discussed in the proposal. Prospective Respondents are strongly encouraged to attend. Questions and answers that materially affect the substance of the RFP will be published in an addendum on the RFP page on the City and Public Purchase websites.

Request for Clarification and/or Modifications

The Request for Proposal documents (which will ultimately form the Contract) can only be modified via an addendum. The deadline to submit requests for clarifications and/or questions is 12:00 PM (noon) Friday, February 20, 2026. Questions must be sent via email to Ricky Watson, purchasing coordinator, at rwatson@wstx.us. Questions must clearly identify the RFP Number and Title (2026-001, Parks Mowing Services). The City of White Settlement assumes no responsibility for delayed or lost responses.

If the City, in its sole discretion, determines that a clarification is required, such clarification shall be issued in writing and posted to the City's Purchasing Department website, www.wstx.us as an addendum. It is the responsibility of the Respondent to obtain and review all addenda from the website. Interpretations, corrections, or changes to the RFP made in any other manner other than writing are not binding upon the City, and Respondents shall not rely upon such interpretations, corrections, or changes. Oral explanations or instructions given before the award of the Contract are not binding.

Any interpretations, corrections, or changes to this RFP will be made by an addendum. Sole issuing authority of addenda shall be vested in the City's Purchasing Department.

Notification of Errors or Omissions

Respondent shall promptly notify the City of any omissions, ambiguity, inconsistency, or error that they may discover upon examination of this RFP. The City shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations that are inadvertently incomplete, ambiguous, inconsistent, or obviously erroneous.

Acknowledgment of Addenda to Request for Proposals

If this RFP is amended, then all terms and conditions that are not modified remain unchanged. Respondent shall acknowledge receipt of any addenda to this RFP by returning each addendum signed by the Respondent with the Proposal. The City must receive the acknowledgment by the time and at the place specified for receipt of Proposals.

Scope of Services(detailed)

General Definitions

Chemical Trimming: Shall refer to the use of herbicides as an alternate to the physical removal or cutting of plant material. The successful Respondent may use post-emergent herbicides to retard weed growth in expansion joints, any other cracks, curbs, sidewalks, driveways, or other concrete or brick paver surfaces within the project area. However, the growth of plant material while waiting for chemical trimming to be effective and/or as edging substitute is unacceptable.

Edging: Shall refer to the physical removal (without the use of chemicals) of all plant material that encroaches over or onto sidewalks (both sides), curbs, steps, driveways, and pavements. Edge cut shall be a minimum vertical depth of one (1) inch. The edging groove shall not exceed two (2) inches in width.

Inclement Weather: Shall mean icy, wet, or rainy weather when the condition of the soil is such that rutting of the property will not allow cutting of grass to be accomplished satisfactorily. This determination shall be made at the sole discretion of the City.

Inspector: Shall mean the Community Services Director or his designee, who shall monitor the Contract performance.

Maintenance Cycle: Shall refer to each time period in the maintenance schedule for the project year. Each time period is defined by a month in which all prescribed maintenance activities for each area shall be completed.

Maintenance Schedule: Shall mean the time periods established for the project.

Median: Shall mean the center island of the roadway from curb line to curb line plus all traffic triangles. This includes curb and gutter joints where the curb meets the roadway and concrete paved areas from end of the grass to the curb.

Mulch: Shall refer to shredded hardwood mulch materials applied in the flower beds and tree-rings areas for aesthetics and water conservation purposes.

Right-of-Ways: Shall mean the area extending from the right or left of the center line of the road bed or paved surface to the nearest property line,; including, but not limited to, curb and gutters, sidewalks, walkways, drainage ditches, burrow ditches, and any other areas owned, dedicated, used, or reserved for public use.

Project Area: The project area shall refer to the geographic area(s) of the City designated to receive specific grounds maintenance services. This area includes turf areas around buildings, facilities, ball field warm-up areas, leisure recreational areas, and waterpark.

Scalping: Shall refer to any action that results in the mowing of any turf area down to and including the soil.

Trash and Litter: Shall mean any debris within the mowing area including, but not limited to, paper, cans, bottles, limbs not larger than three inches (3”) in diameter, trash bags, rocks, etc., which is not intended to be part of the landscape. Removal of the debris includes the sweeping and/or blowing away of grass clippings from all hard surfaces such as sidewalks, curbs, pavers, and the noses of medians. Grass clippings may not be blown into the roadways per City ordinance.

Trimming: Shall refer to the cutting or removal of all plant material immediately adjacent to or under mowing area structures, poles, trees, signs, fences, planting beds, rocks, or other man-made or natural above ground objects/ structures. Trimming also includes the removal of all plant material from expansion joints and any other cracks in curbs and gutters, sidewalks, driveways, and any other concrete or brick paver surfaces within the project area.

Work Orders, Assignments, and Inspection of Work

Mowing Locations

- Central Park, non-ballfield areas only – 8902 George St, White Settlement, TX 76108
- Veterans Park, non-ball field areas – 8901 Clifford St, White Settlement, TX 76108
- Splash Dayz Water Park – 405 N Las Vegas Trail, White Settlement, TX 76108
- Saddle Hills Park – Disc Golf Course – 600 Saddle Rd, White Settlement, TX 76108
- See attached project maps in Appendix D

Scheduled Mowing Frequency/ Cycle

The following schedule is the minimum required mowing frequency expected of the successful Respondent. The City anticipates a minimum of 39 mowing cycles based on past services needed to fulfill our standards during average years. Service days will take place as described in the Scheduled Service Times section.

Month	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Times Serviced	1	2	4	4	5	4	4	4	4	4	2	1	39

Scheduled Service Times

- Central, Veterans, and Saddle Hills Parks - Work shall be completed on business days (Monday through Friday) 6:00am to 5:00pm (no work shall be done on Saturdays, Sundays, or City holidays).
- Splash Dayz Water Park – Work shall be completed on the business days of Monday through Thursday 6:00am to 10:00am (no work shall be done on Saturdays, Sundays, or City holidays).
- All work will be coordinated with the Inspector or their designee.
- For inclement weather, refer to the General Definitions section on page 4.

Work Record Summary

The successful Respondent shall forward to the Inspector a work record summary detailing the dates, times, and locations of the work that has been completed (this is not the invoice). The summary will become documentation supporting payment to the Respondent. This shall be emailed to the Inspector at rtharp@wstx.us. Appendix B, attached hereto, provides an example template of the Work Record Summary.

Failure to Complete Maintenance Schedule

In the event Respondent fails to maintain the required production rate, the City shall provide notice to Respondent. Continued failure on the part of the Respondent to maintain the required production rate after 5 days' written notice shall be sufficient reason for the City to have the work in question completed by others (staff or contracted out). The successful Respondent agrees to reimburse the City for any additional cost caused by the City contracting out any of the work in this RFP to another vendor due to non-performance.

Deficiencies in Work

The Respondent shall correct any deficiencies in work within forty-eight (48) hours of written or verbal notification by the City. Should the Respondent fail to correct the deficiency to the satisfaction of the City during this period, the City reserves the right to withhold payment and/or terminate, in whole or in part, the contract.

Inspections

The City reserves the right to inspect, either announced or unannounced, the work performed by the Respondent and will record any violations of the contract.

Mowing Heights

Mowing heights shall generally be recommended height of 2.5" to 3". However, if necessary, the Inspector may change the recommended height to maintain an acceptable mowing finish and /or prevent scalping of turf areas.

Line Trimming (weed eating)

Trim to a vertical height of one inch (1") maximum, or not to scalp.

Mowing and Trimming

The successful Respondent shall completely mow and trim all four (4) parks as designated in the maps in Appendix B attached hereto, and according to each scheduled service week. All mowing equipment shall be equipped with turf type tires. Cleated or ribbed tractor tires are prohibited. All mowing equipment shall be equipped with mulching kits when possible. Side discharge mowers without shield guards are prohibited. All mowing at the water park will require the use of mulching plates or kits to prevent debris from blowing into the water and pool areas.

All median, right-of-way, and park area structures including poles, trees, signs, fences, and shrub beds must be given special care so as not to inflict damage. The Respondent shall be responsible for reimbursing the City for damage to these structures and plants.

Edging

All sidewalks, curbs, and edges shall be mechanically trimmed in entirety each service week to remove lateral grass growth and maintain a crisp and clean appearance at each site.

Removal of Grass Clippings

Removal of cut grass from the turf area where growth occurred will not be required unless the cuttings are clumped. Cut grass and debris that falls or is thrown upon the pavement, streets, sidewalks, driveways, walkways, doorways, and/or adjacent properties shall be removed from the area prior to leaving the work site. Cut grass and debris shall not be blown into the street or into the storm drains per City ordinance.

Post-emergent Weed Control

This contract may include spot-treatment for areas including but not limited to cracks and crevices, parking islands, sidewalks, curbs, parking lots, tree rings, and similar areas. Non-selective herbicides such as Glyphosate, Diquat, and/or similar products are acceptable for spot-treatment. These areas are to be maintained, but the use of post-emergent weed control or other methods are left to the discretion of the successful Respondent with the Inspector's approval.

Services NOT included in the Contract

- Overseeding of rye grass or other winter grass.
- Pre-emergent herbicide applications
- Broad post-emergent herbicide application (spot treatment is included per Post-emergent Weed Control section of the RFP)
- Mulch installation
- Flower bed maintenance
- Fertilization
- Trimming of trees or shrubs

If requested by the City, these services will be charged at an additional rate to the contract.

Change in Scope of Work

At the City's discretion, additional locations and/or services may be added during the course of this contract in a cumulative amount not to exceed twenty-five percent (25%) of the original contract amount. Pricing will be determined at the time of addition but based upon the quotes submitted for this RFP. All additional locations and/or services in excess of twenty-five percent (25%) will be subject to additional procurement process per State Law and City Policy. No oral statements that modify or otherwise change or affect the terms, conditions, or specifications stated in the resulting contract will have any binding effect. All amendments or change orders to the contract will be made in writing and shall not be effective unless signed by the City Manager or designee and the Respondent. Should accumulative change orders within the annual contract exceed an amount of \$49,999.99, City Council approval will be required.

Conversely, locations or the type of service defined for each location may be reduced or deleted during the contract period, with no liability to the City, if it is in the City's best interest. If service is reduced, then the amount of the contract shall also be reduced at a rate commensurate with the reduction in work required.

EVALUATION OF PROPOSALS – SELECTION CRITERIA

Proposals will be evaluated by a selection committee to determine which Proposal provides the best value to the City, using the following criteria:

1. Management and Approach _____ **20%**

The Respondent’s management and approach that demonstrates the Respondent’s understanding of the Scope of Services and the potential to implement effectively as stated in the RFP; i.e. identify key staff members assigned and their qualifications, proposed scheduling, crew supervision and inspections, performance evaluation, and plans to correct deficiencies.

2. Industry Experience **15%**

Referral history of successfully completing contracts similar to this scope and size, including meeting and maintaining expected deadlines; the character, integrity, reputation, judgment, and efficiency of the Respondent.

3. Equipment and Production Capability _____ **25%**

Respondent’s current equipment inventory and the potential ability to complete/maintain the service contract deadlines during peak times and/or periods of downed equipment.

4. Responsiveness of the written proposal _____ **10%**

Completeness and clarity of all required submittal information contained in RFP package and any supplemental information provided by Respondent that will demonstrate the quality of services. All addenda must be acknowledged.

5. Price **30%**

The annual cost to provide the landscape maintenance services described in the scope of services. Price should also include the price per location on a per visit basis. See Appendix A, attached hereto, for the price evaluation sheet.

For more information on the required material to include in the Proposal see pages 13 and 14.

Contract Terms and Conditions

EXCEPT WHERE RESPONDENT MAKES SPECIFIC EXCEPTION IN THE SUBMITTED PROPOSAL, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH RESPONDENT HEREBY ACKNOWLEDGES, AND TO WHICH RESPONDENT AGREES BY SUBMITTING A PROPOSAL:

Term of Contract and Option to Extend

Any contract resulting from this RFP shall be effective for twelve (12) months from date of award. The City anticipates that contract shall be renewed pursuant to the availability of funds and at the discretion of the City. The following clauses shall be included in the contract:

Option Clause: It is agreed that the City will have the option to extend the contract for up to four (4) additional years, in one-year intervals. To exercise this option, the City shall serve notice thirty (30) days prior to contract termination or to the end of any one (1)-year extension. The Option to Extend will not be considered if funding is unavailable or if the Respondent's past performance is not satisfactory.

Escalation Clause: Should market conditions prevail that dictate an increase, the successful Respondent may request to increase pricing no later than ten (10) days after receiving notice from the City of its intent to extend the agreement. The increase shall not exceed twenty-five percent (25%) of the original Proposal. Escalation may only occur at the time of renewal. Negotiations shall take place during the annual review scheduled to occur within the first fifteen (15) days of November or other agreed upon date between the City and the successful Respondent. Only upon securing the written approval of the City Manager or his designee shall the increase take effect. Appropriate price increases include, but are not limited to:

- Fair market value
- Necessary changes in Service Scope
- Respondent's documented increase of materials and services

This contract may be cancelled or terminated at any time by giving the Respondent thirty (30) days' written notice. The Respondent may be entitled to payment for services actually performed; to the extent said services are satisfactory.

Price Increases Upon Extension

If approved by the City, the Respondent shall modify the rates charged by the Respondent to reflect any changes shown in the written request of increase in cost delivered to the City. The City shall have authority, in its reasonable discretion, to determine the appropriateness of any change in Respondent's rates. Should increases surpass \$49,999.99 City Council approval must be obtained prior to the increase taking effect.

Delivery of Products and/or Services

Payment Terms

Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by the City, payment terms for the City are Net thirty (30) days upon receipt of invoice. Invoices will be processed after the work has been completed and the Work Record Summary submitted to and approved by the Inspector.

Invoicing

All invoices shall be sent to the City's accounts payable team at accountspayable@wstx.us and the Inspector at rtharp@wstx.us or his designee. Invoices must be itemized to list the location, dates serviced, and the extended price. Back-up documentation may be requested with submitted invoices including but not limited to the work order summary approved by the Inspector. The City reserves the right to request additional supporting documents, as necessary. If there are questions or discrepancies about an invoice, successful Respondent shall be contacted by the Inspector. Correcting invoices or providing additional information shall be completed within two (2) business days after a request has been made. Payment will be delayed until the deficiency is corrected. All invoices shall be dated for the same month the invoice is being submitted. Appendix C, attached hereto, shows an invoice template.

Warranty of Services: All services performed shall be warranted to be of a good and workmanlike quality to the satisfaction of City and in accordance with the specifications, terms, and conditions of the Scope of Services, in addition to, and not in lieu of, any other express written warranties provided.

Miscellaneous

Assignments: The rights and duties awarded to the successful Respondent shall not be assigned to another without the written consent of the City. Such consent shall not relieve the assigner of liability in the event of default by the assignee. The successful Respondent shall notify the City of any change in ownership within fifteen (15) days. The City shall have the right to terminate the contract in the event of any change in ownership of the successful Respondent.

Indemnification: Respondent agrees to defend, indemnify, and hold harmless the City, all of its officers, Council members, agents, and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, including reasonable attorneys' fees, court costs, and related expenses arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of this contract without regard to whether such persons are under the direction of City agents or employees.

Gratuities / Bribes: Respondent certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Respondent or its agents or representatives to any City officer, employee, or elected representative with respect to this RFP or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for terminating the contract.

Required Licenses: Respondent certifies that he holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.

Compliance with Applicable Law: Respondent agrees that the contract will be subject to, and Respondent will strictly comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

Additional Verifications: To the extent required by Texas law, Respondent verifies that: (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, as defined in Texas Government Code § 2274.001, and that it will not during the term of this Agreement discriminate against a firearm entity or firearm trade association; (2) it does not “boycott Israel” as that term is defined in Texas Government Code § 808.001 and 2271.001, as amended, it will not boycott Israel during the term of this Agreement; (3) it does not “boycott energy companies,” as those terms are defined in Texas Government Code §§ 809.001 and 2264.001, and it will not boycott energy companies during the term of this Agreement; (4) it does not engage in scrutinized business operations with Sudan, Iran, or designated foreign terrorist organization as defined in Texas Government Code, Chapter 2270; and (5) it is not owned by or the majority of its stock or other ownership interest is held or controlled by i) individuals who are citizens of China, Iran, North Korea, Russia, or a designated country as defined by Texas Government Code § 2275.0101; or ii) a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; nor is it headquartered in China, Iran, North Korea, Russia, or a designated country.

Insurance: The Respondent shall carry at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require.

- Worker’s Compensation and Employer’s Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
- Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, with a minimum of Two Million Dollars (\$2,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis.

Insurance certificates will show the City of White Settlement named as additional insured party.

Independent Contractor: Respondent shall perform its obligations under the contract as an independent contractor and shall not be considered an agent, representative, or employee of the City for any purpose whatsoever, including, but not limited to, entitlement to Licensee employee benefits. Respondent hereby expressly waives any claim or entitlement to such benefits. Furthermore, the contract is not intended to create, nor should it be construed as creating, a partnership, association, joint venture, or trust. Nothing contained in the contract shall create a contractual relationship with, or any rights in favor of, any third-party.

Some or all of the pre-qualified Respondents considered for service agreement selections may, at the sole discretion of the City, be required to appear for oral presentations. The oral presentations, if required, shall be conducted so as to solicit information to enable the selection committee to evaluate the capability of the applicable Respondents to provide the specific services. The City will notify the Respondents of the schedule, order, and procedure for the presentations. The oral presentations will be scored by the committee.

The deadline for submission of written proposals is 2:00 PM on Tuesday, February 24, 2026. Proposals that are received after this deadline will be considered as non-responsive and shall be rejected.

Sealed submittals, including one (1) signed original and three (3) copies, must be received by the City Secretary no later than **2:00 PM on Tuesday, February 24, 2026, at 214 Meadow Park Drive, White Settlement, Texas 76108** and be clearly marked on the outside, **"RFP 2026-001 Parks Mowing Services"**. Electronic submittals may be made through the Public Purchase website: www.publicpurchase.com and must be uploaded no later than 2:00 PM on Tuesday, February 24, 2026. Late submittals will not be accepted.

Proprietary Information

If a Respondent does not desire proprietary information in the Proposal to be disclosed, it is required to identify all proprietary information in the Proposal. This identification will be done by individually marking each page with the words "Proprietary Information" on which such proprietary information is found. If the Respondent fails to identify proprietary information, it agrees that by submission of its Proposal that those sections shall be deemed non-proprietary and made available upon public request.

All responses submitted become the property of the City of White Settlement and are subject to the Public Information Act. All documentation shall be open for public inspection, except for trade secrets and confidential information identified by the Respondent. Respondents are advised that the City, to the extent permitted by law, will protect the confidentiality of their Proposals. Respondent shall consider the implications of the Texas Public Information Act, particularly after the RFP process has ceased and the contract has been awarded. While there are provisions in the Texas Public Information Act to protect proprietary information, where the Respondent can meet certain evidentiary standards, please be advised that a determination on whether those standards have been met will not be decided by the City of White Settlement, but by the Office of the Attorney General of the State of Texas. In the event a request for public information is made, the City will notify the Respondent, who may then request an opinion from the Attorney General pursuant to 552.305, Texas Government Code.

Required Proposal Information

IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE CITY, THE RESPONDENT MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:

1. Management and Approach

Service Description: Provide an attached written statement describing how your organization intends on operating your crews and managing the contract including: the size of the crew; name(s), contact information, and experience of on-site supervisor(s) and contract administrator; property inspection frequency; inclement weather plans; downed equipment plans; deficient work correction plans; plan to prevent debris in the pools at Splash Dayz Water Park; and any other applicable documentation.

2. Industry Experience

The Proposal shall include the number of years the Respondent's business has been in operation. The Proposal shall include all predecessor business names, affiliated entities, and previous similar business entities and years operated by one or more of the principal(s) within the last five (5) years, including businesses that have changed legal status or form of the business. Omitting these business names in the Proposal may disqualify the Respondent. If it is later discovered that the successful Respondent omitted business names during the RFP process, the City may terminate the contract at any time.

Respondent shall provide three (3) references where Respondent has performed similar to or the same types of services as described herein. The following shall be included for each reference:

- Client / Company Name
- Contact Name
- Contact Title
- Phone Number
- E-mail Address
- Date and Scope of Work Provided

3. Equipment and Production Capability

Attach a list of all mowing equipment that Respondent's organization currently owns and/or leases to include age, make, model, deck/cutting capability, fuel type, mulch kit option, and tire type. Include contingency plans in case of downed equipment.

4. Cost of Proposed Services

Pricing: Pricing shall be listed by a per-visit basis to each park location. A grand total shall reflect the full Scope of Services defined herein, inclusive of all mowing associated costs for the twelve (12)-month contract term. The City is exempt from most state and local sales taxes by state law. Therefore, these taxes shall be excluded in Respondents' proposal. The City will provide a sales tax exemption certificate to the vendor upon request.

5. Financial Responsibility Provisions

The Respondent, consistent with its status as an independent contractor, shall carry at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require. The Respondent shall provide documentation with the Proposal for the following:

- Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
- Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, with a minimum of Two Million Dollars (\$2,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis.

Insurance certificates will show the City of White Settlement named as additional insured party.

6. Certificate of Interested Parties

The Respondent shall include with the Proposal a Certificate of Interested Parties (Form 1295) according to Government Code Section 2252.908. Please go to the Texas Ethics Commission webpage (www.ethics.state.tx.us) for full instructions and to complete the required steps for creation of Form 1295.

7. RFP Acknowledgement

The Respondent shall submit one (1) signed original and three (3) copies of the Proposal including a completed RFP Acknowledgement (which includes the proposal price) found in Appendix F, attached hereto.

8. Addenda

Include a copy of each addendum with principal's signature acknowledging receipt of the addendum.

APPENDIX A



Price Summary Evaluation Worksheet

Parks Mowing	Company Name Here	
Location	Cost per Visit	Annual Cost
Central Park	\$	\$
Saddle Hills Park	\$	\$
Veterans Park	\$	\$
Splash Dayz Water Park	\$	\$
	Total Price	\$
<p>PRICING MUST BE FULLY LOADED. ALL TRAVEL, FUEL, DISPOSAL, OVERHEAD, TRIP CHARGE, AND OTHER RELATED FEES MUST BE INCLUDED IN THE PRICE.</p>		

APPENDIX B



Work Record Summary Template

Date	Start Time	Finish Time	Location	Supervisor
MM/DD/YYYY	HH:MM	HH:MM	Central Park	Print Name
MM/DD/YYYY	HH:MM	HH:MM	Saddle Hills Park	Print Name
MM/DD/YYYY	HH:MM	HH:MM	Splash Dayz Water Park	Print Name
MM/DD/YYYY	HH:MM	HH:MM	Veterans Park	Print Name
MM/DD/YYYY	HH:MM	HH:MM	Central Park	Print Name
MM/DD/YYYY	HH:MM	HH:MM	Saddle Hills Park	Print Name
MM/DD/YYYY	HH:MM	HH:MM	Splash Dayz Water Park	Print Name
MM/DD/YYYY	HH:MM	HH:MM	Veterans Park	Print Name

Company Name & Logo

Business Address
 City, St, Zip
 Phone: (123) 456-7890



INVOICE

BILL TO	INVOICE #	DATE
City of White Settlement Parks Department 214 Meadow Park Dr. White Settlement, Tx 76108 (817) 246-4971 AccountsPayable@wstx.us	#####	MM/DD/YYYY
	PO #	TERMS
	#####	Net 30

LOCATION	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Central Park	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Central Park Total			\$ 180.00
Saddle Hills Park	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Saddle Hills Park Total			\$ 180.00
Veterans Park	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Veterans Park Total			\$ 180.00
Splash Dayz Water Park	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Mowing Cycle - MM/DD/YYYY		\$ 45.00	\$ 45.00
	Splash Dayz Water Park Total			\$ 180.00

Thank you for your business!

TOTAL \$ 720.00

*If you have any questions about this invoice, please contact
 Accounts Receivable Contact at (555) 555-5555 or AR@example.com.*



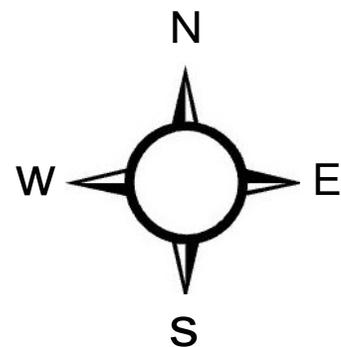
Site maps for the four parks follow this page

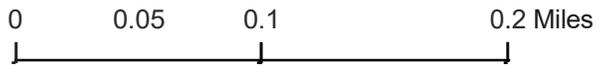
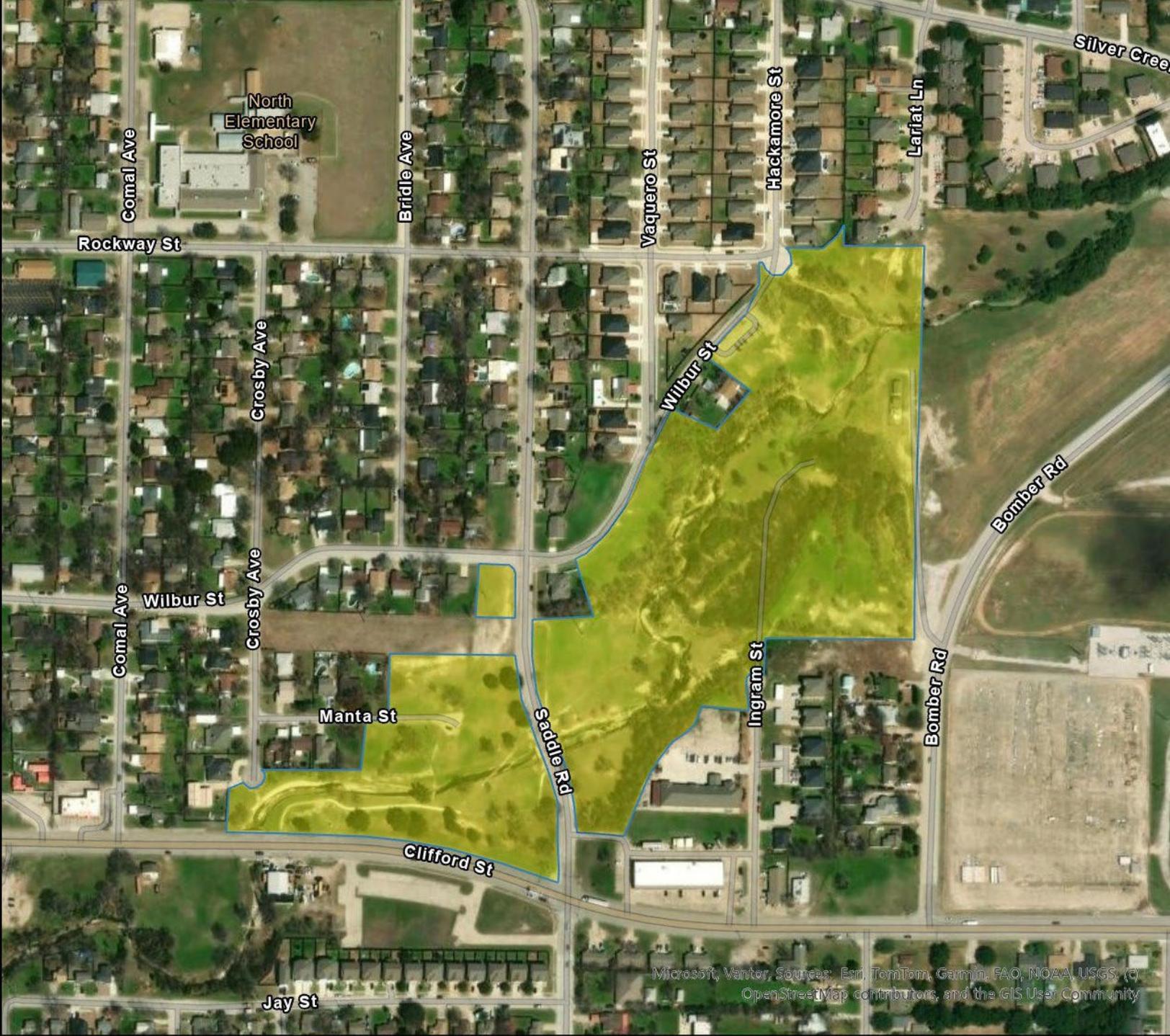
- Central Park
- Saddle Hills Park
- Splash Dayz Water Park
- Veterans Park



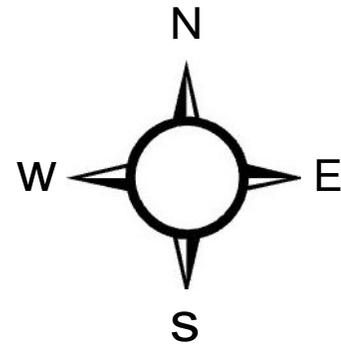
0 0.07 0.15 0.3 Miles

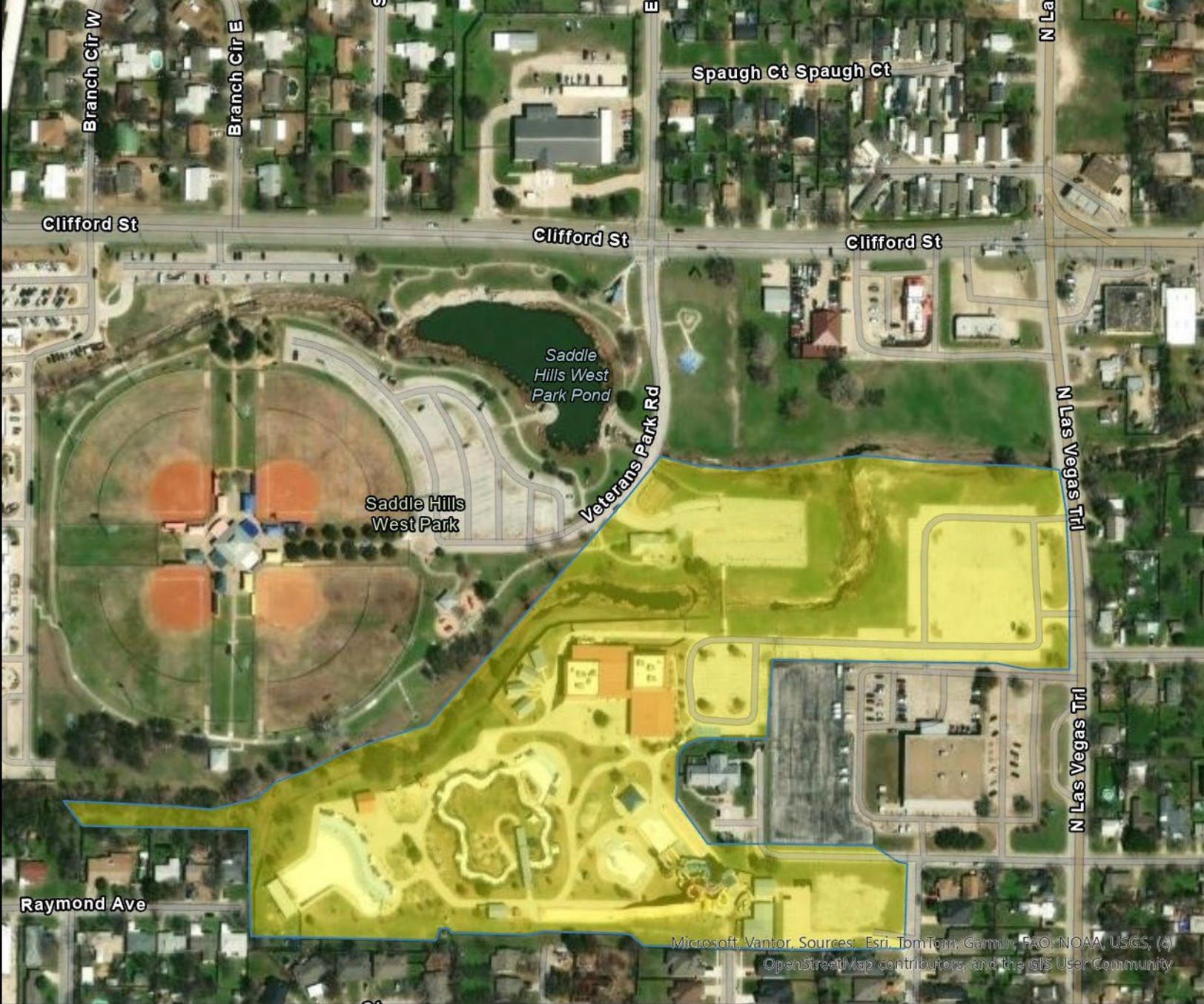
Central Park





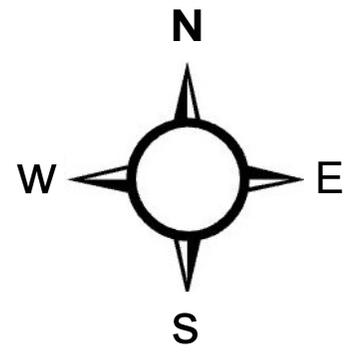
Saddle Hills Park





0 0.05 0.1 0.2 Miles

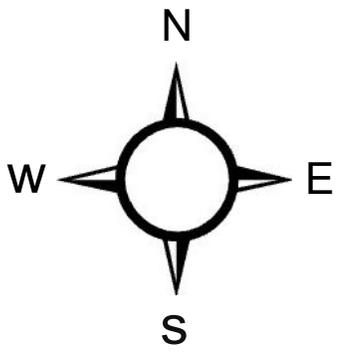
Splash Dayz





0 0.05 0.1 0.2 Miles

Veterans Park



APPENDIX E



Inspection Form Example

The following pages in Appendix E are past inspection forms used by the City to inspect contractor performance.

Mowing contractor Central Park Inspection

CENTRAL PARK/PARKS: THU. 10/2/2025 8:50 AM.
 900 S. LAS VEGAS TRAIL, WHITE SETTLEMENT TX. 76108
 INSPECTED BY MICHAEL HOPPING

Result	Softball complex	Hours	Comments	Work Order	Files
✓	Softball Complex- Did everything get mowed				
✓	Softball Complex- Did everything get weed eat/ edge				
✓	Softball Complex-Did all sidewalk and parking tot get blown off				
8	Softball Complex - Did any trash get mowed over				

Result	Baseball complex	Hours	Comments	Work Order	Files
✓	Baseball Complex- Did everything get mowed				
✓	Baseball Complex- Did everything get weed eat/ edge				
✓	Baseball Complex-Did all sidewalk and parking lot get blown off				
8	Baseball Complex- Did any trash get mowed over				

Result	Amphitheater	Hours	Comments	Work Order	Files
✓	Amphitheater- Did everything get mowed				
✓	Amphitheater- Did-everything get weed eat/ edge				
✓	Amphitheater- Did all sidewalk and parking lot get blown off				
8	Amphitheater- Did any trash get mowed over				

Result	Multiple Field/ Courts	Hours	Comments	Work Order	Files
✓	Multiple Field - Did everything get mowed				
✓	Multiple Field - Did everything get weed eat/ edge				
✓	Multiple Field - Did all sidewalk and parking lot and courts get blown off				
8	Multiple Field - Did any trash get mowed over				

Result	Front area	Hours	Comments	Work Order	Files
✓	Front Area - Did everything get mowed				
✓	Front Area- Did everything get weed eat/ edge				
✓	Front Area - Did all streets and parking lot get blown off				
8	Front Area - Did any trash get mowed over				

Inspection Notes:

Inspection has final approval. Approved by: Michael Hopping 10/2/2025

INSPECTION LINE ITEM DEFINITIONS

... Satisfactory Inspection Line Item X Unsatisfactory Inspection Line Item B Completed Checklist Line Item © Old Not Complete Checklist Line Item N/A Not Applicable

AdminMode

Mowing Contractor Splash Dayz Inspection

SPLASH DAYZ WATER PARK/PARKS: WED. 10/8/2025 12:19PM.

INSPECTED BY MICHAEL HOPPING

Result	Mowing	Hours	Comments	Work Order	Files
◆	Mowing - Did everything get mowed Inside the park				
◆	Mowing - Did everything get mowed outside the park				
Result	Blowing off sidewalk/ parking lots	Hours	Comments	Work Order	Files
◆	Blowing Off Sidewalks/ ParkingLots - Did everything get Blown off Inside the park				
◆	Blowing Off Sidewalks/ ParkingLots - Did everything get Blown off outside the park				
Result	Weed eating/ edging	Hours	Comments	Work Order	Files
	Weed Eating/ Edging - Did everything get weed eaten/ edging outside the park				
	Weed Eating/ Edging - Did everything get weed eaten/ edge Inside the park				
Result	Miscellaneous	Hours	Comments	Work Order	Files
◆	Miscellaneous - Did anything get into the pools				
◆	Miscellaneous - Did any trash get mowed over.				
e	Miscellaneous - Did they lock gates back up				

Inspection Notes:

Inspection has final approval. Approved by: Michael Hopping 10/12/2025

INSPECTION LINE ITEM DEFINITIONS

✓ Satisfactory Inspection on One Item >C Unsatisfactory Inspection on One Item B Complete Checklist Line Item © Dkf Not Complete Checklist Item N/A Not Applicable

AdminMode

Mowing contractor for Veterans Inspection

VETERANS PARK/PARKS: WED. 10/8/2025 12:21 PM.
8901 CLIFFORD STREET WHITE SETTLEMENT TX. 76108
INSPECTED BY MICHAEL HOPPING

Result Outside softball complex Hours Comments Work Order Files

- ✓ Outside SoftballComplex - Did everything get mowed
- Outside SoftballComplex - Did everything get weed eat/ edge
- Outside SoftbaUComplex - Did all sidewalks and parking lots get blown off
- 8** Outside SoftbaUComplex-Did any trash get mowed over

Result Playground/ Grand Pavilion/ Creek area Hours Comments Work Order Files

- ✓ Playground/ Grand Pavilion/ Creek area - Did everything get mowed
- ✓ Playground/ Grand Pavilion/ Creek area-Did everything get weed eat/edge
- ✓ Playground/ Grand Pavllon/ Creek area - Did all sidewalks and parking lots get blown off
- 8** Playground/ Grand Pavilion/ Creek area-Did any trash get mowed over

Result Front area/ Lot behind Chicken Express/ Canon Hours Comments Work Order Files

- ✓ Front Area/ Lot Behind Chicken Express/ Canon- Did everything get mowed
- Front Area/ Lot Behind Chicken Express/ Canon- Did everything get weed eat/ edge
- Front Area/ Lot Behind Chicken Express/ Canon - Did all sidewalks and street get blown off
- 8** Front Area/ Lot Behind Chicken Express/ Canon - Did any trash get mowed over

Result Over flow Parking lot Hours Comments Work Order Files

- ✓ Overflow Parking Lot-Did Everything get mowed
- ✓ Overflow Parking Lot-Did everything get weed eat/ edge
- ✓ Overflow Parking Lot-Did all sidewalks and parking lots get blown off
- 8** Overflow Parking Lot-Did any trash get mowed over

Inspection Notes:

Inspection has final approval. Approved by: Michael Hopping 10/12/2025

INSPECTION LINE ITEM DEFINITIONS

.. Satisfactory Inspection Un Item X Unsatisfactory Inspection Item B Completed Checklist Line Item 0 Old Not Complete Checklist Un Item N/A Not Applicable



Mowing contractor Saddle Hills Park Inspection

SADDLE HILLSPARK/PARKS: FRI. 10/10/2025 4:14 PM.
 600 SADDLE RD WHITE SETTLEMENT, TX. 76108
 INSPECTED BY MICHAEL HOPPING



Result	Holes 8,9,10,11,12	Hours	Comments	WorkOrder	Files
✓	Holes 8,9,10,11,12- Did everything get mowed In these area.				
✓	Holes 8,9,10,11,12-Did everything get weed eated/ edge In thesearea.				
✓	Holes 8,9,10,11,12- Did all the sidewalk and street and parking lot get blown off In these area.				
B	Holes 8,9,10,11,12- Did any trash get mowed over.				

Result	Holes 7,13,14,15	Hours	Comments	Work Order	Files
✓	Holes 7,13,14,15- Did everything get mowed in these area.				
✓	Holes 7,13,14,15-Did everything get weed eated/ edgel In these area.				
✓	Holes 7,13,14,15-Did everything get blown off in thesearea.				
B	Holes 7,13,14,15-Did any trash get mowed over.				

Result	Hole 1,Z and Parking lot	Hours	Comments	WorkOrder	Files
✓	Holes 1,2and Parkinglot-Did everything get mowed in these area.				
	Holes 1,2and Parkinglot-Did everything get weed eated/ edge in these area.				
	Holes 1,2and Parking tot-Did everything get blown off In these area.				
B	Holes 1,2and Parking tot-Did any trash get mowed over.				

Result	Hole 3,16,17,18	Hours	Comments	WorkOrder	Files
✓	Holes 3,16,17,18-Did everything get mowed in these area.				
✓	Holes 3,16,17,18-Did everything get weed eated/ edgel in these area.				
✓	Holes 3,16,17,18-Did any trash get mowed over.				

Result	Hole 4,5,6	Hours	Comments	WorkOrder	Files
✓	Holes 4,5,6 - Did everything get mowed In these area.				
✓	Holes 4,5,6 - Did everything get weed eated/ edge In these area.				
B	Holes 4,5,6 - Did any trash get mowed over.				

Inspection Notes:

Inspection has final approval. Approved by: Michael Hopping 10/12/2025

INSPECTION LINE ITEM DEFINITIONS

✓ Satisfactory Inspection Line Item X Unsatisfactory Inspection Line Item B Completed Checklist Line Item ® Did Not Complete Checklist Line Item N/A Not Applicable

APPENDIX F



**REQUEST FOR PROPOSAL ACKNOWLEDGEMENT
#2026-001 PARKS MOWING AND CODE SERVICES**

Submittal Deadline: 2:00 p.m. Tuesday, February 24, 2026

Submit to: City of White Settlement
City Secretary's Office
214 Meadow Park Drive
White Settlement, Texas 76108
817-246-4971

Respondent Information

Legal Name: _____

Address: _____

City, State & Zip: _____

Phone Number: _____

E-mail Address: _____

Proposal price for one year service contract: \$ _____

Respondent Authorization

I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Respondent.

Signature of Authorized Representative

Name and Position of Authorized Representative

Date