



## **Request for Proposals for Lot Maintenance Services**

**Issued: April 25, 2025**

**Responses Due to the [HLB Intake Form](#)  
No Later than 5 p.m. Central on Friday, May 30, 2025**  
Late or incomplete responses will not be considered.

Questions regarding this procurement solicitation are due to [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org) no later than 5 p.m. Central time May 16, 2025. All questions will be answered in writing and posted at [houstonlandbank.org/resources](http://houstonlandbank.org/resources) under the Procurements tab.

Submissions should be emailed to [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org).

### **Objective**

Houston Land Bank (HLB) is seeking proposals to provide lot maintenance services, including mowing, edging, removal of trash, tree and tire removal facilitation, and debris on HLB properties for a two (2) year period beginning in July 2025 and with the option to extend for one (1) additional year.

### **Houston Land Bank**

HLB is a not-for-profit local government corporation incorporated in Texas and is a component unit of the City of Houston. HLB is committed to being a robust and innovative partner in the equitable redevelopment of Houston neighborhoods and a good neighbor to the communities in which we work to provide affordable homes for low- and moderate-income Houstonians. HLB promotes the development of affordable homes primarily through the sale of vacant properties to builders with the requirement that the property is used for construction of an affordable home for income-qualified buyers (properties may be sold for less than appraised value to incentivize construction) and through the sale of developed properties on which the City of Houston's New Home Development Program has commissioned the construction of affordable homes for income-qualified Houstonians.

For more information on HLB, please visit [www.houstonlandbank.org](http://www.houstonlandbank.org).

We are committed to being a good neighbor in every community we serve – this includes making sure:

- Our lots are marked with signage as Houston Land Bank property;
- Our lots are well-maintained and free of trash and debris, weeds, and undesirable trees or other woody plants, with grass generally no more than 6 inches tall and usually less a

- The people who take care of our lots are polite, friendly, and lead others to have a positive opinion of the Houston Land Bank.

We want to work with contractors who share our “good neighbor” commitment and help achieve our goal of building stronger communities across Houston. We are looking for contractors who can meet the requirements below and help us think creative ideas for improving performance and building strong community relationships as a good neighbor. This may include ideas for engaging community volunteers or neighborhood groups in keeping lots maintained properly. We will expect those who work with us to be open to such arrangements.

### **Process & Schedule**

HLB intends to select multiple contractors for the purpose of assigning fixed price work orders for mowing, picking up and removal of trash, debris, rubbish, organic debris, and tires. These Items for pick-up will be on properties owned by the Houston Land Bank within the City of Houston. HLB may, from time to time, issue additional regulations to the contractor as needed to provide clarity of contract services required as a result of changes in HLB policies or procedures or applicable law. HLB anticipates following the schedule below for this procurement. Dates are subject to change at HLB’s sole discretion.

<b>ACTION ITEM</b>	<b>DATE</b>
Request for Proposals issued.	April 25, 2025,
Questions due regarding RFP	May 16, 2025, by 5 p.m. CST
Proposals due	May 30, 2025, by 5 p.m. CST
Evaluation of proposals	May 2025-June 2025
Contract executed	June 2025-July 2025

### **Scope of Work**

The Contractor is to provide all supervision, labor, materials, supplies, tools and equipment necessary for the cleaning, clearing, loading and disposal of all trash, debris, rubbish, organic debris, other solid waste, and tires. The Contractor shall mow all grasses, weeds, under brush and remove debris associated with the mowing. Contractors may also be required to remove debris from locations where weed mowing is not required. If the lot contains dangerous trees or illegally dumped dirt, we ask that the contractor facilitates or subcontracts the removal of these items. The Contractor is required and expected to comply with all applicable laws regarding disposal of tires and other trash and debris removed from Houston Land Bank lots.

For this lot maintenance contract, Contractors will be assigned lots in a pre-defined area representing a subset of the HLB Lot Inventory (described below). The HLB inventory will change as lots are acquired and/or sold, so Contractors may not mow the same lots routinely. Lots acquired may require additional attention beyond routine maintenance, and HLB will recognize the necessary effort with additional compensation as appropriate. All compensation for services required under this agreement will be according to fixed prices negotiated with one or more qualified Contractors, unless there are needs that require subcontracted work. Please see attached Exhibit A for sample price structure.



As indicated earlier, we are also interested in your creative ideas for how to provide the best service at the best value for Houston. Our contractors are partners in our work of helping Houstonians afford quality homes and strengthening neighborhoods, and we will expect those who work with us to be open to new ideas and share their own for achieving our goals.

### **HLB Lot Inventory**

The Houston Land Bank (LARA) lot inventory includes about 400 single-family residential lots, most ranging from 5,000 to 8,000 square feet in size and maintained in a variety of conditions, including some that will have various heavy trash and debris and large woody plants requiring removal. Lots may be larger or smaller than the range indicated above. The inventory was assembled over the past 20 years, typically at auction and or by 'Strike Off' by the taxing entities represented on its Board. The lots are located throughout Houston, though most are in one of the following neighborhoods:

- Acres Home (Northwest Houston)
- Near Northside (Northwest Houston)
- Independence Heights (Northwest Houston)
- Trinity Gardens (Northeast Houston)
- Fifth Ward (Northeast Houston)
- Magnolia Park (East Houston)
- Denver Harbor (East Houston)
- Settegast (Northeast Houston)
- Third Ward (South Houston)
- Sunnyside (South Houston)

The lots may require any or all of the services described in the Statement and Scope of Work above.

A map of HLB's current inventory (as of April 2025) is available at [HLB Lot Inventory](#). This data is routinely updated and is subject to change at any time as HLB acquires and disposes of property.

### **Process**

Work orders will be issued by e-mail on a routine basis for lots requiring mowing, removal of trash and debris, or other related maintenance. Contractors will be expected to confirm receipt of all work orders within 48 hours of receipt. Work orders may be issued as "Normal" or "Priority" status. Contractors will be expected to fulfill "Priority" work orders within five working days of receipt, and to complete "Normal" work orders within 20 working days of receipt. Routine mowing of lots will be done an estimated 12 to 20 times per year as needed to comply with City ordinances and ensure the HLB is maintaining its lots as a good neighbor should. HLB will also require photographic evidence (before and after photos) of lot mowing and/or debris removal; these will be required by HLB before payment for maintenance of any lot. HLB may also consider enabling Contractor(s) to access its property management information system.



## **MINIMUM QUALIFICATIONS/REQUIREMENTS**

We will need acceptable evidence of prospective Contractors' ability to obtain resources required and listed below. This evidence would normally consist of a commitment or explicit arrangement that will be in existence at the time of a contract award; the commitment or arrangement should provide for renting, purchasing, employing or otherwise acquiring the equipment needed, personnel and other resources. Prospective Contractors should have, or show acceptable evidence of ability to obtain, at the time of any contract award:

- Evidence demonstrates financial responsibility, including adequate financial resources and required insurance to fulfill contractual obligations.
- Ability to comply with performance and schedule requirements, considering all existing business commitments.
- Satisfactory record of safety, performance, integrity and ethics, based on feedback from references.
- Necessary experience and operational skills to ensure the work required is performed properly and to HLB's satisfaction.
- Necessary equipment and personnel, or evidence of the ability to obtain the same.
- Qualifications and eligibility to receive an award under any applicable laws and regulations.
- Ability to send and receive electronic communications (e-mail) through computer software comparable to Microsoft Office 2023.

## **Equipment and Personnel**

Contractors must be able to provide at least one standard crew of four people, including three workers and one supervisor/truck driver. The supervisor should carry a mobile phone for use in communicating with Houston Land Bank staff by telephone call, text or e-mail as needed. In addition, we suggest the following equipment per crew. HLB may accept reasonable substitutes for the recommended equipment at its sole discretion. All equipment must be kept fueled, operable and maintained in good working order at the Contractor's expense (if the Contractor does not own the suggested equipment or comparable equipment, he or she must demonstrate an ability to lease or sub-contract it immediately):

- One white crew-cab truck, marked with magnetic signage bearing the HLB logo and name (signage to be provided by HLB), capable of hauling a trailer that grosses 15,000 pounds (Contractor will carry costs of insuring, fueling, and maintaining the truck);
- One tandem-axle heavy-duty trailer that grosses 15,000 pounds.
- Two (2) weed-eaters and two (2) leaf blowers.
- Two commercial-grade mowers, one zero turn (48"-52"Deck) and one walk behind mower.
- One tractor, OSHA-approved and minimum 55 HP engine with low profile to ground, sheet metal fabrication around tractor for driver protection, puncture-proof tires (i.e., foam-filled or equivalent), and roll-over protection (R.O.P.S.) around driver.
- One tractor-mounted rotary mower, minimum 4-foot heavy-duty model with chain curtains.

- One truck-to-tow mower (minimum one-ton);
- One hydro-axe mower.
- One dump truck or high-sided trailer with at least eight (8) cubic yards of capacity for hauling vegetative material, trash, and/or debris.
- Safety equipment for all the personnel (eye protection, ear protection, gloves, first-aid supplies), safety cones, and safety signage appropriate for working in the right-of-way.

In addition to the above equipment guidelines, the Contractor must own or have the ability to lease or sub-contract immediately, debris and trash loading equipment. It should be noted that lots with over 30 cubic yards of trash/debris might require more than the above-recommended minimum equipment per crew.

All equipment used for the performance of services shall meet all applicable federal, state and local standards, including those of the federal Occupational Safety and Health Administration, and be licensed and inspected as may be required. The Contractor must also have a valid chemical applicators' license issued by the state if intending to utilize chemical control of grass growth between cuts.

All supplies, materials, repair or replacement parts, equipment or tools used or furnished by the Contractor to perform the work specified herein shall be of the type, quality, size, etc., customarily used in the trade of such work. The Contractor at the Contractor's expense will replace any such items deemed unsuitable by HLB. HLB will not be responsible in any way for damage to or loss of supplies, materials, tools, equipment or personal property belonging to the Contractor or his/her employees.

### **Hours of work**

All services shall be provided between the hours of 7 a.m. and 7 p.m. local time Monday through Saturday, unless otherwise required by an emergency as determined by HLB or in order to encourage participation by neighborhood residents or groups in helping to keep lots well-maintained.

### **Uniforms**

Contractor and Contractor's employees or subcontractors will wear appropriate attire while maintaining HLB properties. HLB will supply safety vests for wear by Contractor and Contractor's subcontractors or employees while maintaining HLB properties.

### **Safety Training**

The Contractor shall provide to its employees at its expense regular safety training relating to performing the services sought under this solicitation.

### **Insurance**

At minimum, the Contractor shall maintain in effect the following insurance policies during the Initial Term of any HLB contract issued as a result of this solicitation, and during any extensions thereto:



COVERAGE	LIMIT OF LIABILITY
Workers' Compensation	Statutory Limit for Workers' Compensation
Employer's Liability	Bodily Injury -- \$1,000,000
Comprehensive General, including Broad Form Coverage, Contractual Liability, Bodily and Personal Injury, Loss of Life and Completed Operations	Combined limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate
Automobile Liability Insurance (for automobiles used by the Contractor in the course of performing services under an HLB contract issued as a result of this solicitation, including employer's non-owned and hired auto coverage)	\$1,000,000 combined single limit per occurrence

### **Taxes**

The Contractor shall be responsible for paying all payroll-based taxes affecting its employees.

### **Independent Contractor**

Any respondents to this RFP who are contracted to perform work for the HLB will do so as an independent contractor, and all persons employed by the Contractor to furnish services hereunder will be employees of Contractor and not of HLB.

Although respondents may be selected and employed as a Contractor by HLB, this doesn't guarantee work to be issued.

### **Additional Requirements**

The contractor shall have at all times during the term of any HLB contract a business- dedicated phone number, email address and mailing address. Such contact information shall be provided to HLB, and any changes shall be provided immediately to HLB.

### **Requested Structure of Responses**

If you are interested in this opportunity, please pay the \$100 application fee and submit your response to the [HLB Intake Form](#) by 5 p.m. on May 30, 2025. We cannot accept incomplete or late responses, so please make sure to include the following:

- Cover letter including contact name, company name, phone, address, email, website (if website is available).
- Required resources: How many crews you can provide, and evidence that you have or can provide the necessary equipment – this may include letters of intent or documents



showing you can get the equipment and personnel you need to perform the necessary services.

- Submission of Exhibit A – Rate Sheet with pricing amounts by category (last page of document).
- Evidence or documentation that you have or can obtain the required insurance.
- Information above for any subcontractors you plan to employ in performing services requested by this solicitation.
- Names and contact information (phone number, and e-mail if available) of at least three references who can confirm your record of safety, ethics, customer service and responsiveness – you must have done work for your references in 2021 and/or 2022 for them to be accepted.
- Any creative ideas you would like to suggest for helping us be a good neighbor in the communities we serve, including ways to involve neighborhood residents, groups, and or nonprofit agencies in keeping HLB lots well- maintained. These may include hiring employees or subcontractors who live in areas designated as Complete Communities by the City of Houston or using local non-profit or community organizations as subcontractors.
- Any experience you have in working with community volunteers, neighborhood organizations, or similar groups to make your city a better place.

**We are sorry, but we cannot accept responses received after the deadline, no matter what the reason they were late. The [HLB Intake Form](#) time stamp representing time of receipt will determine whether responses were received by the deadline.**

If you have any questions about this request for qualifications, please contact us at [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org). Questions are due by May 16, 2025, by 5 p.m. CST. We will post all questions received on our website along with answers to each.

Shortly after the deadline for receiving proposals, HLB staff will review all proposals received for completeness and identify all Contractors who meet minimum qualifications. This may include follow-up discussions to confirm any pending commitments or letters of intent for resources/insurance mentioned in Contractor's response. HLB will select no more than six Contractors for initial negotiation of fixed- price agreements, with preference given to those who demonstrate strong customer service records and generate positive references, are based in the City of Houston, and/or have an acceptable related certifications from public- sector entities as noted above. Additional Contractors may be contacted as needed should the initial Contractors contacted be unable or unwilling to agree to HLB's specifications as outlined above, along any other legally required contractual terms, including agreement on a reasonable fixed-price structure for services rendered by Contractor as a result of this solicitation.

### **Information provided by HLB**

The information included with this RFP is provided solely for the convenience of the proposers. WHILE THIS INFORMATION IS BELIEVED TO BE ACCURATE, NO REPRESENTATION OR WARRANTY OF ANY KIND IS MADE BY HLB AS TO ACCURACY OR COMPLETENESS. Respondents are solely responsible for conducting such independent due diligence





investigations as necessary for the preparation of responses. HLB and its employees, consultants, agents, and advisors are not responsible for the completeness or accuracy of any information distributed or made available, orally or in writing, during this procurement process.

### **Independent Contractor**

It is understood that in the performance of any services herein provided, for Provider shall be, and is an independent contractor, and is not an agent or employee of HLB and shall furnish such services in its manner and method, except as required by this Agreement. Further, Provider has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Provider in the performance of the services hereunder. The Provider shall be solely responsible for and shall indemnify, defend, and hold HLB harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

Thank you for your interest. We look forward to your response.

### **EXHIBIT A – RATE SHEET** **PLEASE FILL IN PRICE FOR EACH CATEGORY**

<b>Line Item</b>	<b>Category and Description</b>		<b>Price</b>
A-1	*First cut -- Mowing and debris removal up to five cubic yards	0-5,000 sq ft	\$___/sq ft
A-2	First cut -- Mowing and debris removal up to five cubic yards	More than 5,000 sq ft	\$___/sq ft
A-3	First cut – Debris removal ONLY over five cubic yards	Any lot size	\$___/cubic yard
B-1	*Routine cut – Mowing and debris removal up to three cubic yards	0-5,000 sq ft	\$___/sq ft
B-2	Routine cut – Mowing and debris removal up to three cubic yards	More than 5,000 sq ft	\$___/sq ft





B-3	Routine cut – Debris removal ONLY over three cubic yards	Any lot size	\$___/cubic yard
C-1	Debris removal ONLY – (no cutting or mowing)	Any lot size	\$___/cubic yard
D-1	*Priority cut surcharge (lot must be mowed within 72 hours of HLB request to contractor)	Any lot size	\$___
D-2	Community organization cut surcharge	0-5,000 sq ft	\$___
E-1	Tire removal	Any lot size	\$___/tire

\*First Cut – shall mean cutting of grass/weeds taller than 9”.

\*Routine Cut – shall mean cutting of grass/weeds less than 9”.

\*Priority Cut – shall mean any work must be completed within 72 hours of having received such direction from HLB.

**As of April 2025**