

Birch Creek Forest Properties, INC
202 Birch Forest Drive
Somerville, TX 77879

Request for Quote 2025-002

1. **Maintenance and Dump Site Services**
 - 1.1 **Conduct Controlled Burns**
 - 1.2 **Compact Trash in the Dumpsters**
 - 1.3 **General Maintenance of Necessary Equipment**
 - 1.4 **Sweep Grounds for Nails and Metal**
 - 1.5 **Other Maintenance per Board Request**

General Conditions:

- 1) **Term:** All RFQ'S provided must remain firm for one year. The work year begins January 1, 2025.
- 2) **Termination:** Both parties reserve the right to terminate any agreement with 30 days' prior written notice of their intent to terminate.
- 3) **Negotiations:** Both parties reserve the right to negotiate pricing for other unforeseen or unexpected projects or needs not listed or quoted that may arise.
- 4) **Worker's Compensation Coverage:** Any worker's compensation requirements mandated **by the state** shall remain current and be at the expense of contractor with no liability to be incurred by Birch Creek Forest Properties, Inc. (BCFPI).
- 5) **Proof of Liability Insurance:** Contractor, at contractor's expense, shall maintain a minimum \$1,000,000 policy. The policy shall remain current and BCFPI shall be listed as "additionally insured". A copy must be supplied to BCFPI.
- 6) **Equipment and Supplies:** The contractor will use subdivision equipment and supplies to perform the duties required.
- 7) **Work/Safety:** Contractor shall perform and complete all work according to OSHA guidelines for safe working conditions as well as follow TCEQ guidelines for safe burning such as: providing notice, no burning at night, wind guidelines, etc.
- 8) **Theft/Loss:** BCFPI is not responsible and is to be held harmless and blameless for theft, mysterious disappearance of, or damage to, equipment, tools, material, or personal property of the contractor or his employees.
- 9) **Payments:** Payment for services will be made monthly on a salary basis for the general duties performed except for any additional maintenance requested by the Board which will be paid on an hourly basis. Invoices for service performed must be submitted on contractors' letterhead on the first of each month.
- 10) **Inclement Weather:** In the event of inclement weather or a burn ban, the contractor will not conduct any burns.

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Scope of Work

- 1) Contractor will use the tractor to compact trash in the dumpsters on an as needed basis in an effort to keep adequate room in the dumpsters for the subdivision's needs.
- 2) Contractor will pick up any trash blown out of the dumpsters and strewn about the ground to keep the dump site as clean as possible.
- 3) Contractor will sweep the grounds with a roller for nails and metal pieces regularly to help prevent damage to equipment and vehicles.
- 4) Contractor will keep the maintenance building as clean and orderly as possible.
- 5) Contractor will check the trash bins at the park, bathhouse, swimming pool and community building once a week and take to the dumpsters as needed.
- 6) Contractor will perform general maintenance on the tractor and/or any other equipment to ensure continued working condition to be able to perform the duties of the job.
- 7) Contractor will conduct controlled burns as needed to keep the size of the burn pile manageable.
- 8) Contractor will communicate with Dillo Disposal and the Board regarding any concerns about the dumpsters, pick up date/times, etc.
- 9) Contractor will provide other maintenance services as needed and requested by the Board.

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Quote

All quotes due by 5:00 p.m. on November 15, 2024

Service Agreement will be awarded on December 7, 2024

Agreement will be good for 12 months beginning January 1, 2025

Monthly Salary (For Mandatory Duties).....\$ _____

Hourly Rate (For Requested Work)\$ _____

Company Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____ **Date:** _____

Board Approval: _____ **Date:** _____

_____, _____

_____, _____