

RESOLUTION NO. 15-344

COPY

**A RESOLUTION APPROVING THE AWARD OF A BID BY
THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC
DEVELOPMENT CORPORATION AND AUTHORIZING
THE EXECUTION OF A CONTRACT WITH JOEY'S
TRACTOR SERVICE FOR GRASS CUTTING SERVICES
AT THE SPUR 93 BUSINESS PARK**

WHEREAS, on September 14, 2015, the Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation (the "PAEDC") approved the grass cutting services in the amount of \$15.75 per acre by Joey's Tractor Service for the Spur 93 Port Arthur Business Park located at 9555 W. Port Arthur Road; and

WHEREAS, the City of Port Arthur, Texas (the "City"), acting by and through its procurement department, solicited quotes, review of quotes, and recommendation of award for the mowing of the Spur 93 Business Park (see bid tabulation attached as **Exhibit "A"**); and

WHEREAS, pursuant to Section 8.19 of the PAEDC Bylaws, PAEDC has to submit contracts to the City Council for review and approval. The grass cutting Contract between PAEDC and Joey's Tractor Service is set forth in **Exhibit "B"** to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF PORT ARTHUR:**

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the City Council authorized PAEDC to award a bid to Joey's Tractor Service for grass cutting services for the Spur 93 Business Park, for one year with an option to renew for two (2) additional one year periods.

Section 3. That the grass cutting Contract between the PAEDC and Joey's Tractor Service is set forth in **Exhibit "B"** to this Resolution.

READ, ADOPTED AND APPROVED on this 29th day of September, 2015,

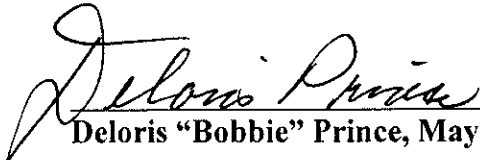
at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Prince, Mayor Pro Tem Frank

Councilmembers Scott, Hamilton, Albright, Masely,
Sevier, Senti and Freeman

NOES: None


Deloris "Bobbie" Prince, Mayor

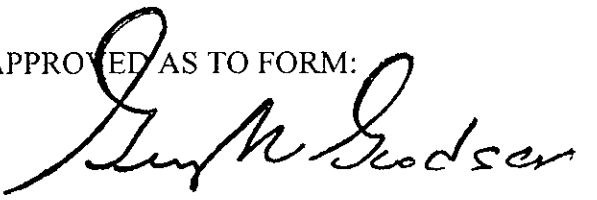
ATTEST:


Sherri Bellard, City Secretary

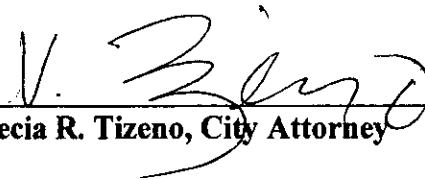
APPROVED:


Floyd Batiste, PAEDC CEO


APPROVED AS TO FORM:


Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:


Valecia R. Tizen, City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:

 COMPTROLLER 9/24/15
Jerry Dale, Interim Director of Finance
Account No. 120-1429-582.59-00

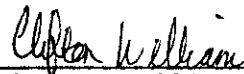
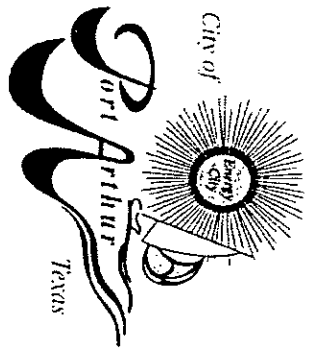

Clifton Williams, CPPB
Acting Purchasing Manager

EXHIBIT “A”



**CITY OF PORT ARTHUR TEXAS
Bid Tabulation**

GRASS CUTTING OF HWY 93 BUSINESS PARK

September 8, 2015

Item #	UOM	Description	Sandra's Enterprises, Inc.	Affordable Lawn & Tractor Service	Joey's Tractor Service	Imperial Enterprises
1	Per acre	Mowing EDC Business Park	No Bid	\$25.00	\$15.75	No Bid
Acknowledge Addendum 1 & 2				Yes	Yes	
Location			Port Arthur	Port Arthur	Port Arthur	Port Arthur

Clifton Williams
Clifton Williams, CPPB Acting Purchasing Manager

9-9-2015
Date

EXHIBIT “B”

**CONTRACT FOR THE MOWING OF THE CITY OF PORT ARTHUR
SECTION 4A ECONOMIC DEVELOPMENT CORPORATION SPUR 93
BUSINESS PARK**

THIS CONTRACT, made this ____ day of _____, 2015, by and between the **City of Port Arthur Section 4A Economic Development Corporation**, organized under the laws of the State of Texas (the "OWNER") and **Joey's Tractor Service** (the "CONTRACTOR").

In consideration of the payment terms, conditions and agreements set forth herein, OWNER and CONTRACTOR agree as follow:

1. The term of this Contract shall be for one (1) year from the date stated on the Notice to Proceed, with an option to renew for two (2) additional one year periods, unless sooner terminated under the provisions hereof. The PAEDC can terminate this contract at its convenience which includes, but is not limited to, funding not being available in any budget cycle within 15 days written notice.

2. The Contractor will perform mowing and trimming and removal of litter and debris at the Port Arthur EDC Business Park as stated in the Contract Documents.

3. During the term of this Contract, the Contractor will furnish at his own expense all of the materials, supplies, tools equipment, labor and other services necessary in connection therewith, excepting those supplies specifically not required of Contractor in the Specifications.

4. The CONTRACTOR agrees to perform all the work described in the specifications and contract documents and to comply with the terms therein for the cost of \$15.75 per acre.

5. The term "Contract Documents" means and includes the following:

- a. Contract
- b. Advertisement for Bids
- c. Addenda (if any)
- d. General Information
- e. Specifications
- f. Bid
- g. Notice of Award

6. This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

7. **IN WITNESS WHEREOF**, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in (2 copies) each of which shall be deemed as original on the date first above written.

Signed on the _____ day of _____, 2015.

**CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT
CORPORATION**

By: _____
Print Name: _____
Title: _____

ATTEST:

Signed on the _____ day of _____, 2015.

JOEY'S TRACTOR SERVICE

By: _____
Print Name: _____
Title: _____

ATTEST



CITY OF PORT ARTHUR, TEXA

ADDENDUM NO. ONE (1)

September 3, 2015

Bid Proposal For: **Mowing of EDC Business Park**

The following clarifications, amendments, deletions, additions, revision and/or modifications are made a part of the contract documents and change the original documents only in the manner and to the extent hereinafter stated and shall be incorporated in the contract documents.

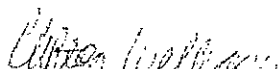
Provisions of this addendum shall take precedence over requirements of the original contract documents and all **BIDDERS ARE REQUESTED TO ACKNOWLEDGE SAID PROVISIONS IN THE SUBMISSION OF THEIR BID.**

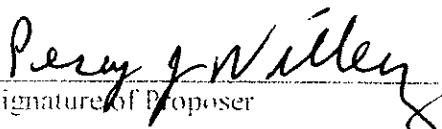
Addendum as follows:


1. The Business Park is estimated to be 140 acres.

If you have any questions, please contact the Purchasing Division at 409-983-8160.

NOTE: ALL PAGES OF ADDENDA MUST BE SIGNED AND SUBMITTED WITH YOUR BID DOCUMENTS.


Clifton Williams, CPPB
Acting Purchasing Manager


Signature of Proposer


Date



CITY OF PORT ARTHUR, TEXAS

ADDENDUM NO. TWO (2)

September 4, 2015

Bid Proposal For: **Mowing of EDC Business Park**

The following clarifications, amendments, deletions, additions, revision and/or modifications are made a part of the contract documents and change the original documents only in the manner and to the extent hereinafter stated and shall be incorporated in the contract documents.

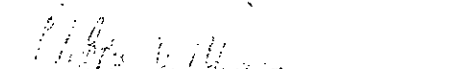
Provisions of this addendum shall take precedence over requirements of the original contract documents and all **BIDDERS ARE REQUESTED TO ACKNOWLEDGE SAID PROVISIONS IN THE SUBMISSION OF THEIR BID.**

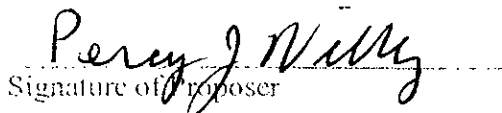
Addendum as follows:


1. The price is per acre.
2. Replace Page 1 with the Attached Page 1

If you have any questions, please contact the Purchasing Division at 409-983-8160.

NOTE: ALL PAGES OF ADDENDA MUST BE SIGNED AND SUBMITTED WITH YOUR BID DOCUMENTS.


Clifton Williams, CPPB
Acting Purchasing Manager


Signature of Proposer


Date

Specification for Mowing EDC Business Park:

1. The Port Arthur Economic Development Corporation Business Park is located at 9555 West Port Arthur Road.
2. Contractors will be cutting approximately 228 acres.
3. The Port Arthur EDC will call the contractor to cut the grass on an as needed basis. EDC estimates three cuts for the year. It may be more.
4. Work must be completed within seven calendar days of issuance, unless the Port Arthur EDC grants an extension.
5. Extensions may be granted due to inclement weather or to unforeseeable events that are not caused by the contractor.
6. Equipment blades are to be sharpened so that grass will be cut low.
7. Contractors will be responsible for damages to sprinkler system or damages City properties and/or structures.
8. All litter and debris shall be picked up prior to mowing and then immediately following the actual mowing and trimming. This is to retrieve any litter missed the first time and cut into smaller pieces by the mower.
9. Litter and debris shall be disposed of properly, off site, at the Contractor's expense.
10. Litter and debris shall be defined as an object not intentionally placed at project site for a specific purpose. This shall include but not be limited to paper, wrappers, cans, bottles, building materials, disposable diapers and cigarette butts found on the grounds and all objects found in trash receptacles. This shall also include items produced from a maintenance task such as mowing and/or landscaping.
11. Sweep or blow clean all sidewalks and/or concrete areas affected by work. No grass clippings shall be placed or blown into City's Drainage Culverts or in the streets.
12. Entrance roads, approaches, and/or driveways are to be maintained, where applicable.
13. Contractor shall neatly trim (cut and/or use a weed-eater), along sidewalks, curbs.
14. Acreage of property will decrease as Business Park is developed. Contractors are not responsible for the newly developed property.
15. Ruts caused by contractor's equipment shall be filled at contractor's expense.

This Contract will terminate approximately twelve (12) months from date of execution with the option to renew two (2) additional one year periods. The City can terminate this contract at its convenience which includes, but is not limited to, funding not being available in any budget cycle with thirty (30) days written notice.

RETURN PAGES 1, 3, 4 & 5

NON-COLLUSION AFFIDAVIT

CITY OF PORT ARTHUR §
 §
STATE OF TEXAS §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, *et seq.*, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature:

Printed Name:

Title:

Company:

Date:

Percy J. Villanueva

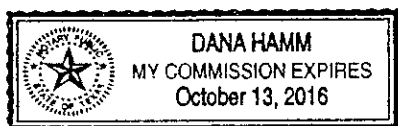
Percy J Villanueva

owner

Joey's Tractor Service

9-8-2015

SUBSCRIBED and sworn to before me the undersigned authority by 8th the Sept of, 2015 on behalf of said bidder.



Dana Hamm
Notary Public in and for the
State of Texas

My commission expires: 10-13-16

AFFIDAVIT

All pages in Offeror's Responses containing statements, letters, etc., shall be signed by a duly authorized officer of the company whose signature is binding.

The undersigned offers and agrees to one of the following:

☒ I hereby certify that **I do not have** outstanding debts with the City of Port Arthur. I further agree to pay succeeding debts as they become due.

☐ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to pay said debts prior to execution of this agreement. I further agree to pay succeeding debts as they become due.

☐ I hereby certify that **I do have** outstanding debts with the City of Port Arthur and agree to enter into an agreement for the payment of said debts. I further agree to pay succeeding debts as they become due.

<u>Joey's Tractor Service</u>	<u>9-8-2015</u>
Firm Name	Date
<u>Percy J. Villemez Jr.</u>	<u>owner</u>
Authorized Signature	Title
<u>Percy J. Villemez Jr.</u>	<u>409-728-1668</u>
Name (please print)	Telephone
<u>Joey Villemez @ gmail . com</u>	
Email	

STATE: Texas

COUNTY: Jefferson

SUBSCRIBED AND SWORN to before me by the above named Percy J. Villemez, Jr.
on this the 8th day of Sept., 2015.



Dana Hamm
Notary Public

RETURN THIS AFFIDAVIT AS PART OF THE BID PROPOSAL

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For Vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006 (a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person who has a business relationship with local governmental entity.

Percy J Villamez Jr.

2. ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Name of a local government officer with whom filer has employment or business relationship.

none
Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐

Yes

☒

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐

Yes

☒

No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government Officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☒

No

D. Describe each employment or business relationship with the local government officer named in this section.

4.

Percy J Villamez Jr.
Signature of person doing business with the governmental entity

9-8-2015
Date

GENERAL INFORMATION:

NOTE: It is extremely important that the Vendor, Bidder, and/or Contractor furnish the City of Port Arthur the required information specified in Bid or Proposal Specifications listed in this Bid Package.

All bids meeting the intent of this request for bid will be considered for award. BIDDERS TAKING EXCEPTION TO THE SPECIFICATIONS, OR OFFERING SUBSTITUTIONS, SHALL STATE THESE EXCEPTIONS BY ATTACHMENT AS PART OF THE BID. The absence of such a list shall indicate that the bidder has not taken exceptions and the City shall hold the bidder responsible to perform in strict accordance with the specifications of the invitation. The City reserves the right to accept any and all or none of the exception(s)/substitutions(s) deemed to be in the best interest of the City of Port Arthur.

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

BID AWARD: The City of Port Arthur will review all bids for responsiveness and compliance with these specifications. The award shall be made to the responsive, responsible bidder who submits the best value bid.

The City reserves the right to:

1. Reject any and all bids and to make no award if it deems such action to be in its best interest.
2. Award bids on the lump sum or unit price basis, whichever is in the best interest of the City.
3. Reject any or all bids and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of the City.
4. Award bids to bidders whose principal place of business is in the City of Port Arthur and whose bid is within 5% of the lowest bid price, as provided by Section 271.905 of the Texas Government Code.

TERMINOLOGY: "Bid" vs. "Proposal"--For the purpose of this ITB, the terms "Bid" and "Proposal" shall be equivalent.

Bidders are cautioned to read the information contained in this ITB carefully and to submit a complete response to all requirements and questions as directed.

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

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

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

1. Be able to comply with the required or proposed delivery schedule.
2. Have a satisfactory record of performance.
3. Have a satisfactory record of integrity and ethics.
4. Be otherwise qualified and eligible to receive an award.
5. Be engaged in a full time business and can assume liabilities for any performance or warranty service required.
6. The City Council shall not award a contract to a company that is in arrears in its obligations to the City.
7. No payments shall be made to any person of public monies under any contract by the City with such person until such person has paid all obligations and debts owed to the City, or has made satisfactory arrangements to pay the same.

ADDENDA: Any interpretations, corrections or changes to the ITB and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Port Arthur Purchasing Manager. The City assumes no responsibility for the bidder's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the bid to be rejected. It is the vendor's responsibility to check for any addendums that might have been issued before bid closing date and time.

PORT ARTHUR PRINCIPAL PLACE OF BUSINESS: Any bona fide business that claims the City of Port Arthur as its principal place of business must have an official business address (office location and office personnel) in Port Arthur, the principal storage place or facility for the equipment shall be in Port Arthur and/or the place of domicile for the principal business owner(s) shall be in Port Arthur or such other definition or interpretation as is provided by state law. Contractors outside the City of Port Arthur are allowed to bid.

PRICES: The bidder should show in the proposal both the unit price and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit price shall prevail.

PURCHASE ORDER: A purchase order(s) shall be generated by the City of Port Arthur to the successful bidder. The purchase order number must appear on all itemized invoices.

INVOICES: All invoices shall be mailed directly to the City of Port Arthur, Attn.: **EDC**, P.O. Box 1089, Port Arthur, Texas 77641.

PAYMENT: Payment will be made upon receipt of the original invoice and the acceptance of the goods or services by the City of Port Arthur, in accordance with the State of Texas Prompt Payment Act, Article 601f V.T.C.S. The City's standard payment terms are net 30, i.e. payment is due 30 days from the date of the invoice.

SALES TAX: The City of Port Arthur is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; therefore the proposal shall not include Sales Tax.

VENUE: This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Port Arthur, Texas, Jefferson County.

COMPLIANCE WITH LAWS: The Contractor shall comply with all applicable laws, ordinances, rules, orders, regulations and codes of the federal, state and local governments relating to performance of work herein.

INTEREST OF MEMBERS OF CITY: No member of the governing body of the City, and no other officer, employee or agent of the City who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and, the Contractor shall take appropriate steps to assure compliance.

DELINQUENT PAYMENTS DUE CITY: The City of Port Arthur Code of Ordinances prohibits the City from granting any license, privilege or paying money to any-one owing delinquent taxes, paving assessments or any money to the City until such debts are paid or until satisfactory arrangements for payment has been made. Bidders must complete and sign the AFFIDAVIT included as part of this ITB.

QUANTITIES: Quantities shown are estimated, based on projected use. It is specifically understood and agreed that these quantities are approximate and any additional quantities will be paid for at the quoted price. It is further understood that the contractor shall not have any claim against the City of Port Arthur for quantities less than the estimated amount.

SHIPPING INFORMATION: All bids are to be F.O.B.. City of Port Arthur, Port Arthur, TX 77640

INCORPORATION OF PROVISIONS REQUIRED BY LAW: Each provision and clause required by law to be inserted into the Contract shall be deemed to be enacted herein and the Contract shall be read and enforced as though each were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted the Contract shall be amended to make such insertion on application by either party.

CONTRACTOR'S OBLIGATIONS: The Contractor shall and will, in good workmanlike manner, perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this Contract, in accordance with the provisions of this Contract and said specifications.

The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail.

While the purpose of the specifications is to indicate minimum requirements in the way of capability, performance, construction, and other details, its use is not intended to deprive the City of Port Arthur the option of selecting goods which may be considered more suitable for the purpose involved.

In the event of conflicts between the written bid proposal and information obtained verbally, the vendor is specifically advised that the written bid proposal will prevail in the determination of the successful bidder.

Under the Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the Contractor, and the City may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the City from the Contractor is determined.

TERMINATION FOR CONVENIENCE: The City may terminate this contract at any time giving at least thirty (30) days notice in writing to the Contractor. If the Contract is terminated by the City as provided herein, the Contractor will be paid for the service that it has performed up to the termination date. If this contract is terminated due to fault of the Contractor, the previous paragraph hereof relative to termination shall apply.

RELEASES AND RECEIPTS: The City of Port Arthur before making payments may require the Contractor to furnish releases or receipts for any or all persons performing work and supplying material or service to the Contractor, or any sub-contractors for work under this contract, if this is deemed necessary to protect its interests.

CARE OF WORK: The Contractor shall be responsible for all damages to person or property that occurs as a result of his fault or negligence in connection with the work performed until completion and final acceptance by the City.

SUB-CONTRACTS: The Contractor shall not execute an agreement with any sub-contractor or permit any sub-contractor to perform any work included in this Contract until he has received from the City of Port Arthur written approval of such agreement.

INSURANCE: All insurance must be written by an insurer licensed to conduct business in the State of Texas, unless otherwise permitted by Owner. The Contractor shall, at his own expense, purchase, maintain and keep in force insurance that will protect against injury and/or damages which may arise out of or result from operations under this contract, whether the operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, of the following types and limits

1. Standard Worker's Compensation Insurance:
2. Commercial General Liability occurrence type insurance City of Port Arthur, its officers, agents, and employees must be named as an additional insured):
 - a. Bodily injury \$500,000 single limit per occurrence or \$500,000 each person/\$500,000 per occurrence for contracts of \$100,000 or less; or Bodily injury \$1,000,000 single limit per occurrence or \$500,000 each person /\$1,000,000 per occurrence for contracts in excess of \$100,000; and,
 - b. Property Damage \$100,000 per occurrence regardless of contract amount; and,
 - c. Minimum aggregate policy year limit of \$1,000,000 for contracts of \$100,000 or less; or, Minimum aggregate policy year limit of \$2,000,000 for contracts in excess of \$100,000.
3. Commercial Automobile Liability Insurance (Including owned, non-owned and hired vehicles coverage's).
 - a. Minimum combined single limit of \$500,000 per occurrence, for bodily injury and property damage.
 - b. If individual limits are provided, minimum limits are \$300,000 per person, \$500,000 per occurrence for bodily injury and \$100,000 per occurrence for property damage.

Contractor shall cause Contractor's insurance company or insurance agent to fill in all information required (including names of insurance agency, contractor and insurance companies, and policy numbers, effective dates and expiration dates) and to date and sign and do all other things necessary to complete and make into valid certificates of insurance and pertaining to the above listed items, and before commencing any of the work and within the time otherwise specified, Contractor shall file completed certificates of insurance with the Owner.

None of the provisions in said certificate of insurance should be altered or modified in any respect except as herein expressly authorized. Said CERTIFICATE OF INSURANCE Form should contain a provision that coverage afforded under the policies will not be altered, modified or canceled unless at least fifteen (15) days prior written notice has been given to the City of Port Arthur. Contractor shall also file with the City of Port Arthur valid CERTIFICATE OF INSURANCE on like form from or for all Subcontractors and showing the Subcontractor (s) as the Insured. Said completed CERTIFICATE OF INSURANCE Form (s) shall in any event be filed with the City of Port Arthur not more than ten (10) days after execution of this Contract.

NOTICE TO PROCEED: Notice to Proceed shall be issued within ten (10) days of the execution of the Contract by OWNER. Should there be any reasons why Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between OWNER and CONTRACTOR.

CELL PHONE OR PAGER: The Contractor must have a working cell phone or pager available Monday through Friday from 8:00 a.m. to 5:00 p.m. so that the City will be able to contact the contractor.



CITY OF PORT ARTHUR
QUOTE SHEET
(Specifications are attached)

Date of Request: September 2, 2015
Department Requesting Quote: EDC
Bid Number: P15-068
Services Needed: Mowing of EDC Business Park
Quote Due Date & Time: Tuesday, September 8, 2015 by 3:00 P.M.
Delivery: Quotes are to be faxed to (409) 983-8291,
E-mailed to clifton.williams@portarthurtx.gov
Delivered to the Purchasing Div., 2nd floor, City Hall.
Questions, Please contact: Clifton Williams, Acting Purchasing Manager,
Clifton.williams@portarthurtx.gov

Mowing of EDC Business Park \$ 15.75 Per Acre

Joey's Tractor Service Percy J. Villemez
Company Name Signature
Percy J. Villemez 409-728-1668
Printed Name Phone
2700 61th none
Address Fax
Port Arthur TX. 77640 Joey.Villemez@gmail.com
City, State, Zip E-mail
Clifton Williams 9-8-2015
Clifton Williams, CPPB Date
Acting Purchasing Manager