

# TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS  
For  
**Property Cleanup, Tree Trimming & Debris Removal Services**  
RFP # 2024-049

Sealed proposals will be accepted until 2:00 PM CT, **March 11, 2024**, and then publicly opened and read aloud thereafter.

Jecker Field Services, Inc.  
\_\_\_\_\_  
Legal Name of Proposing Firm

Jayne Jecker \_\_\_\_\_ President  
Contact Person for This Proposal \_\_\_\_\_ Title

512-627-0150 \_\_\_\_\_ jsjecker@jeckerfieldservices.com  
Contact Person Telephone Number \_\_\_\_\_ Contact Person E-Mail Address

3413 Hunter Road \_\_\_\_\_ San Marcos, Texas \_\_\_\_\_ 78666  
Street Address of Principal Place of Business \_\_\_\_\_ City/State \_\_\_\_\_ Zip

same \_\_\_\_\_  
Mailing Address of Principal Place of Business \_\_\_\_\_ City/State \_\_\_\_\_ Zip

Jayne Jecker \_\_\_\_\_ President  
Point of Contact for Contract Negotiations \_\_\_\_\_ Title

512-627-0150 \_\_\_\_\_ jsjecker@jeckerfieldservices.com  
Point of Contact Telephone Number \_\_\_\_\_ Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1 JSJ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_

**NOTE: Any confidential/proprietary information must be clearly labeled as “confidential/proprietary”. All proposals are subject to the Texas Public Information Act.**

(Cover Sheet)



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## **TAB A – CAPACITY TO DELIVER**

JFS has reviewed the RFP in detail and understands the work as presented in the RFP. JFS provides similar services to numerous clients on a routine basis.

JFS would assess each project using the following approach. JFS would assess project request details, risk/liability, location, deadline for completion, and requirements for mobilization. JFS would then assign staff, insure deadlines could be met, and provide a brief project execution statement for each project.

### **Services/Staff not provided by JFS:**

- Crane services, heavy crane services, deep root fertilization, or root collar excavations.
- JFS does not have a Licensed Irrigation Technician on staff, but we can utilize a subcontractor for this service.
- JFS does not do Traffic Control in-house but can subcontract this service.
- JFS does not have an aerial lift dump truck but may be able to rent one.

JFS has completed several projects with a variety of services for government agencies in the last 4 years as a direct contractor. JFS has also completed several additional projects with a variety of services for government agencies as a subcontractor to a prime contractor. JFS is experienced and prepared to provide the level of quality government agencies require, to follow rules and regulations, including environmental, that government agencies require, and to administratively handle government contracts appropriately.

The following are projects completed for government agencies that are not listed in Tab B:

- City of Austin – Waterwater Rehabilitation - provided numerous services for the contractor to access manholes and restoration of all sites post-construction services included detailed tree work within sensitive habitat areas regulated by the Austin Parks Department. Also performed seeding and constructed all weather roads (rock/mulch).
- Wetland creation following construction project for Port of Catoosa, Oklahoma. Subcontractor to a prime.



- All erosion controls, tree services, tree protection, clearing and grubbing, all weather access, and site restoration services for a prime contractor that has the City of Austin wastewater line renewal IDIQ contract for the next 2+ years.
- Install playground mulch in two parks for the City of Buda

The following are contracts we currently have, but have not yet completed work:

- City of Austin Annual Hydroseeding Contract
- Clearing and grubbing to provide access to manholes for a prime contractor that has the City of Austin manhole inspection IDIQ contract for the next 4 years.
- All erosion controls, tree services, tree protection, clearing and grubbing, all weather access, and site restoration services for a prime contractor that has the City of Austin wastewater line renewal IDIQ contract for the next 2+ years.

JFS has staff and equipment to perform most of the services listed in the proposal. JFS owns numerous pieces of equipment that is available for these projects. JFS also has accounts in place with various equipment rental companies with offices throughout the regions we are available to work if a project requires equipment we do not currently have in our fleet. JFS has multiple skilled contract workers we can add to our team, if our workload exceeds our current staff. We limited our proposal to states that we can mobilize to within a reasonable timeframe and in which we are familiar working. JFS values client satisfaction, quality work, cost efficiency, timely service, and employee retention.

JFS has a main office in San Marcos, Texas (Hays County). JFS primarily works from a shop location in Martindale, Texas (Guadalupe County). JFS also has access to temporary field offices in Midland, Houston, and Corpus Christi, Texas.

JFS has been in business for 10 years. JFS is a woman-owned and woman-managed, small business based in San Marcos that provides a wide variety of services including habitat restoration; stream and wetland restoration and creation; seeding; landscaping; tree services; land restoration/reclamation; erosion and sediment control; and regulatory compliance.

JFS currently has 9 employees and 3 contractors with the capacity to add employees and contractors to meet workload requirements. The number of staff assigned to a given project would depend on the size and scope of the project.

Our service area is mainly Texas and the surrounding states. We take pride in our quick response time, the quality of our work, and taking care of our employees. We have a diverse list of services to support any new construction/ongoing operations project. These services include, but are not limited to, the following:



- Vegetation management (removal, pruning, protection, and planting)
- Erosion/Sediment Control installation/maintenance (silt fence, mulch logs, check dams, filter fabric/curlex, etc)
- Stream restoration including earthwork, seeding, planting, debris removal, and vegetation management
- Site restoration (bank stabilization, riffle/pool complexes, wetland creation and restoration, planting, maintenance, and monitoring)
- Site preparation (disking, dragging, raking, excavation, water bars, leveling, backfilling, hauling, temporary construction entrances, safety fencing, temporary fencing, etc)
- Seeding (hydroseed, drill seed, broadcast, cultipacker), topsoiling, sodding, and watering
- Right-of-Way maintenance (tractor shredding, mowing, spraying, clearing/trimming, brush removal) and monitoring
- Drone and fixed-wing aircraft aerial reconnaissance
- Environmental inspection
- Environmental documentation (Erosion Control Plans, SWPPP, NOI, NOT, floodplain permitting)

Our staff certifications include:

- Certified Arborist
- Certified Stormwater Inspector
- Transportation Worker Information Credential (TWIC)
- Professional Wetland Scientist
- Certified Wildlife Biologist
- Licensed Applicator (herbicides)
- FAA licensed fixed-wing and FAA Part 107 Licensed Remote Pilot (Drone) operators

Jecker Field Services has the following certifications.

- WBE/SBE with the City of Austin
- WBE/SBE with South Central Texas Regional Certification Agency (SCTRCA)
- DBE with US Department of Transportation (USDOT) for the State of Texas
- HUB with the Texas Comptroller of Public Accounts

JFS has established working relationships with multiple other businesses that we can subcontract to provide services beyond our capacity such as equipment rental, plant nurseries, hauling companies, aggregate providers, tree and material recycling centers, earthen materials (rock, sand, mulch, soil) distributors, etc.



JFS owns equipment that supports the proposed scope as well as additional services. A list of equipment is below:

Two tractors  
Batwing shredder  
Fixed shredder  
Two skidsteers  
4 utility vehicles  
3 all terrain vehicles  
1200 gallon hyroseeder  
Cultipacker  
Drill seeder  
Box blade  
Mini skidsteer  
Trencher  
6 trucks  
Various trailers  
12-Inch chipper  
Chipper Dump Truck  
7 yard Dump Truck  
7-Yard Dump Trailer

Our best practices include the following:

- Taking time to understand and assess the needs of each project
- Providing client solutions for each project
- Staying within budget and on time
- Taking care of employees and any subcontractors
- Taking care of equipment (proper routine maintenance and replacement)
- Taking time to do each job safely
- Taking time to clean up each project site after the job is done



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## TAB B – DEMONSTRATED PAST SUCCESS

Jecker Field Services, Inc. (JFS) is a woman-owned and woman-managed, small business based in San Marcos that provides a wide variety of services including habitat restoration; stream and wetland restoration and creation; seeding; landscaping; tree services; land restoration/reclamation; erosion and sediment control; and regulatory compliance. The JFS management team consists of environmental professionals with 20+ years' experience in environmental consulting, permitting, and surveying.

JFS has been in business for 10 years; however, our employees and managers all have been performing these services much longer. Our arborist has been certified going on 5 years but has greater than 20 years of experience. Our tree climber has greater than 15 years of experience. Our tree technicians have varying degrees of experience, but most have greater than 10 years. Our Certified Arborist is Tree Risk Assessment qualified, Oak Wilt Qualified, and is a Licensed Pesticide Applicator.

JFS is a professional tree services company, although we offer a variety of other skillsets as well. We own our tree equipment including a 12-inch chipper, chipper truck, small dump truck, mini skidsteer with grapple bucket, and tracked skidsteer. Our tree team is highly experienced, does quality work, and is particularly experienced in pruning, removals, clearing, hazard tree removal, selective thinning, mosaic preservation, and selective invasive species removal.

Jecker Field Services, Inc. (JFS) has historically worked more for private clients than public entities. However, in the last 4 years, JFS has secured and completed multiple government projects and contracts, which include a variety of services. Several of our current contracts are upcoming projects. Several of our government projects have been completed as a subcontractor to a prime contractor. Much of our tree work in recent years has been for residential and commercial customers.

Below is a short list of applicable project experience. The references tab includes references corresponding to this list.

### **Sessom Creek Restoration - 2021**

Location: Hays County, Texas

Property includes sensitive habitats including Sessom Creek, which flows directly into threatened and endangered species habitat within the San Marcos River.

- The purpose of the project is to restore the riparian habitat surrounding a stream system

within a city park that is experiencing stream degradation from erosion. The riparian park has steep slopes, dense canopy cover, limited herbaceous vegetation, and a significant proportion of the tree species are invasive/non-native.

- Remove all invasive/non-native tree species from the 12-acre property.
- All appropriate logs from the removed trees that are greater than 6 inches in diameter are placed on slope contours for erosion control.
- All remaining material is chipped and spread throughout the property at a depth no greater than 1 inch. Any remaining chipped material is to be stockpiled out of the floodway for future use.
- Areas of dense native tree canopy is to be thinned by 25% to increase sun exposure to the soil for increased herbaceous growth potential.
- Existing fallen debris and log jams within the stream are removed and chipped.
- Erosion control fabric and mulch logs were installed on steep slopes lacking vegetative cover.

Reference: Our point of contact was Melani Howard who has since retired. Eric Weeks can serve as our reference for this project. He was involved but not the director.

### **Musgrave Pond and Stream Restoration at Camp Bowie - 2021**

Location: Brownwood, Texas

- The purpose of the project was to restore two ephemeral stream segments that had been degraded over time by sedimentation and ultimately restore flow to the pond downstream.
- Restoration included debris removal from both channels, vegetation removal/cutting, earthwork for re-contouring stream channels, and final dressing. The earthwork for the north and south stream segments included 963 feet and 747 feet, respectively. The debris removal work areas in the north and south stream channels included the upstream limit of the earthwork area to the headwaters of each stream (upstream end of defined stream channel). The lengths of debris removal of the north and south streams were 1,390 feet and 578 feet, respectively.
- Gradient survey (civil) completed to ensure appropriate elevation changes were achieved with earthwork to allow stream flow to reach Musgrave Pond.
- Drone data collected before and after earthwork.
- Erosion control straw wattles installed across both channels at ~100 foot intervals within the limits of the earthwork disturbance at client's request. A total of 555 feet of straw wattles installed.

Reference: Dr. Linda Brown



**Multiple Projects Under Insituform’s City of Austin Wastewater Line Renewal IDIQ Contract – 2021-Present**

Location: Austin, Texas

- Insituform is the prime contractor for a City of Austin contract to renew wastewater lines. JFS provides site preparation and restoration services as a Woman-Owned Business.
- Services include but are not limited to: clearing and grubbing, vegetation management, mowing/weedeating/shredding, tree pruning and removal, and construction of an all-weather access route to access manholes with large equipment in a variety of areas, particularly environmentally sensitive areas. Vegetation is often overgrown and sites often have debris to be relocated or removed.
- Other services include: tree protection (planking and chain link fencing), installation of culverts, rock, and mulch, erosion control installation, broadcast seeding, hydroseeding, rock grinding, fence removal and reinstallation, construction entrances, safety fencing, and video and drone services.

Reference: Glen Lane

**1891, LLC Property Services – 2018-Present**

Location: Harwood, Texas

- 1891, LLC is a 167 acre property in Gonzales County, Texas.
- JFS completes a variety of property maintenance and cleanup services annually.
- Services include: shrub mesquite removal, shredding, mowing, fence repair, tree pruning, hazard tree removal, trail building, and selective clearing for wildlife habitat improvement.

Reference: Janet Shiner

**Storm Damage Tree Services (Multiple Residential and Commercial)– 2023**

Location: Dripping Springs, Wimberley, New Braunfels, and San Marcos, Texas

- The winter storm in 2023 did significant damage to the trees in Central Texas. JFS completed tree services for multiple residential and commercial clients throughout Central Texas.
- Services included: hazard tree removal, stump grinding, pruning, chipping, debris removal, tree risk assessments, and consultation. Oak wilt protocols were followed.

Reference: Valerie Learman. One of the customers included in the group above.



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## **TAB C – QUALITY CONTROL**

Jecker Field Services, Inc. (JFS) is dedicated to quality work, quality equipment, quality personnel, and quality service for our customers.

All of our equipment and vehicles are in good working condition and undergo regular and as needed maintenance, repairs, and replacement when needed. All equipment service records are tracked by administrative personnel and an additional staff member keeps a log of all equipment status, maintenance, and communication.

All JFS employees are enrolled in a third-party drug and alcohol screening program. All employees undergo regular and random drug and alcohol testing.

JFS is enrolled in ISNetworld, which requires us to keep and maintain extensive quality, safety, and hazard plans including but not limited to safety records, OSHA records, Spill Prevention and Protection, Emergency Action Plan, Lead Awareness, and Gas Hazards.

All employees have OSHA 10 and/or OSHA 30 certificates.

All projects are staffed by employees that are trained and experienced in the jobs they will be assigned. All projects have one or more foremen on site to manage the work in progress. All tree service projects have a Certified Arborist on site to oversee tree work. All projects have a qualified project manager on site as needed to manage and oversee the project is completed efficiently and correctly.

The JFS manager and foreman attend a walk-through with the client after completion of the work to ensure client satisfaction (if the client is available).



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**TAB D – A. A PROPOSAL NARRATIVE**

**1. Review “Section 4: Specifications” of this RFP. Are there any requirements that you cannot provide, or offer an alternative to? Describe any exceptions to the requirements. If there are no exceptions, please explicitly state that no exceptions are taken to any part of Section 4. Further, describe any exceptions to other sections of this RFP. Your offer must be in compliance with stated terms and conditions unless NCTCOG accepts written identified exceptions of your proposal.**

JFS does not provide the following services: crane services, heavy crane services, deep root fertilization, or root collar excavations.

JFS does not employ a Licensed Irrigation Technician on staff, but we can utilize a subcontractor for this service.

JFS does not offer Traffic Control in-house but can subcontract this service.

JFS does not have an aerial lift dump truck but can obtain one (and operator) if needed.

**2. Information under this section should include, but not be limited to, your understanding of the RFP requirements and your firm’s proposed response:**

**a. Demonstrate a clear understanding of the specifications by providing a concise description of how you propose to provide the services identified in this RFP.**

JFS understands the specifications provided in the RFP as presented. JFS would assess project request details, risk/liability, location, deadline for completion, and requirements for mobilization. JFS would then assign staff, insure deadlines could be met, and provide a brief project execution statement for each project.

JFS will be available as needed to provide the services included in this proposal within the areas specified in this proposal. Project managers will oversee each project, communicate with the Client, and assign and schedule team members according to skillsets needed. Team members will gather necessary equipment and materials to complete each project efficiently and safely.



**b. Provide a detailed description of the services you propose to provide.**

**SERVICE CATEGORY #1 – PROPERTY CLEANING AND MOWING**

Includes the property cleaning, debris removal, and mowing of the following public properties: Public Street Right of Way, Public Property Vacant Lot, Private Property that is in violation of code regulations and Customer has a legal order to clear and/or mow.

The work expected includes the following four categories: light, medium, heavy, and extra heavy. Different levels of equipment and manpower will be utilized for the four different categories. Equipment includes but is not limited to: commercial mowers, tractors with shredder attachments, mini skidsteers with grapple buckets, skidsteers with grapple buckets and/or forestry mulchers, front end loaders, bulldozers, mini excavators, chippers, chipper trucks, dump trucks, and dump trailers.

We have experienced staff in commercial mowing, vegetation management, tractor shredding, and debris removal as well as experienced operators for all equipment listed above.

**SERVICE CATEGORY #2 - TREE TRIMMING AND TREE CARE BY CERTIFIED ARBORIST**

Includes the tree removal and pruning, stump grinding, debris removal, and herbicide application of the following public properties: public property, parks, greenspaces, medians, roads, rights-of-way, and line-of-sight maintenance and clearance.

Equipment includes but is not limited to: mini skidsteers with grapple buckets, skidsteers with grapple buckets, stump grinders, chippers, chipper trucks, dump trucks, and dump trailers.

**SERVICE CATEGORY #3 – EMERGENCY REMOVAL OF STORM DOWNED TREES AND LIMBS**

Includes the storm damage cleanup services including the removal of down trees, limbs, and debris within the following public properties: public property, parks, greenspaces, medians, roads, rights-of-way, and line-of-sight maintenance and clearance.

Equipment includes but is not limited to: mini skidsteers with grapple buckets, skidsteers with grapple buckets, stump grinders, mini excavators, chippers, chipper trucks, dump trucks, and dump trailers.



**c. Provide a detailed description of the firm’s approach to overall project management, allocation of resources, and integration of all activities potentially required by the Scope of Work.**

Projects are managed by Jayme Jecker or Scott Jecker. All staff are notified of upcoming projects and schedules. Materials and equipment are secured in advance. Staff are assigned based on skillset needed for the project. Project managers meet with client representatives in advance of the project to ensure the scope is understood. All services performed, equipment used, and materials utilized are meticulously tracked. All services are completed in accordance with the client’s schedule.

**d. Provide details describing lines of authority and responsibility, and how your firm will respond proactively to problems and changes to the Scope of Work.**

Jayme Jecker is the President and majority owner of JFS. Scott Jecker is the Vice President and minority owner. Heidi Painter is the office administrator. Angel Martinez is the foreman. These persons are the lines of authority. Jayme and/or Scott manage all projects and direct projects from start to finish. Issues regularly arise in projects of all varieties from equipment malfunction to changes in the project scope. Typically, the project manager is on site or near the project and all field staff have an open line of communication to the project manager. Problems are addressed immediately and solved as quickly as possible. Clients are updated regularly until the problem is resolved. Changes in scope are not performed without prior approval from the client.

**e. A description of how your firm intends to interact with the Customer while providing services.**

JFS has two project managers and one office administrator that communicate directly with clients. We value quality customer service, quick response time, and professionalism. Additionally, our project foreman communicates regularly with client’s field personnel for direct line of communication.

**3. Describe your invoicing process. Is payment by credit card accepted? Progress payments? Is a deposit required?**

Our invoicing practices follow our client requirements. For short projects, invoices are sent after completion of the project. Longer term projects are invoices biweekly or monthly depending on the size of the project. Other projects are invoiced upon completion of line items or by percentage completed. Most projects do not require a deposit. Payment options include ACH payments, checks, direct deposits, and credit cards.



**4. Review the pricing categories identified in Exhibit 1 of this RFP. Are there any category items that you cannot offer, or are there additional optional pricing categories that You wish to offer for consideration?**

JFS does not offer deep root fertilization, root collar excavation, crane, or heavy crane services.

JFS does offer most property management services such as: landscaping, tree planting, soil preparation, sodding, and seeding with most applications including hydraulic. Costs for these services are not specifically included but can be provided upon request.

**5. Designate and provide names of specific contact person(s) for the following phases: (1) proposal evaluation process (2) contracting process (3) contract administration (primary point of contact for receiving orders from participating agencies).**

Contact persons:

Proposal Evaluation:

Jayne Jecker

512-627-0150

[jsjecker@jeckerfieldservices.com](mailto:jsjecker@jeckerfieldservices.com)

Scott Jecker

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Contracting Process:

Jayne Jecker

512-627-0150

[jsjecker@jeckerfieldservices.com](mailto:jsjecker@jeckerfieldservices.com)

Heidi Painter

830-832-4433

Contract Administration:

Jayne Jecker

512-627-0150

[jsjecker@jeckerfieldservices.com](mailto:jsjecker@jeckerfieldservices.com)

Heidi Painter

830-832-4433



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## TAB D – B. PROPOSED SCOPE OF SERVICES

Please prepare a description of the services you are offering. This will be accomplished by taking the Scope of Services found in Sections 4.1 and 4.2 of this RFP and modifying it to the extent necessary to reflect the services you are offering in your proposal. This scope may be subject to negotiation with the NCTCOG to achieve a final agreed-upon “Best and Final Offer”. If you are awarded a contract, this Scope of Services will be incorporated in its entirety in the Master Services Agreement (“MSA”). Please note that all MSAs become public information upon execution. Do not include any confidential or proprietary material in your Scope of Services.

### 4.1 TECHNICAL

This section provides a detailed explanation of the Scope of Services.

#### 4.1.1 Goods or Services Desired.

NCTCOG is requesting proposals from qualified firms to provide **Property Cleanup, Tree Trimming & Debris Removal Services** as described herein.

CONTRACTOR will furnish all labor, equipment, and material suitable in kind, quantity, and capacity necessary to properly perform the services they propose to provide.

### SERVICE CATEGORY #1 – PROPERTY CLEANING AND MOWING

The work to be performed may include the clearing and mowing of one or more of the following areas and:

- Public Street Right of Way – includes the street right-of-way in front of the property between the edge of the pavement and the property line; the work shall also include the clearing and mowing of the portion of vacant right-of-way or abandoned alley and the property line of the abutting real property.
- Public Property Vacant Lot – includes publicly owned lots that require clearing and mowing.
- Private Property - property that is in violation of code regulations and Customer has a legal order to clear and or mow the property.
- The work expected is outlined in four different categories. The following is a description of the work expected in each category:

- **LIGHT** - Use of a commercial tractor mower to cut grass, weeds, and overgrowth not exceeding 32 inches in height. Requires relatively little equipment and utilization of relatively simple cleaning processors. Requires removal of non-vegetative debris generated by CONTRACTOR's work activity.
- **MEDIUM** - Use of commercial tractor mower to cut grass, weeds and overgrowth exceeding 32 inches in height, but not greater than 60 inches. Generally, requires the use of a front-end loader and trucks to clean up existing non-vegetative debris.
- **HEAVY** - Use of a heavy industrial type mowing equipment to cut grass, weeds, and overgrowth exceeding 60 inches in height. Generally, requires the removal of large amounts of trash and debris. Requires the use of a front-end loader and dump truck to clean up existing non-vegetative debris.
- **EXTRA HEAVY** - Use of heavy industrial type mowing equipment to cut grass, weeds, and overgrowth. Generally, requires the removal of large amounts of trash and debris to include, but not limited to, tires, heavy furniture, dead trees, appliances, and other large construction or building materials. Requires the use of a front-end loader and dump trucks to clean up existing non-vegetative debris.

Work may include the following items:

4.1.1.1 **Clearing:** Clearing (bulldozing) is defined as the clearing of land by mechanical means through a device which scrapes the surface of the land, whether it be even or have mounds of dry fill, and frees it from weeds, brush and debris as well as manual efforts with hand tools. Clearing shall include the trimming and clearing of all vegetation except valuable trees and cultivated plants.

4.1.1.2 **Tractor Mowing:** Tractor mowing is defined as the clearing of land by mechanical means through a device which mows or cuts, by blades, the weeds and brush to the height of not more than 4 inches from the surface of ground (except valuable trees and plants). Tractor mowing shall be used as the means to clear lots where the terrain is level but containing high weeds and/or brush. Vegetation, such as small brush, weeds and grass may be left on the site after cutting providing that it is crushed, chipped or otherwise ground into small particles and spread evenly over the site so that no piles of debris remain. This will only be allowed when vegetation decays or decomposes and blend into the soil within a period of approximately 30 days or less.

4.1.1.3 **Pick-Up/Loading:** Pick-up/loading comprises the clearing of the land through mechanical or hand means including, but not limited to, raking, pitchforking, or shoveling, use of a backhoe, etc., to pick up paper, cardboard, cans, bottles, tires, scrap metal, building materials and debris. All debris, (to include existing debris and contractor generated debris), vegetation, trash, and rock will be loaded into dump trucks properly equipped for over-the-roadway hauling/dumping.



4.1.1.4 Trimming: Trimming work shall include the clearing of all vegetative growth except valuable trees and cultivated plants in accordance with the removal and proper disposal of all trimmings and debris from the property.

4.1.1.5 Hauling: CONTRACTOR shall remove from the property all trimmings and debris found thereon. The CONTRACTOR must haul and lawfully dispose of trash, brush, dead trees, and refuse (but not limited to) from the lot clearing site.

4.1.1.6 Sidewalks: Prior to commencing any work, the CONTRACTOR shall examine the condition of any sidewalk located on or adjacent to the site, noting any cracked or broken areas or potholes and shall notify CUSTOMER of same. Any sidewalk damaged because of the CONTRACTOR's work shall be repaired or replaced by the CONTRACTOR at its expense, in accordance with current CUSTOMER specifications for such work. New concrete sidewalk sections required for such repair shall consist of full flags only and they shall match the grade, dimensions, color, and finish of the existing adjacent sidewalk. Repairs to damaged surface treatment shall be made by replacement of patching as directed by the CUSTOMER.

4.1.1.7 Finish: Prior to acceptance of the work by the CUSTOMER, all grass and weeds must be mowed to within four inches of the ground. Any grass or weeds exceeding four inches in height constitutes unsatisfactory performance, and the CONTRACTOR will not receive payment until same is corrected. CONTRACTOR shall remove any trash or debris generated in the fulfillment of this award. If the CONTRACTOR, in its pre-site review, identifies conditions other than those indicated on the CONTRACTOR Worksheet, it should contact the CUSTOMER so that an amendment to the worksheet can be approved.

4.1.1.8 Scheduling: The CUSTOMER shall prepare a list(s) of sites and instructions for clearing, tractor mowing, trimming, pick-up/loading and hauling. CONTRACTOR will be given at least seven calendar days' notice prior to the call for its services to commence operation.

4.1.1.9 Hours: Work shall be measured and paid for work time on the job only. The CUSTOMER shall not pay for travel time and breaks. The standard hours covered by this pay item are defined as Monday through Friday 6:30 am - 5:00 pm unless agreed upon otherwise with the Customer.

4.1.1.9 Measure and Payment: Work shall be measured and paid for by the unit price stated in your proposal for each category. Unit price shall be submitted on the attached Exhibit 1. Please include in your proposal Exhibit 1 with the calculation that will be used to determine the billable fee for service, the unit of measure, and the per unit pricing.

## **SERVICE CATEGORY #2 - TREE TRIMMING AND TREE CARE BY CERTIFIED ARBORIST**



The work to be performed shall include services necessary to maintain the CUSTOMER's wooded areas in a manner that addresses tree health and public safety. Areas maintained may include, but are not limited to, the following:

- public property
- parks
- greenspaces
- medians
- roads
- right-of-way
- line-of-sight maintenance and clearance

The projects areas will be identified by the CUSTOMER as they arise, and work orders will be executed on an as needed basis.

4.1.1.11 The work expected is outlined in twenty-one different labor, equipment, and material categories.

The following is a description of the work anticipated:

- Crew Technician labor rate for Services during normal business hours, defined as Monday through Friday 6:30 am - 5:00 pm
- Supervisor labor rate for Services during normal business hours, defined as Monday through Friday 6:30 am - 5:00 pm
- Licensed Applicator labor rate for Services during normal business hours, defined as Monday through Friday 6:30 am - 5:00 pm
- Arborist Consulting labor rate for services during normal business hours, defined as Monday through Friday 6:30am - 5:00 pm
- Tree Protection labor rate services during normal business hours (fencing, mulching, temporary road and access construction).
- Stump Grinder
- Brush Chipper
- Mobilization
- Other Equipment
- Other Labor
- Treatment Materials

4.1.1.12 Requirements: The CONTRACTOR will provide all labor, supervision, equipment, tools, safety equipment, transportation, verification, expertise, and all other necessary ancillary items for proper execution and completion of project requests as specified herein. The materials and



services provided by the CONTACTOR will comply with all current Federal, State, and local laws, CUSTOMER ordinances, rules, and regulations.

Since this work is of a potentially hazardous nature and requires special expertise, it is to be performed by a CONTRACTOR that derives a majority of its annual income from arboricultural work and whose employees are highly trained and skilled in all phases of tree service work. CONTRACTORS must meet the minimum specifications as stated below. Services may include, but are not limited to, the following:

- Remove or prune designated trees;
- Reserve workspace along streets;
- Grind out stump when tree is to be removed, if required;
- Remove excess material and clean the site of work-related debris;
- Guarantee that specifications are met;
- Provide a safe worksite and enhance safety of the community;
- Provide a skilled technician and spray equipment to perform herbicide applications.
- All CONTRACTOR staff must be easily identifiable as an employee of their agency through uniform or other visually recognizable indicators while performing services on this contract for the CUSTOMER.

4.1.1.13 Minimum Qualifications: The tree crew must have a minimum of three (3) years' experience providing tree maintenance services.

Have employee(s) or access to available personnel with the following trade experiences, licenses, and qualifications:

- An ISA Certified Arborist or degreed forester, with at least three (3) years of experience and a certification in Oak Wilt prevention. The CUSTOMER reserves the right to determine comparable credentials.
- A Licensed Pesticide Applicator, currently certified by the State of Texas Structural Pest Control Board or Department of Agriculture, to make or supervise the application of chemicals. If the licensed employee(s) leaves the CONTRACTOR's employment, no herbicide application will be performed until the Contract Manager or designee provides written approval of the CONTRACTOR's replacement licensed applicator.
- Be capable of supplying crews containing a minimum of three (3) workers for regularly requested services per project site.
- The crew supervisor must be a Certified Arborist with a minimum five (5) years of experience, and must read, speak, and write English proficiently.
- The contractor must have in their possession or available to them by formal agreement with a third party the following items: trucks, devices, chippers, hand tools, aerial, and



other equipment and supplies which are necessary to perform the work as outlined within this RFP.

4.1.1.14 Work Procedures: Work procedures shall be as follows:

- Job Work Plan: In advance of each job, the CUSTOMER will contact the CONTRACTOR to meet on site and discuss a work plan for that job and identify any subterranean utility lines.
- Job Agreement: After the site visit, the CONTRACTOR will send the written work plan to the CUSTOMER. Any anticipated expenses above the daily rate must be included in the work plan. Once agreed upon by the CUSTOMER, work may be scheduled.
- On-Site Supervision: The CONTRACTOR has a supervisor to communicate the work plan to the crew and is available in-person or on-call via mobile telephone throughout all hours of operation. The supervisor must be able to speak, read, and write English. The CUSTOMER may issue directives to the supervisor, who will then coordinate with their staff to act upon such directives within the Project Work Order and under the contracted pricing. CONTRACTOR's staff are not to take direction from any person without coordination between the CUSTOMER and the CONTRACTOR's supervisor unless immediate action is required to prevent personal injury or damage to property. If the work plan changes unexpectedly due to unforeseen issues, the supervisor will immediately contact the CUSTOMER to develop a contingency plan.
- Verification: The CUSTOMER will inspect all work within seven (7) days of completion to ensure it has been completed to specifications in the Project Work Order. If work is not completed per specifications or if the quality of work is not satisfactory, the CONTRACTOR will return to complete the job within seven (7) days at their own expense. Payment will not be issued until work is completed to specifications and the standard of work is acceptable to the CUSTOMER.

4.1.1.14 Work Standards and Certifications: The required standards and certifications are as follows:

- ANSI A300 Part 1: All pruning work will be completed in accordance with the American National Standards Institute (ANSI) A300 Part 1 – Pruning standard practices for tree care operations.
- ANSI A300 Part 6: All planting work will be completed in accordance with the American National Standards Institute (ANSI) A300 Part 6 – Planting and Transplanting standard practices for tree care operations.
- ANSI A300 Parts 1-8: All work will be completed in accordance with the American National Standards Institute (ANSI) Parts 1-8:  
Part 1 – Pruning;

Part 2 – Soil Management;  
Part 3 – Supplemental Support Systems;  
Part 4 – Lightning Protection Systems;  
Part 5 – Management;  
Part 6 – Planting and Transplanting;  
Part 7 – Integrated Vegetation Management;  
Part 8 – Root Management Standard;  
Part 9 – Tree Risk Assessment; and  
Part 10 – IPM (Integrated Pest Management).

- ANSI Z133: Safety Standard pertaining to arboriculture safety requirements for pruning, repairing, maintaining, and removing trees; cutting brush; and for using equipment in such operations.
- First Aid/CPR/Aerial Rescue/EHAP: At least one (1) member of the working crew must possess current certification in First Aid, CPR, Aerial Rescue, and Electrical Hazards Awareness Program (EHAP).
- ISA Certified Arborist: CONTRACTOR will provide documentation showing at least one International Society of Arboriculture (ISA) Certified Arborist is on local staff and actively involved with the project.
- Licensed in the State of Texas: CONTRACTOR will provide documentation of current license with the Texas Department of Agriculture Structural Pest Control Services.

4.1.1.15 Environmental Requirements: CONTRACTOR will adhere to the most current versions of environmental regulations and any other applicable Federal, State, and Local ordinances and laws.

4.1.1.16 Tree Maintenance Services: Provide scheduled and emergency tree care services including, but not limited to, the following:

- Tree Pruning, to focus on:
  - Remove dead, broken, hanging, poorly attached, or diseased branches;
  - Structural pruning to reduce weight, wind resistance, and risk of failure;
  - Reduce or remove codominant stems and limbs with defective branch unions; and
  - Install cables or bracing where appropriate.
- Tree Removal and Dismantling:
- All branches too large to support with one (1) hand will be precut using the “three-cut pruning method” to avoid splitting or tearing of the bark.
- Pruning will conform to the latest version of standards of the International Society of Arboriculture (ISA) and/or Tree Care Industry Association (TCIA) ANSI.
- Equipment that will damage the bark or cambium layer will not be used on or in trees.



- The CONTRACTOR will remove all cut limbs from the crown upon pruning completion and clean up branches, logs, and any other debris resulting from any tree pruning promptly and properly. The CONTRACTOR is responsible for the disposal of debris.
- Trees impeding vehicle or pedestrian traffic as well as obstructing traffic control devices (stop signs, yield signs, traffic lights, etc.) will be pruned to provide the desired clearance requested by the CUSTOMER.
  - If a tree to be removed overhangs onto private property, the CONTRACTOR will notify the property owner following procedures provided by the CUSTOMER.

4.1.1.17 Utilities: The CUSTOMER will make all subterranean utility lines known to the CONTRACTOR during the job site evaluation prior to work. The CONTRACTOR will make safe all power lines, will protect all utilities from damage, will immediately contact the appropriate utility if damage should occur, and will be responsible for all claims for damage due to operations within the scope of this contract.

The CONTRACTOR will arrange with the utility for the removal of all necessary limbs and branches that may conflict with or create a personal injury hazard in conducting the operations of this contract. If the CONTRACTOR has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the CONTRACTOR in waiting for the utility to complete its work will not be the responsibility of the CONTRACTOR.

4.1.1.18 Safety: Work must conform to the latest revision of ANSI Z133 (Safety Requirement for Pruning, Trimming, Repairing, Maintaining, Removing Trees, and for Cutting Brush).

4.1.1.19 Scheduling: The CUSTOMER shall prepare a list(s) of sites and instructions for trimming, pickup/loading and hauling. CONTRACTOR will be contacted by the CUSTOMER to schedule work and given at least seven calendar days' notice prior to the call for its services to commence operation.

4.1.1.20 Cleanup/Debris Removal: Under no condition will the accumulation of brush, branches, logs, or other debris be allowed upon CUSTOMER or other public property in such a manner as to result in a public hazard. Cleanup procedures will be completed within four (4) hours after debris has been placed around the site of each tree requiring pruning or removal. The worksite will be left equal to or cleaner than pre-work conditions. Tree parts dropped or lowered from trees will be kept off private property. It will be the responsibility of the CONTRACTOR to remove and dispose of all logs, brush, and debris resulting from the tree maintenance operations at an approved designated CUSTOMER facility in a proper and acceptable manner.

4.1.1.21 Measure and Payment: Work shall be measured and paid for by the unit price stated in your proposal for each category. Unit price shall be submitted on the attached Exhibit 1. Please include in your proposal Exhibit 1 with the calculation that will be used to determine the billable fee for service, the unit of measure, and the per unit pricing.



JFS does not possess the certifications listed in Section 4.1.1.15 and it was removed.

JFS does not currently offer traffic control services. These services can be subcontracted as needed.

**SERVICE CATEGORY #3 – EMERGENCY REMOVAL OF STORM DOWNED TREES AND LIMBS**

During a weather event such as a windstorm, tornado, hurricane, ice storm, or other weather event, there may be an urgent need to cut up and remove downed trees or limbs and clean up the immediate area to provide relief for vehicle or pedestrian traffic. The work to be performed shall include services necessary to clean up tree damage in areas under the CUSTOMER's control.

The work shall be for storm events **not** considered eligible for reimbursement for a presidentially declared disaster to be administered by FEMA. FEMA may not accept the use of the contracts awarded from this RFP for acquisition of the emergency removal of storm downed trees and limbs.

Areas may include, but are not limited to, the following:

- public property
- parks
- greenspaces
- medians
- roads
- right-of-way
- line-of-sight maintenance and clearance

Storm damage clean-up services including, but not limited to:

- cutting and removing tree limbs, trunks, and branches; and
- disposal of debris.

The projects areas will be identified by the CUSTOMER as they arise, and work orders will be executed on an as needed basis.

The work expected may require various combinations of labor, equipment, and material needs shown below. The following is a description of the work expected in each:

- Crew Technician labor rate for Services during normal business hours, defined as Monday through Friday 6:30 am - 5:00 pm



- Supervisor labor rate for Services during normal business hours, defined as Monday through Friday 6:30 am - 5:00 pm
- Traffic Control Person labor rate for Services during normal business hours, defined as Monday through Friday 6:30 am - 5:00 pm
- Split Dump Truck
- Stump Grinder
- Brush Chipper
- Mobilization
- Other Equipment
- Other Labor

4.1.1.22 Emergency Work Hours: In the event of a windstorm or other weather event, the CONTRACTOR shall respond to the job site as quickly as possible at a time designated in your proposal after the time of notification. The CONTRACTOR shall furnish to the CUSTOMER the names, addresses and phone numbers of appropriate individual(s) who can be contacted by the CUSTOMER at any time in the event of an emergency and who shall respond to the CUSTOMER within a maximum time of one (1) hour. The CONTRACTOR shall state in the proposal their availability per day, each day of the year for emergency work, unless otherwise specified in the proposal. For any emergency work performed during non-working hours, the CONTRACTOR shall specify in the proposal if non-working hours pricing should be of a different rate.

Emergency service calls are an immediate maintenance need that addresses a threat to public safety, health, or real property. The CUSTOMER will have the sole and final authority in determining when services will be designated as an “Emergency”. The contractor will not begin emergency work until after notification by the CUSTOMER.

This emergency service will be available twenty-four (24) hours per day, seven (7) days per week, in all types of weather conditions. The CONTRACTOR will respond to an emergency call within one (1) hour of the initial notification by the CUSTOMER and arrive at the specified location within four (4) hours from the initial notification with the proper tools and personnel needed to perform the requested services. The CUSTOMER will communicate with the CONTRACTOR verbally or in writing and provide the site location and services required.

For emergency project requests, the CUSTOMER may request the CONTRACTOR to perform services without obtaining permits. The CUSTOMER will notify the CONTRACTOR in writing in the case of a CUSTOMER-declared emergency and the waiving of permits.

The CUSTOMER reserves the right to reassign the work to another awarded contractor if a contractor is unable to respond to a planned or emergency work request within the proposed time frame for response.



4.1.1.23 Requirements: The CONTRACTOR will provide all labor, supervision, equipment, tools, safety equipment, transportation, verification, expertise, and all other necessary ancillary items for proper execution and completion of project requests as specified herein. The materials and services provided by the Contractor will comply with all current Federal, State, and local laws, CUSTOMER ordinances, rules, and regulations.

Services may include, but are not limited to, the following:

- Remove or prune designated storm damaged trees;
- Reserve and provide appropriate traffic controls;
- Reserve workspace along streets;
- Remove excess material and clean the site of work-related debris;

4.1.1.24 Work Procedures:

Work procedures shall be as follows:

Job Work Plan: In advance of each job, the CUSTOMER will contact the CONTRACTOR to meet on site and discuss a work plan for that job.

- On-Site Supervision: The CONTRACTOR has a supervisor to communicate the work plan to the crew and is available in-person or on-call via cellular telephone throughout all hours of operation. The supervisor must be able to speak, read, and write English. The CUSTOMER may issue directives to the supervisor, who will then coordinate with their staff to act upon such directives. CONTRACTOR's staff are not to take direction from any person without coordination between the CUSTOMER and the CONTRACTOR's supervisor, unless immediate action is required to prevent personal injury or damage to property. If the work plan changes unexpectedly due to unforeseen issues, the supervisor will immediately contact the CUSTOMER to develop a contingency plan.
- Crew and Equipment for Storm Damage Work: The primary pay item is for crew and equipment hours. This item shall be measured and paid for by the hour for work time on the job only. The CUSTOMER shall not pay for travel time and breaks. The hours covered by this pay item are 7:00 a.m. – 7:00 p.m., Monday through Friday, excluding weekends and holidays.

4.1.1.25 Traffic Signage: Maintenance of traffic signage warning of tree/brush trimming work to be used at both ends of the work area. All maintenance of traffic items such as flags, paddles, cones, barrels, walkie-talkies, etc. are included in this pay item.

4.1.1.26 Equipment: All equipment, miscellaneous hand tools, materials, supplies, fuel, repairs, oil, vital fluids, maintenance, incidentals and all items of cost for equipment and power tools are included in this pay item.



4.1.1.27 Tree Services: Provide emergency tree removal services including, but not limited to, the following:

- Downed trees shall be cut at the base above the soil line and cut into manageable pieces for hauling and disposal.
- Damaged trees that need pruning, focus on removing dead, broken, hanging, or poorly attached branches two inches (2") diameter and larger.
- Damaged trees impeding vehicle or pedestrian traffic will be raised up to a minimum of fourteen (14) feet to a maximum of sixteen (16) feet over roadway clearance where possible, and eight (8) feet over sidewalks. Trees obstructing traffic control devices (stop signs, yield signs, traffic lights, etc.) will be pruned to allow for adequate visibility upon approval by the CUSTOMER.

If a damaged tree blocking public access is to be removed and overhangs onto private property, the CONTRACTOR will remove only that portion of the tree that is in the public right of way.

4.1.1.28 Utilities: When applicable, the CONTRACTOR will arrange with the public utility for the removal of all necessary limbs and branches that may conflict with or create a personal injury hazard in conducting the operations of this contract. If the CONTRACTOR has properly contacted the utility in sufficient time to arrange for the required work by the utility, delays encountered by the CONTRACTOR in waiting for the utility to complete its work will not be the responsibility of the CONTRACTOR.

4.1.1.29 Safety: Work must conform to the latest revision of ANSI Z133 (Safety Requirement for Pruning, Trimming, Repairing, Maintaining, Removing Trees, and for Cutting Brush).

4.1.1.30 Cleanup/Debris Removal: Under no condition will the accumulation of brush, branches, logs, or other debris be allowed upon CUSTOMER or other public property in such a manner as to result in a public hazard. Cleanup procedures will be completed within four (4) hours after debris has been placed around the site of each tree requiring pruning or removal. The worksite will be left equal to or cleaner than pre-work conditions. Tree parts dropped or lowered from trees will be kept off private property. It will be the responsibility of the CONTRACTOR to remove and dispose of all logs, brush, and debris resulting from the debris cleanup operations at an approved designated CUSTOMER facility in a proper and acceptable manner.

4.1.1.31 Hours: Work shall be measured and paid for work time on the job only. The CUSTOMER shall not pay for travel time and breaks. The standard hours covered by this pay item are defined as Monday through Friday 6:30 am - 5:00 pm.



4.1.1.35 Measure and Payment: Work shall be measured and paid for by the unit price stated in your proposal for each category. Unit price shall be submitted on the attached Exhibit 1. Please include in your proposal Exhibit 1 with the calculation that will be used to determine the billable fee for service, the unit of measure, and the per unit pricing.

JFS does not currently offer traffic control services. These services can be subcontracted as needed.

#### 4.1.2 Mobilization

The initial set-up and breakdown/removal of all equipment used on the job site, including all labor used in the set-up and breakdown. Paid as each price per job regardless of the scope of work. Work in one (1) area or on one (1) street in which the areas of activity are contiguous or close together, regardless of the scope or scopes of work, is considered one (1) job and the CONTRACTOR shall be paid for one (1) mobilization. Work greater than ½ mile away from the last work area, that requires the CONTRACTOR'S crew to break down the equipment, relocate, and reset at the new work site, is considered to be a new job and the CONTRACTOR shall be paid for another mobilization.

4.1.3 THE CONTRACTOR shall perform all work between the hours designated by the CUSTOMER.

4.1.4 CONTRACTOR shall make all necessary arrangements with utility companies for the protection of utility owned lines and property during the course of the work.

4.1.5 CONTRACTOR shall exercise extreme caution to eliminate any possibility of damage to any utility property. Prior to commencing work at each site, CONTRACTOR shall locate and mark any existing gas lines, water lines, sprinkler heads, fire hydrants, sewers, septic tanks, drain fields, wells, drainage structures, telephone and power cables, buried markers and other utilities that may be endangered by or be a hazard to the clearing operation.

4.1.6 CONTRACTOR shall look for any downed power or telephone lines, which may be hidden in the undergrowth, during its inspection of the site. No work shall be performed at the site until such utility damage has been repaired.

4.1.7 CONTRACTOR shall note the location of all valuable trees, shrubs, hedges and similar cultivated plants and shall mark each, as necessary, and take particular care to avoid damaging them by its operations. Subject to prior approval of the CUSTOMER, the CONTRACTOR may trim shrubs or trees and remove lower branches to facilitate the land clearing work.



4.1.8 CONTRACTOR shall note the location of, and exercise care, to avoid damaging any building, wall, curb, sidewalk, driveway, or other structure located on or adjacent to the site of work.

4.1.9 CONTRACTOR shall promptly repair, at its own expense, any damage to driveways, sidewalks, or parkways, or any other structure caused by the work performed. Subject repair shall be to the satisfaction of the CUSTOMER prior to final acceptance of the work.

4.1.10 Right of ways between the property line and the street pavement which are damaged by the work shall be restored by the CONTRACTOR to a condition like that existing prior to commencement of the work. CONTRACTOR shall locate any existing drainage inlets and structures within the area and shall avoid causing interference with the drainage function of the right-of-way swale by its operations or by any repair work or restoration of facilities damaged by the work.

4.1.11 CONTRACTOR shall promptly repair any damage caused by its operations to any improvements on the site or adjacent to it. Such repair or restoration shall be performed at the CONTRACTOR's expense and to the satisfaction of the CUSTOMER prior to final acceptance. No payment shall be made to the CONTRACTOR until all repair work is completed and accepted by the CUSTOMER.

4.1.12 CONTRACTOR shall supply and utilize "Caution", "Detour" and other protective signs, barricades and similar devices as necessary or as instructed to do so by the CUSTOMER.

4.1.13 CONTRACTOR agrees to abide by and perform all work in accordance with instructions and directions given to them by the CUSTOMER. Permission by the Representative to use an alternative device or method of performance shall not relieve the CONTRACTOR from fulfilling its obligations otherwise.

4.1.14 CONTRACTOR shall procure, at its own expense, all necessary licenses and permits. CONTRACTOR shall conform to all State and Federal laws and local ordinances regarding labor employment, hours of work, and its general specifications.

4.1.15 CONTRACTOR shall conduct its operations so that it shall not close any thoroughfare, or not interfere in any way with traffic on railways, highways, or on water, without the written consent of the proper authorities.

4.1.16 CONTRACTOR shall supply all tools and equipment in ample quantity and of good quality, in good working order and fit for the purpose of carrying on the work set forth herein. The CUSTOMER shall not be responsible or liable for any damage to said equipment.



4.1.17 CONTRACTOR shall contact the CUSTOMER daily to report the locations where it is working, status of work being performed including jobs terminated, requests for guidance and special problems, and to receive special instructions.

4.1.18 Objectives.

The Master Agreement awarded for TXShare may cover a variety of services. Each Customer that selects to utilize the Master Agreement will negotiate the specific services it needs into a customized SOW for that customer. All proposals must be made based on, and either meet or exceed, the requirements contained herein.

4.1.19 Service Area.

In preparing a proposal, you will designate what geographic region(s) will be served. You must specify, on the service area designation forms included with their proposal, the service areas that they are willing and able to provide goods and services to. A vendor does not have to propose to service the entire State of Texas, nor have to propose to service all fifty (50) states, to be considered for an award of a TXShare contract.

Service area designation forms are found in **Exhibit 3**.

4.1.20 Service Category Offer.

You should prepare a proposal that describes in detail the goods or services that you are proposing to provide. Proposals must demonstrate your capability to provide all or part of the requested services. A proposal will be evaluated only for the services it proposes.



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**TAB E – PROPOSAL PRICING**

**PRICE LIST**

**PROPERTY CLEANUP, TREE TRIMMING, & DEBRIS REMOVAL SERVICES**

DESCRIPTION	UNIT	BID PRICE	MINIMUM REQUIRED	Percentage Discount for Projects in Central Texas
Service Category #1 - Property Cleaning and Mowing				
Light (minimum required)	ACRE	\$8,910.00	1 ACRE	45%
Medium (minimum required)	ACRE	\$12,725.00	1 ACRE	33%
Heavy (minimum required)	ACRE	\$16,570.00	1 ACRE	25%
Extra Heavy (minimum required)	ACRE	\$20,385.00	1 ACRE	20%
Service Category #2 - Tree Trimming and Tree Care by Certified Arborist				
Crew Technician Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Supervisor Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Licensed Applicator Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Arborist Consulting (Normal Business Hours)	225.75	HOUR	8-HOURS	
Tree Protection Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Split Dump Truck	450	DAY	1 DAY	
Stump Grinder	325	DAY	1 DAY	
Brush Chipper	350	DAY	1 DAY	
Mobilization	4,000	EACH	1 MOBILIZATION	

Other Equipment (Mini-Skid)	200	DAY	1 DAY	
Other Equipment (Skidsteer)	350	DAY	1 DAY	
Treatment Materials	\$300	EACH	1 ACRE	
Service Category #3 - Emergency Removal of Storm Downed Trees and Limbs				
Crew Technician Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Supervisor Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Licensed Applicator Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Arborist Consulting (Normal Business Hours)	225.75	HOUR	8-HOURS	
Tree Protection Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Split Dump Truck	450	DAY	1 DAY	
Stump Grinder	325	DAY	1 DAY	
Brush Chipper	350	DAY	1 DAY	
Mobilization	4,000	EACH	1 MOBILIZATION	
Other Equipment (Mini-Skid)	200	DAY	1 DAY	
Other Equipment (Skidsteer)	350	DAY	1 DAY	
Treatment Materials	\$300	EACH	1 ACRE	



10 March 2024

**TAB F – REFERENCES**

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10 March 2024

**TAB G – REQUIRED ATTACHMENTS**

**EXHIBIT 1**  
**DESCRIPTION OF PROPOSED SERVICE CATEGORIES AND PROPOSED PRICING**

You must furnish a proposal that contains pricing for the services your firm wishes to offer, choosing from the list below. You are not required to provide all service categories.

**Service Categories #1-4**

**SERVICE CATEGORY #1: PROPERTY CLEANING AND MOWING**

**SERVICE CATEGORY #2: TREE TRIMMING AND TREE CARE BY CERTIFIED ARBORIST**

**SERVICE CATEGORY #3: EMERGENCY REMOVAL OF STORM DOWNED TREES AND LIMBS**

**SERVICE CATEGORY #4: OTHER ANCILLARY SERVICES YOU WISH TO PROPOSE**

Please provide a descriptive list of the various types of services necessary you wish to offer as described in Section 4 along with either fixed unit pricing or fixed percentage discount off your rates. These are the services and pricing that your firm would use to calculate a lump sum project cost with a client. There may be as many Rate Classifications as you deem necessary. You may attach additional pages as needed.

In addition, you may wish to provide optional or ancillary services, that may not be ordinarily used in every executive search consult but may be of interest to your potential Customer.

**PRICE LIST**

**PROPERTY CLEANUP, TREE TRIMMING, & DEBRIS REMOVAL SERVICES**

DESCRIPTION	UNIT	BID PRICE	MINIMUM REQUIRED	Percentage Discount for Projects in Central Texas
Service Category #1 - Property Cleaning and Mowing				
Light (minimum required)	ACRE	\$8,910.00	1 ACRE	45%
Medium (minimum required)	ACRE	\$12,725.00	1 ACRE	33%
Heavy (minimum required)	ACRE	\$16,570.00	1 ACRE	25%
Extra Heavy (minimum required)	ACRE	\$20,385.00	1 ACRE	20%
Service Category #2 - Tree Trimming and Tree Care by Certified Arborist				
Crew Technician Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Supervisor Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Licensed Applicator Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Arborist Consulting (Normal Business Hours)	225.75	HOUR	8-HOURS	
Tree Protection Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Split Dump Truck	450	DAY	1 DAY	
Stump Grinder	325	DAY	1 DAY	
Brush Chipper	350	DAY	1 DAY	
Mobilization	4,000	EACH	1 MOBILIZATION	

Other Equipment (Mini-Skid)	200	DAY	1 DAY	
Other Equipment (Skidsteer)	350	DAY	1 DAY	
Treatment Materials	\$300	EACH	1 ACRE	
Service Category #3 - Emergency Removal of Storm Downed Trees and Limbs				
Crew Technician Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Supervisor Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Licensed Applicator Labor (Normal Business Hours)	143.25	HOUR	8-HOURS	
Arborist Consulting (Normal Business Hours)	225.75	HOUR	8-HOURS	
Tree Protection Labor (Normal Business Hours)	122.5	HOUR	8-HOURS	
Split Dump Truck	450	DAY	1 DAY	
Stump Grinder	325	DAY	1 DAY	
Brush Chipper	350	DAY	1 DAY	
Mobilization	4,000	EACH	1 MOBILIZATION	
Other Equipment (Mini-Skid)	200	DAY	1 DAY	
Other Equipment (Skidsteer)	350	DAY	1 DAY	
Treatment Materials	\$300	EACH	1 ACRE	

**EXHIBIT 2**  
**SAMPLE MARKET BASKET FORM**

**THIS FORM IS NOT REQUIRED FOR YOUR PROPOSAL**

**EXHIBIT 3  
SERVICE DESIGNATION AREAS**

<b>Texas Service Area Designation or Identification</b>			
<b>Proposing Firm Name:</b>	Jecker Field Services, Inc.		
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to service the entire state of Texas</b>		
	Will service the entire state of Texas	Will not service the entire state of Texas	
	Yes, will service the entire state of Texas.		
<b>If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.</b>			
<b>Item</b>	<b>Region</b>	<b>Metropolitan Statistical Areas</b>	<b>Designated Service Area</b>
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands- Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

<b>Nationwide Service Area Designation or Identification Form</b>			
<b>Proposing Firm Name:</b>	Jecker Field Services, Inc.		
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</b>		
	Will service all fifty (50) states	Will not service fifty (50) states    Will not.	
	<p><b>If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states.</b></p> <p><b>If you are only proposing to service a specific region, metropolitan statistical area (MSA), or city in a State, then indicate as such in the appropriate column box.</b></p>		
<b>Item</b>	<b>State</b>	<b>Region/MSA/City</b> (write "ALL" if proposing to service entire state)	<b>Designated as a Service Area</b>
1.	Alabama		NO
2.	Alaska		NO
3.	Arizona		NO
4.	Arkansas		NO
5.	California		NO
6.	Colorado		NO
7.	Connecticut		NO
8.	Delaware		NO
9.	Florida		NO
10.	Georgia		NO
11.	Hawaii		NO
12.	Idaho		NO
13.	Illinois		NO
14.	Indiana		NO
15.	Iowa		NO
16.	Kansas		NO
17.	Kentucky		NO
18.	Louisiana		NO
19.	Maine		NO

20.	Maryland		NO
21.	Massachusetts		NO
22.	Michigan		NO
23.	Minnesota		NO
24.	Mississippi		NO
25.	Missouri		NO
26.	Montana		NO
27.	Nebraska		NO
28.	Nevada		NO
29.	New Hampshire		NO
30.	New Jersey		NO
31.	New Mexico		NO
32.	New York		NO
33.	North Carolina		NO
34.	North Dakota		NO
35.	Ohio		NO
36.	Oregon		NO
37.	Oklahoma		NO
38.	Pennsylvania		NO
39.	Rhode Island		NO
40.	South Carolina		NO
41.	South Dakota		NO
42.	Tennessee		NO
43.	Texas		NO
44.	Utah		NO
45.	Vermont		NO
46.	Virginia		NO
47.	Washington		NO
48.	West Virginia		NO
49.	Wisconsin		NO
50.	Wyoming		NO

End of Exhibit 3

**ATTACHMENT I:  
INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

**REQUIRED ATTACHMENT CHECKLIST**

This checklist is provided as a courtesy to responding firms. Please utilize this checklist to ensure that all required attachments are included with your proposal. IF AN ATTACHMENT DOES NOT APPLY, PLEASE MARK AS “**NOT APPLICABLE**” AND SUBMIT WITH THE PROPOSAL. FAILURE TO SUBMIT **ALL REQUIRED DOCUMENTS** MAY NEGATIVELY IMPACT YOUR EVALUATION SCORE.

- Cover Sheet
- Exhibit 1: Description of Desired Service Categories for Proposed Pricing
- N/A  Exhibit 2: Sample Market Basket Form
- Exhibit 3: Service Area Designation Forms
- Attachment I: Instructions for Proposals Compliance and Submittal
- Attachment II: Certification of Offeror
- Attachment III: Certification Regarding Debarment
- Attachment IV: Restrictions on Lobbying
- Attachment V: Drug-Free Workplace Certification
- Attachment VI: Certification Regarding Disclosure of Conflict of Interest
- Attachment VII: Certification of Fair Business Practices
- Attachment VIII: Certification of Good Standing Texas Corporate Franchise Tax Certification
- Attachment IX: Historically Underutilized Businesses, Minority Or Women-Owned Or Disadvantaged Business Enterprises
- Attachment X: Federal and State of Texas Required Procurement Provisions
- Attachment XI: Conflict of Interest Questionnaire

**Compliance with the Solicitation**

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification. You recognize that all proposals must be submitted electronically through PublicPurchase.com by the RFP due date and time. All other forms of submissions will be deemed nonresponsive and will not be opened or considered.

**Acknowledgment of Insurance Requirements**

By signing its submission, you acknowledges that it has read and understands the insurance requirements for the submission. You also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the your proposals. The insurance requirements are outlined in Section 6.4.

Jecker Field Services, Inc.

\_\_\_\_\_  
Name of Organization/Contractor



\_\_\_\_\_  
Signature of Authorized Representative

Jayme Jecker - President

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

3/10/2024

\_\_\_\_\_  
Date

**ATTACHMENT II:  
CERTIFICATIONS OF OFFEROR**

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I agree that failure to submit all requested information may result in rejection of this proposal as non-responsive. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, Jayne Jecker (typed or printed name) certify that I am the President (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as you and you herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said Offeror by authority of its governing body.

Jecker Field Services, Inc.

Name of Organization/Contractor



Signature of Authorized Representative

Jayne Jecker - President

Printed/Typed Name and Title of Authorized Representative

3/10/2024

Date

**ATTACHMENT III:  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Jecker Field Services, Inc.

Name of Organization/Contractor(s):

n/a

SAM.GOV Unique Identity ID:



Signature of Authorized Representative

Jayme Jecker - President

Printed/Typed Name and Title of Authorized Representative

3/10/2024

Date

**ATTACHMENT IV:  
RESTRICTIONS ON LOBBYING**

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

(Attachment continued on next page)

**LOBBYING CERTIFICATION  
FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification or any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Jecker Field Services, Inc.

\_\_\_\_\_  
Name of Organization/Contractor



\_\_\_\_\_  
Signature of Authorized Representative

Jayme Jecker - President

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

3/10/2024

\_\_\_\_\_  
Date

**ATTACHMENT V:  
DRUG-FREE WORKPLACE CERTIFICATION**

The Jecker Field Services, Inc. (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the Jecker Field Services, Inc. (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Jecker Field Services, Inc.

Name of Organization/Contractor



Signature of Authorized Representative

Jayme Jecker - President

Printed/Typed Name and Title of Authorized Representative

3/10/2024

Date

**ATTACHMENT VI:  
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

The undersigned certifies that, to the best of his or her knowledge or belief, that:

“No employee of the contractor, no member of the contractor’s governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents”.

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Jecker Field Services, Inc.  
Name of Organization/Contractor



\_\_\_\_\_  
Signature of Authorized Representative:

Jayme Jecker - President  
Printed/Typed Name and Title of Authorized Representative

3/10/2024  
Date

**ATTACHMENT VII:  
CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Jecker Field Services, Inc.

\_\_\_\_\_  
Name of Organization/Contractor



\_\_\_\_\_  
Signature of Authorized Representative

Jayme Jecker - President

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

3/10/2024

Date



**ATTACHMENT IX:  
HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR  
DISADVANTAGED BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB vendors should identify themselves and submit a copy of their certification. This applies only to the Offeror and not a subcontractor.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program  
Texas Comptroller of Public Accounts  
Lyndon B. Johnson State Office Building  
111 East 17th Street  
Austin, Texas 78774  
(512) 463-6958  
<http://www.window.state.tx.us/procurement/prog/hub/>

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
(817) 640-0606  
<http://www.nctrca.org/certification.html>

**Submitter must include a copy of its minority certification documentation as part of this solicitation.**  
If your company is already certified, attach a copy of your certification to this form and return with your proposal.

**Indicate all that apply:**

- Minority-Owned Business Enterprise  
 Women-Owned Business Enterprise  
 Disadvantaged Business Enterprise

**ATTEST TO Attachments of Certification:**

\_\_\_\_\_  
Authorized Signature

Jayne Jecker

3/10/2024

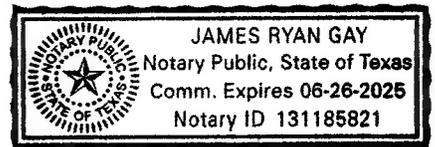
\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

Subscribed and sworn to before me this 10<sup>th</sup> day of March (month), 2024 in  
San Marcos (city), \_\_\_\_\_ (agency), Texas (state).

\_\_\_\_\_  
Notary Public in and for Whitenton Group (Agency),

SEAL



State of Texas Commission expires: 2025

**ATTACHMENT X**  
**NCTCOG FEDERAL AND STATE OF TEXAS REQUIRED PROCUREMENT PROVISIONS**

Note: The following provisions are mandated by Federal and/or State of Texas law. Failure to certify the following will result in disqualification of consideration for contract. Entities or agencies that are not able to comply with the following statements will be ineligible for consideration of contract award.

(Attachment continued on next page)

**PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT CERTIFICATION**

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment. Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g., phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country. The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

**The Contractor or Subrecipient hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.**

Jecker Field Services, Inc.

\_\_\_\_\_  
Name of Organization/Contractor



\_\_\_\_\_  
Signature of Authorized Representative

Jayme Jecker

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

3/10/2024

Date:

-OR-

**The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.**

\_\_\_\_\_  
Name of Organization/Contractor

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

\_\_\_\_\_  
Date

(Attachment continued on next page)

**DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS**

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries.

TLGC chapter 2274, Subtitle F, Title 10, identifies that “discrimination against a firearm entity or firearm trade association” includes the following:

- A) means, with respect to the entity or association, to:
  - I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
  - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
  - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
  
- B) An exception to this provision excludes the following:
  - I. contracts with a sole-source provider; or
  - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

**The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

Name of Organization/Contractor     Jecker Field Services, Inc.



\_\_\_\_\_  
Signature of Authorized Representative

Jayme Jecker - Proposal

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

3/10/2024

\_\_\_\_\_  
Date

**-OR-**

**The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

\_\_\_\_\_  
Name of Organization/Contractor

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

\_\_\_\_\_  
Date

(Attachment continued on next page)

(Attachment X: Cont.)

**BOYCOTTING OF CERTAIN ENERGY COMPANIES**

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

**The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 809, Subtitle A, Title 8.**

Jecker Field Services, Inc.

\_\_\_\_\_  
Name of Organization/Contractor



\_\_\_\_\_  
Signature of Authorized Representative

Jayme Jecker - President

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

3/10/2024

\_\_\_\_\_  
Date

**-OR-**

**The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 809, Subtitle A, Title 8.**

\_\_\_\_\_  
Name of Organization/Contractor

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

\_\_\_\_\_  
Date



# City of Austin

Small & Minority Business Resources Department, 811 Barton Springs Rd. Suite 805, Austin, TX 78704  
Mailing Address: PO Box 1088, Austin, Texas 78767, Certification Division Telephone (512) 974-7645



February 6, 2024

Jayne Jecker  
Jecker Field Services, Inc.  
3413 HUNTER RD  
SAN MARCOS, TX 78666-5864

RE: RECERTIFICATION APPROVAL

Dear Mrs. Jecker,

**Congratulations!**

Jecker Field Services, Inc. has been approved to **CONTINUE ELIGIBILITY** as Women Business Enterprise (WBE) to participate in the City of Austin's Minority and Women-Owned Business Enterprise (MBE/WBE) Procurement Program.

MBEs and WBEs are required to seek continued eligibility upon the fourth year anniversary of their initial certification and upon the fourth anniversary of all subsequent certifications. Failure of the firm to seek recertification by filing the necessary documentation with SMBR within 60 calendar days from the date of receipt of written notification from SMBR may result in decertification of the firm. The recertification review is completed thorough examination of the sworn affidavit and supporting documentation to determine your continued eligibility as outlined in the City Ordinance Code: § 2-9A-D-15.

You must report any change(s) in circumstances that affect your firm's size, social/economic disadvantage status, management, ownership or control to SMBR within thirty (30) calendar days. Failure to report such change(s) may result in the denial of continued certification or recertification. Additionally, a MBE/WBE on-site review may be conducted by SMBR as needed.

**This firm's next Annual Review documents are due prior to February 28, 2028.**

Please submit your update to the following link: <https://austintexas.mwdbe.com/>.

To confirm the current status of all certified firms, prime contractors, vendors and interested parties are to visit the City of Austin's Certified Vendor Directory at:

[https://www.austintexas.gov/financeonline/account\\_services/search/vendors/certvendor.cfm](https://www.austintexas.gov/financeonline/account_services/search/vendors/certvendor.cfm)

All statuses will be confirmed through the Certified Vendor Directory as noted above and the Certified Vendor Availability List provided by SMBR.

As a City of Austin registered vendor, you are responsible for maintaining accurate information on your vendor profile. You are asked to update any changes related to your business in the City's Vendor Connection system at [https://www.austintexas.gov/financeonline/vendor\\_connection/index.cfm](https://www.austintexas.gov/financeonline/vendor_connection/index.cfm). You can perform these changes daily from 7:00AM to 7:00PM. If you need assistance making changes, please contact Vendor Registration at (512) 974-2018 or by email at [vendorreg@austintexas.gov](mailto:vendorreg@austintexas.gov).

Thank you for your interest in the program and we wish you continued success. If you have any questions please contact the Certification Division at (512) 974-7645 or email at [SMBRCertification@austintexas.gov](mailto:SMBRCertification@austintexas.gov).

Elton Price  
Certification Division Manager  
512-974-7725 or [elton.price@austintexas.gov](mailto:elton.price@austintexas.gov)

# South Central Texas Regional Certification Agency of Bexar County, Texas hereby duly affirms that:

## Jecker Field Services, Inc.

has successfully met the established requirements of SCTRCA's Business Enterprise Certification Program to be certified as a

### \*SBE WBE

#### Certified NAICS Codes

NAICS 113310: TREE CHIPPING IN THE FIELD  
NAICS 423390: SILT FENCE AND OTHER FABRICS (E.G., FOR EROSION CONTROL) MERCHANT WHOLESALERS  
NAICS 561730: HYDROSEEDING SERVICES (E.G., DECORATIVE, EROSION CONTROL PURPOSES)  
NAICS 561730: LANDSCAPE CARE AND MAINTENANCE SERVICES  
NAICS 561730: LANDSCAPE INSTALLATION SERVICES  
NAICS 561730: LAWN CARE SERVICES (E.G., FERTILIZING, MOWING, SEEDING, SPRAYING)  
NAICS 561730: MOWING SERVICES (E.G., HIGHWAY, LAWN, ROAD STRIP)  
730: TREE SERVICES (E.G., BRACING, PLANTING, PRUNING, REMOVAL, SPRAYING, SURGERY, TRIMMING)



Certification Number: 223065977

Effective Date: June 16, 2023

Expiration Date: June 16, 2025

A handwritten signature in black ink that reads "Sandra Ramos".

Sandra Ramos  
Executive Director

Note: This certificate is the property of the South Central Texas Regional Certification Agency and may be revoked should the above named firm graduate from or fails to comply with SCTRCA's Business Enterprise Program. A Certification Renewal Application is required every two years.

# Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1464816761800  
Approval Date: October 4, 2023  
Scheduled Expiration Date: October 4, 2027

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

## Jecker Field Services, Inc.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **October 4, 2023**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

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*Statewide HUB Program  
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.