

Manor Independent School District

Board of Trustee Meeting Agenda Item

February 28, 2025

CONSENT ITEM SHEET

RE: Consider and possible action regarding proposed of Service Agreement with Keller Commercial for lawn Maintenance, including possible delegation of authority to Superintendent or his designee to negotiate and/or execute any agreement/service orders.

Supporting Documents:

1. *Bonfire Checklist*
2. *Manor ISD Quote Summary*
3. *Keller Commercial Quote and Contract*
4. *Lawn Management (no bid)*
5. *True Green Commercial Quote and Contract*
6. *Adoption from Lake Travs*

District Goals*: FACILITES & MAINTENANCE – By 2026, Manor ISD will proactively provide facilities to ensure 100% of scholars will have safe, well-maintained, environmentally sustainable.

Bottom of Form

Background Information:

Manor ISD’s lawn maintenance program is designed to maintain the aesthetic and functional quality of the district's various acreages. This service is typically utilized only when necessary and when there is an overlap with the MISD grounds crew's existing workload. The primary focus is on ensuring that lawns are well-kept throughout the district. The program aims to strike a balance between efficiency and cost-effectiveness,

Fiscal Implications:

This service will be paid for through the Local Facilities Budget. The total is \$82,902.69.

Administrative Recommendation:

The Administration recommends that the Board authorize the Administration approve Lawn Maintenance Contract to provide certain mowing and similar services and further delegate authority to Superintendent or designee to negotiate and/or execute agreement.

Motion Language:

I move that the board approves the services from Keller Commercial for lawn maintenance for central and all eighteen (18) campuses and further delegate authority to Superintendent or designee to negotiate and/or execute an agreement/service order for these locations as submitted.

Joe Mendez

Contact Person

Dr. Robert Sormani

Approved by Superintendent

 **E-MAILED**
7/8/24
Bonfire

BONFIRE CHECKLIST

Contract Name Keller Landscape
Filled out by Requestors

****ALL CONTRACTS (required documents):**

- **IS THE VENDOR A CURRENT SKYWARD VENDOR?**
 YES
 NO: The vendor must be a MISD vendor. Please provide them a vendor application and forward it to Purchasing.
- **IS THE VENDOR PART OF A CO-OP?**
 YES: Please attach the co-op award letter or co-op contract information
 No: (3 quotes and a quote summary must be attached for any purchase/contract ranging \$10,000- \$249,999)
- **DATA SHARING?** (Will the vendor have access to Manor ISD's data?) Include the DPA with your attachments.
- **PURCHASE AMOUNT:**
 Above \$50k? (Requires an information or action item sheet to be submitted for board review/& approval)
***Must be Board approved before being submitted to Bonfire. Include Board Approval Date in the Additional Information Section*
 Below 50k?
- **VENDOR SIGNATURE:** The vendor must sign PRIOR to the district.

Total amount spent with the vendor during the current fiscal year (district-wide) will be reviewed by the Business office.

****Federal Funded Contracts (required documents) *MUST BE ATTACHED TO THE BONFIRE SUBMISSION:**

- A COMPLETED AND FULLY APPROVED SRER FORM MUST BE OBTAINED BEFORE IT IS SUBMITTED TO BONFIRE.
- A COMPLETED EDGAR
- Purchase Amount:
 \$10,000-\$250,000 per year with a coop will still require 3 quotes and a quote summary
 Above \$250,000 per year will need to go to bid.
- **REQUISITION (REQUIRED PRIOR TO BEING SUBMITTED TO BONFIRE IN ORDER TO ENSURE FUNDS ARE ENCUMBERED)**
Requisition# _____ Entered on: _____

District Use Only

Non-bond-related contracts/projects must be submitted in Bonfire 8 weeks prior to the start of service. The campus or department is responsible for completing the information below. This contract will be reviewed and signed by the authorized signer or designee for the District. An electronic copy of the signed and approved contract will be uploaded into Bonfire. Once the approved contract has been uploaded into Bonfire the contract owner/s will receive an email.

Campus/Department and Contact Name: Facilities and Construction

Budget Code: 99-E-51-6299-10-996-0-99-500 Secondary Budget Code (if applicable): _____

Principal/Director Name: Armando Tinoco Signature: [Signature] Date: 6/24/24

Chief Officer Name: Joe Mendez Signature: [Signature] Date: 6/26/24

Chief Officer's legal revisions/concerns (if no revisions are needed please put N/A):

Manor ISD Quote Summary

The MISD Quote Summary sheet is to be used for purchases that require more than one quote. In the shaded spaces below, the end user is to provide all applicable information necessary for the MISD Purchasing Office to review. A minimum of two (2) vendors must be contacted when two or more are available.

NOTE: The end user must attach this Quote Summary Sheet and quotes documentation with purchase requisition when more than 1 quote is required.

Quote Information

DESCRIPTION: Landscaping for BME, BTE, DES, DMS, MRA, OME, PCE, and SGE

DATE: 6/26/2024

CAMPUS/DEPT: District

PHONE: 512-278-4051

Supplier Information

Vendor #1
 Company Name Keller Landscape Services
 City/State Georgetown, TX
 Contact Person Alicia Bullara
 Phone 512-930-4769
 Email alicia@kellerservicestx.com
 Response Type No
 Cooperative No
 Quote # _____

Vendor #2
 Company Name Exterity
 City/State Kansas City, MO
 Contact Person Ryan Kral
 Phone 918-904-9077
 Email r.kral@trustexterity.com
 Response Type _____
 Cooperative _____
 Quote # _____

Vendor #3
 Company Name JZ Landscaping LLC
 City/State Pflugerville, TX
 Contact Person _____
 Phone _____
 Email _____
 Response Type _____
 Cooperative _____
 Quote # _____

Vendor #4 (if applicable)
 Company Name _____
 City/State _____
 Contact Person _____
 Phone _____
 Email _____
 Response Type _____
 Cooperative _____
 Quote # _____

Using Local Funds		Using Grant Funds	
Purchase Price	Quote(s) Required	Purchase Price	Quote(s) Required
\$1 - \$9,999	1 Quote	\$1 - \$9,999	1 Quote
\$10,000 - \$49,999	1 Quote from Coop or 3 Quotes (Non-Coop)	\$10,000 - \$250,000	3 Quotes & Quote Summary (Coop or Non-Coop)
≥ \$50,000	BOARD APPROVAL	≥ \$50,000	BOARD APPROVAL
50,000 or greater	Formal Bid Required	750,000 or greater	Formal Bid Required

Quote Responses

Item / Service Description	Qty	Unit	Vendor #1		Vendor #2		Vendor #3		Vendor #4	
			Keller Landscape Services	Exterity	JZ Landscaping LLC	Unit Price	Extension	Unit Price	Extension	Unit Price
1 Landscaping	1	ea	\$ 82,902.69	\$ 114,802.00	\$ 82,902.69	\$ 114,802.00	\$ 86,790.00	\$ 88,790.00	\$ -	\$ -
2			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
**Shipping / Freight Cost (if applicable)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total			\$ 82,902.69	\$ 114,802.00	\$ 86,790.00	\$ 88,790.00	\$ -	\$ -	\$ -	\$ -

*All shipping / freight cost must be included in the total

COMMENTS: The vendor was changed because of poor work scheduling.

Award Information

Recommended Vendor: Keller Landscape Services

Award Amount: \$ 82,902.69

Reason for Award: Vendor was able to work with our schedule



Christian Garcia <christian.garcia@manorisd.net>

Manor ISD Service Pricing

Ryan Kral <RKral@trustexterity.com>
To: "christian.garcia@manorisd.net" <christian.garcia@manorisd.net>
Cc: Frank Logan <flogan@trustexterity.com>

Tue, Apr 30, 2024 at 9:32 AM

Good Morning Chris,

Thank you, for the opportunity to provide services again this year for Manor ISD. I've included this year's pricing below and broken it into the different frequency of services that you requested. Each site also has a separate contract that I have attached. The attached contracts are for 13 services but if you would like to increase the amount of services we can make a revision and resend them.

Also, per our conversation we have received feedback from our service partners that the startup of season has not fit within the scope of a typical mowing service due to excessively tall grass; many times, in excess of 2 feet. This may require an additional frequency charge as it takes them twice as long to mow. We can discuss this in more detail as the start of the new season approaches but I wanted to make you aware.

If you have any questions, please feel free to contact me at any time and again thank you for the opportunity to serve you.

Site Information				
Identification #	Address	City	State	Zip Code
Blake Manor Elementary	18010 Blake Manor Rd	Austin	TX	78653
Bluebonnet Trail Elementary	11316 Farmhaven Rd	Austin	TX	78754
Decker Elementary	8500 Decker Ln	Austin	TX	78724
Decker Middle	8104 Decker Ln	Austin	TX	78724
Oak Meadows Elementary	5600 Decker Ln	Austin	TX	78724
Pioneer Crossing Elementary	11300 Samsung Blvd	Austin	TX	78754
ShadowGlen Elementary	12000 ShadowGlen Trace	Manor	TX	78653
Manor Rise Academy	13300 N FM 973	Manor	TX	78653

Mow		
Frequency	Price Per Service	Total
13	\$830	\$10,785
13	\$677	\$8,805
13	\$649	\$8,437
13	\$1,368	\$17,785
13	\$540	\$7,018
13	\$465	\$6,045
13	\$312	\$4,056
13	\$802	\$11,692

Mow		
Frequency	Price Per Service	Total
20	\$830	\$16,592
20	\$677	\$13,546
20	\$649	\$12,980
20	\$1,368	\$27,361
20	\$540	\$10,796
20	\$465	\$9,300
20	\$312	\$6,240
20	\$802	\$17,987

Respectfully,

Ryan Kral
Key Account Manager

M: 918-904-9077

Exterity, LLC
1200 Main St. 42nd Floor
Kansas City, MO 64105



8 attachments

- Exterity - Manor ISD BME_Master Services Agreement 2024 - 2025.pdf 191K
- Exterity - Manor ISD BTE_Master Services Agreement 2024 - 2025.pdf 193K
- Exterity - Manor ISD DES_Master Services Agreement 2024 - 2025.pdf 195K
- Exterity - Manor ISD DMS_Master Services Agreement 2024 - 2025.pdf 191K
- Exterity - Manor ISD OME_Master Services Agreement 2024 - 2025.pdf 195K
- Exterity - Manor ISD PCE_Master Services Agreement 2024 - 2025.pdf 194K

QUOTE



JZ Landscaping LLC

1803 Serenity Dr. Pflugerville Tx 78660
512-431-2402

BILL TO

Manor ISD Maintenance 24-25

QUOTE

299

QUOTE DATE

04/15/2024

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
13	Blake Manor Elementary - 18010 Blake Manor Rd. , Manor Tx 78653	990.00	12,870.00
13	Bluebonnet Trail Elementary - 11316 Farmhaven Rd, Austin, TX 78754	500.00	6,500.00
13	Decker Elementary - 8500 Decker Ln. Austin Tx 78724	320.00	4,160.00
13	Decker Middle School - 8104 Decker Ln. , Austin Tx 78724	600.00	7,800.00
13	Oak Meadows Elementary - 5600 Decker Middle Ln. , Austin Tx 78724	900.00	11,700.00
13	Pioneer Crossing Elementary - 11300 Samsung Blvd , Austin Tx 78754	900.00	11,700.00
13	Shadowglen Elementary - 1200 Shadow Glen Trace , Manor Tx 78653	760.00	9,880.00
13	Wildhorse Elementary - 10400 Wildhorse Ranch Trial , Manor Tx 78653	900.00	11,700.00
13	Manor Rise Academy - 13300 N FM 973 Manor Tx 78653	960.00	12,480.00
		TOTAL	\$88,790.00

Thank you

TERMS & CONDITIONS

pricing for 13 cuts that includes (mowing , trimming and cleaning).

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name	Blake Manor Elementary School
Property Location	18010 Blake Manor Rd, Manor, TX 78653
Recipient	Manor ISD
Recipient Address	12716 Gregg Manor Road, Manor, TX 78653
Contact Name	Christian Garcia
Contact Email	christian.garcia@manorisd.net
Contact Phone	512-278-4058

Services Outline:	Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance			
No Chem Turf Maintenance, 13 Visits	\$ 792.35	13	\$ 10,300.55
Total Standard Services Annual Price:			\$ 10,300.55
Total Contracted Annual Amount:			\$ 10,300.55
Total Monthly Amount:			\$ 858.38

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name	Bluebonnet Trail Elementary School
Property Location	11316 Farmhaven Road, Austin, TX 78754
Recipient	Manor ISD
Recipient Address	12716 Gregg Manor Road, Manor, TX 78653
Contact Name	Christian Garcia
Contact Email	christian.garcia@manorisd.net
Contact Phone	512-278-4058

Services Outline:		Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance				
	No Chem Turf Maintenance, 13 Visits	\$ 762.41	13	\$ 9,911.33
Total Standard Services Annual Price:				\$ 9,911.33
Total Contracted Annual Amount:				\$ 9,911.33
Total Monthly Amount:				\$ 825.94

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name	Decker Elementary School
Property Location	8500 Decker Lane, Austin, TX 78724
Recipient	Manor ISD
Recipient Address	12716 Gregg Manor Road, Manor, TX 78653
Contact Name	Christian Garcia
Contact Email	christian.garcia@manorisd.net
Contact Phone	512-278-4058

Services Outline:		Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance	No Chem Turf Maintenance, 13 Visits	\$ 797.04	13	\$ 10,361.52
Total Standard Services Annual Price:				\$ 10,361.52
Total Contracted Annual Amount:				\$ 10,361.52
Total Monthly Amount:				\$ 863.46

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name
 Property Location
 Recipient
 Recipient Address
 Contact Name
 Contact Email
 Contact Phone

Decker Middle School
 8104 Decker Lane, Austin, TX 78724
 Manor ISD
 12716 Gregg Manor Road, Manor, TX 78653
 Christian Garcia
 christian.garcia@manorisd.net
 512-278-4058

Services Outline:		Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance				
	No Chem Turf Maintenance, 13 Visits	\$ 1,515.59	13	\$ 19,702.67
Total Standard Services Annual Price:				\$ 19,702.67
Total Contracted Annual Amount:				\$ 19,702.67
Total Monthly Amount:				\$ 1,641.89

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name	Manor Rise Academy
Property Location	13300 FM 973, Manor, TX 78653
Recipient	Manor ISD
Recipient Address	12716 Gregg Manor Road, Manor, TX 78653
Contact Name	Christian Garcia
Contact Email	christian.garcia@manorisd.net
Contact Phone	512-278-4058

Services Outline:	Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance			
No Chem Turf Maintenance, 13 Visits	\$ 1,217.56	13	\$ 15,828.28
Total Standard Services Annual Price:			\$ 15,828.28
Total Contracted Annual Amount:			\$ 15,828.28
Total Monthly Amount:			\$ 1,319.02

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name	Oak Meadows Elementary
Property Location	5600 Decker Lane, Austin, TX 78724
Recipient	Manor ISD
Recipient Address	12716 Gregg Manor Road, Manor, TX 78653
Contact Name	Christian Garcia
Contact Email	christian.garcia@manorisd.net
Contact Phone	512-278-4058

Services Outline:	Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance			
No Chem Turf Maintenance, 13 Visits	\$ 429.55	13	\$ 5,584.15
Total Standard Services Annual Price:			\$ 5,584.15
Total Contracted Annual Amount:			\$ 5,584.15
Total Monthly Amount:			\$ 465.35

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name	Pioneer Crossing Elementary
Property Location	11300 Samsung Blvd, Austin, TX 78724
Recipient	Manor ISD
Recipient Address	12716 Gregg Manor Road, Manor, TX 78653
Contact Name	Christian Garcia
Contact Email	christian.garcia@manorisd.net
Contact Phone	512-278-4058

Services Outline:	Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance			
No Chem Turf Maintenance, 13 Visits	\$ 545.12	13	\$ 7,086.56
Total Standard Services Annual Price:			\$ 7,086.56
Total Contracted Annual Amount:			\$ 7,086.56
Total Monthly Amount:			\$ 590.55

Keller Landscape Services Pricing

Contract Start Date: July 1, 2024

Property Name	ShadowGlen Elementary
Property Location	12000 Shadowglen Trace, Manor, TX 78653
Recipient	Manor ISD
Recipient Address	12716 Gregg Manor Road, Manor, TX 78653
Contact Name	Christian Garcia
Contact Email	christian.garcia@manorisd.net
Contact Phone	512-278-4058

Services Outline:		Per Cycle (\$)	Cycles (#)	Annual Price (\$)
Turf Maintenance	No Chem Turf Maintenance, 13 Visits	\$ 317.51	13	\$ 4,127.63
Total Standard Services Annual Price:				\$ 4,127.63
Total Contracted Annual Amount:				\$ 4,127.63
Total Monthly Amount:				\$ 343.97

Manor ISD Pricing Sheet



Property	Mow/Blow/Line Trim 13x	
	Month	Year
Blake Manor Elementary	\$ 858.38	\$ 10,300.55
Bluebonnet Trail Elementary	\$ 825.94	\$ 9,911.33
Decker Elementary	\$ 863.46	\$ 10,361.52
Decker Middle School	\$ 1,641.89	\$ 19,702.67
Manor Rise Academy	\$ 1,319.02	\$ 15,828.28
Oak Meadows Elementary	\$ 465.35	\$ 5,584.15
Pioneer Crossing Elementary	\$ 590.55	\$ 7,086.56
Shadowglen Elementary	\$ 343.97	\$ 4,127.63
	\$ 6,908.56	\$ 82,902.69

LANDSCAPE SERVICES CONTRACT

THIS LANDSCAPE MANAGEMENT CONTRACT (the "Contract") is made on April 27, 2024 (the "Effective Date") by and between Keller Commercial & Home Services, Inc. ("Contractor") located at PO Box 1243 Georgetown, TX. 78627 and Manor Independent School District ("Client"), located at 12716 Gregg Manor Road, Manor, TX 78653. Contractor and Client hereinafter collectively referred to as (the "Parties") or individually referred to as a ("Party").

WHEREAS, Contractor provides landscaping services;

AND WHEREAS, Client desires to obtain the landscaping services of Contractor pursuant to the terms and conditions herein.

NOW, THEREFORE, in consideration of the promises and other good and valuable considerations set forth, the Parties agree as follows:

I. SERVICES

- A. Contractor and Client hereby agree that Contractor shall provide landscaping services to Client for the locations at the following addresses or areas (the "Premises"):

Property Location

- B. Contractor shall provide services to the Client, per Exhibit A, the Schedule of Services.
- C. Contractor shall furnish the Services, including all labor, materials, and equipment.
- D. The Services shall be performed subject to the specifications described in Exhibit B of this Contract.

II. TERMS

- A. The term shall commence on July 1, 2024 (the "Commencement Date") and shall continue for a period of 12 months (the "Term"), and shall renew for additional twelve (12) month terms (each an "Extension Term" or additional "Term") subject to price adjustments detailed in Section V of this Contract on the anniversary date of the Contract unless terminated by either Party by providing sixty (60) days written notice prior to the end of the then current Term. The Party wishing to not renew the contract must provide a wet-signed notice to the other Party via certified mail to the address defined in Section XII. D. of this Contract. The receiving Party must have this notice in-hand at least sixty days prior to the end of the then current Term. This notice will only be accepted if Client has no overdue balances.

III. CONTRACTOR RESPONSIBILITIES

- A. Contractor hereby agrees as follows:
- i. Contractor shall commence the Services contemplated herein on the Commencement Date and shall perform all of the Services diligently and using its best efforts to conform to local standards and practices.
 - ii. Contractor shall provide Client a mutually agreed upon work schedule for the Services to be performed which is attached hereto as Exhibit A.
 - iii. Contractor shall at all times keep employed an adequate number of staff to perform the Services contemplated herein.
 - iv. Contractor shall provide all equipment and supplies that are necessary to perform the Services at the Premises.

IV. CLIENT RESPONSIBILITIES

A. Client hereby agrees as follows:

- i. Client shall grant Contractor access to the Premises at the mutually agreed upon times for performance of the Services.
- ii. Client shall remit payment to Contractor per the terms of Section V of this Contract for the Services performed so Contractor can continue adhering to its obligations.
- iii. Client shall review irrigation inspection reporting in a timely manner and inform Contractor if proposals for repairs are approved or not approved within 21 days.

V. FEES

- A. Client shall pay Contractor the sum of \$6,908.56 including tax (unless exempt) per month (the "Fees") for the Services to be performed at the Premises. In addition, Contractor is authorized to make necessary irrigation repairs at the Premises, given the monthly aggregate repairs shall not exceed 10% of the monthly maintenance Fees, without Client approval.
- B. Invoices will be sent on or about the 1st day of each month for current month's services (i.e. April services billed April 1) and payment shall be due by the last day of the same month. A service charge of 5.00% per month may be added to all overdue balances.
- C. The Contractor, in its sole discretion, may choose to stop service if any invoice goes more than 15 days past due and may continue not servicing the Client until the Contractor receives full payment from the Client, bringing their account in good standing. In the event the Contractor must utilize legal representation, issue a law suit, involve a collections agency, or any other means and methods that cause the Contractor to incur costs in an attempt to collect a balance due by the Client, the Client shall reimburse the Contractor for 110% of all expenses.
- D. The Fees will be subject to an upward price adjustment every 12 months of 3.50%

VI. CONTRACTOR'S EMPLOYEES

- A. Contractor shall use its own employees and sub-contractors for the Services to be performed.
- B. The Parties acknowledge that the relationship between Client and Contractor is that of an independent contractor and client and Contractor alone has exclusive control and supervision of its staff, employees and sub-contractors. Nothing herein shall be construed to mean that Contractor or any of its staff, employees or sub-contractors are agents, employees or representatives of Client.
- C. Contractor shall at all times ensure that industry-accepted safety standards and practices are followed while performing the Services. The contractor shall at all times comply with all ordinances, regulations, and other legal requirements and obligations of the applicable jurisdiction while performing the Services.

VII. INSURANCE

- A. Contractor shall at all times maintain liability insurance coverage to cover any claims for injuries to person or damages to property which may arise in connection with the performance of the Services by Contractor, its staff, employees and sub-contractors. The policy shall be in an amount of not less than One Million Dollars (\$1,000,000) General Aggregate. Contractor shall also provide worker's compensation insurance for its staff, employees and sub-contractors in compliance with state requirements. Client may at any time request that Contractor provide

proof of liability and worker's compensation insurance and any other certificates or documents reflecting that Contractor is in full compliance with all legal requirements and obligations for companies providing landscape services.

VIII. NON-EXCLUSIVITY

- A. The Parties acknowledge that the Services to be performed hereunder are non-exclusive and that Client shall have the right to contract with a third party for the same or similar services for which Contractor is engaged, but may only do so at other properties. Contractor shall have exclusive rights to perform all landscape maintenance services at the Premises bound by this Contract. Similarly, Contractor is free to enter into contracts to perform the same or similar services for third parties.

IX. EVENTS OF DEFAULT

- A. In the event of non-performance by either Party of any of its obligations contained herein, the non-defaulting Party shall serve the defaulting Party with written notice of the alleged breach. Such notice must be delivered via certified mail to the defaulting Party at the address described in Section XII. D. of this Contract. Such notice must cite a specific violation(s) of Exhibit B of this Contract, shall not be general in nature, and must include photo documentation or other proof of default. This notice will only be accepted if Client has no overdue balances. General statements or dissatisfaction with the other Party shall never constitute default under this Contract. The exception to this delivery method is the Contractor's attempt to collect monies owed under this Contract from the Client. Contractor may deliver such payment notices via email or phone call in an attempt to collect debts owed. The defaulting Party shall have 15 Days from the date of such notice to cure and rectify any non-performance or non-compliance. Upon the correction of any non-performance or non-compliance by the defaulting Party, the Contract shall continue for the duration of the Term or Extension Term. In the event that the defaulting Party fails to correct any non-performance or non-compliance issue within the time frame set out above, the non-defaulting Party may terminate this Contract upon 30 day written notice of cancellation, which must be delivered via certified mail at the address described in Section XII. D. of this Contract no more than five days after the end of the 15 day rectification period.

X. INDEMNIFICATION

- A. Contractor shall indemnify and hold Client, its subsidiaries, officers, directors, employees and agents harmless from and against any loss, liability, damage, which may arise out of or in connection with the Services performed hereunder, save and except for the gross negligence and willful misconduct of Client, its subsidiaries, officers, directors, employees and agents.
- B. Contractor shall at all times be solely responsible and liable for any damages caused by its staff, employees or sub-contractors to any of the Client's equipment, property or fixtures and shall make all repairs and/or replacements for any such damage without cost to Client.

XI. EXCLUSIONS

Services not included in contract unless specified in special provisions:

- i. Pruning of trees above 8' canopy;
- ii. Pruning of limbs >2" diameter below the 8' canopy;
- iii. Cleaning of gutters or drains;
- iv. Watering not accomplishable by the irrigation system;
- v. Clean up of excessive trash or other non-landscape materials in the maintained area;
- vi. Control of rodents, birds, bees, or applying deer repellent;
- vii. Post-storm clean up services;

- viii. De-icing of walks and entries;
- ix. Ant control in the secondary area;
- x. Pest and disease control in turf and ornamentals;
- xi. Fertilizers, pre-/post-emergent in secondary areas;
- xii. Any other service not explicitly stated on the Schedule of Services or Landscape Management Specifications.

XII. GENERAL PROVISIONS

- A. This Contract shall extend to and bind the respective successors and assigns of the Parties hereto. In the event the Premises or Client is sold to another party, this Contract shall remain in full force and effect with the successor. Furthermore, if the Client is a management company or is represented by a management company, this Contract shall be in full force and effect in the event the management company is relieved of its duties, or a new management company is hired.
- B. This Contract and its exhibits herein constitute the entire agreement between the Parties and supersede all prior agreements, representations, warranties, statements, promises, information, arrangements and understandings, whether oral or written, express or implied, with respect to the subject matter hereof.
- C. This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument. This Contract may be executed and delivered electronically with the same force and effect as if it were executed and delivered by the Parties simultaneously in the presence of one another.
- D. Any notices to be delivered pursuant to this Contract shall be delivered to:

in the case of Client to:

Manor Independent School District
c/o Chris Garcia
12716 Gregg Manor Road, Manor, TX 78653

in the case of Contractor to:

Keller Commercial & Home Services, Inc.
PO Box 1243.
Georgetown, TX 78627

and, in each case, mailed by ordinary mail, postage prepaid, or delivered to that address; and, if mailed as aforesaid, any such notice shall have been deemed to have been given on the fifth (5th) business day following that on which the letter containing the notice was posted. If any notice is given by electronic communication, such notice shall be deemed to be delivered on the day of transmittal thereof if given before 5:00 pm central standard time of the recipient and on the next business day if given after such time. Any party may change its address for a notice from time to time by notice given in accordance with the foregoing.

- E. In the event a court of competent jurisdiction finds any provision of this Contract invalid or unenforceable, the remaining terms shall remain in full force and effect.
- F. This Contract shall be governed in accordance with the laws of the State of Texas. The Parties hereby irrevocably submit to the jurisdiction of the courts of the State of Texas located in Travis County, Williamson County, Bell County, Hays County, or any other counties that services are performed. In any suit or arbitration regarding the Contract, the prevailing party shall be entitled to reasonable attorneys' fees and costs.

G. The Parties agree that this document may be consented to via electronic transmission and execution in conformance with applicable law, including but not limited to Texas Business and Commerce Code §322.001, et seq. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and a single instrument.

H. Price is valid for 30 days from receipt of contract.

– {Signature Page To Follow} –

IN WITNESS WHEREOF the Parties hereto have duly executed this Contract as of the Effective Date.

CLIENT: Manor Independent School District


Signature

Title

Printed

Date

CONTRACTOR: Keller Commercial & Home Services, Inc.



Signature

General Manager

Title

Domenic Battelli

Printed

5.21.2024

Date

- {Remainder of Page Intentionally Left Blank} -

EXHIBIT A: SCHEDULE OF SERVICES

Blake Manor Elementary School *(Number of visits per month may vary due to day of service)*

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT A: SCHEDULE OF SERVICES													
Bluebonnet Trail Elementary School							<i>(Number of visits per month may vary due to day of service)</i>						
Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT A: SCHEDULE OF SERVICES													
Decker Elementary School													<i>(Number of visits per month may vary due to day of service)</i>
Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT A: SCHEDULE OF SERVICES

Decker Middle School													
<i>(Number of visits per month may vary due to day of service)</i>													
Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT A: SCHEDULE OF SERVICES

Manor Rise Academy *(Number of visits per month may vary due to day of service)*

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT A: SCHEDULE OF SERVICES													
Oak Meadows Elementary													<i>(Number of visits per month may vary due to day of service)</i>
Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT A: SCHEDULE OF SERVICES

Pioneer Crossing Elementary *(Number of visits per month may vary due to day of service)*

Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT A: SCHEDULE OF SERVICES													
ShadowGlen Elementary													<i>(Number of visits per month may vary due to day of service)</i>
Service	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No Chem Turf Maintenance, 13 Visits	1	1	1	1	2	1	1	1	1	1	1	1	13

EXHIBIT B: LANDSCAPE MANAGEMENT SPECIFICATIONS

The following specifications outline and define how the Contractor will service the Client's Premises. If the Client has not contracted with the Contractor for a specific service or cycle count defined below under this Contract, the Contractor shall not be liable for upholding the outlined specification for such service. All Services shall be performed according to the schedule in Exhibit A.

Lawn Maintenance. Contractor shall mow the turf areas with a powered, rotary mower at a height of 2 ½" to 4 ½", depending on the type of turf at the Premises. The Contractor will not mow during wet or extreme weather conditions, and the Client shall not receive a credit for the month in which a service is missed, as the Contractor can make this visit up in the impending months. During the mowing visit, the Contractor shall trim around all obstacles, edge against all hard surfaces, and blow off all excess debris. The Contractor shall also remove litter and small tree branches that have fallen into the turf or onto hard surfaces.

Bed Maintenance.

1. *Weeds:* All beds shall be weeded as needed throughout the service visits to maintain a neat appearance. Smaller weeds shall not be hand weeded; rather, a sprayed chemical may be used by the Contractor to kill these weeds.
2. *Shrubs:* All shrubs and groundcovers shall be pruned as needed to remove all dead or damaged branches and to maintain the natural form of the shrub or ground cover. In areas where the shrubs have been intended by the designer or landscape architect to have a more formal shape, the Contractor shall abide by those guidelines. Plants and shrubs that are overhanging a passageway shall be pruned so as not to impede on any passersby along the passageway. The entire Premises shall have uniformity in the way in which shrubs and groundcovers are maintained, with industry standard shapes.

Perennial Pruning. Perennial plant material will not be cut back until first frost, or majority of plant has become dormant. Roses will not be cut back until after January 1st and only with approval from the Client. All trimmings will be removed from the property.

Chemical Program.

1. *Turf:*
 - a. Pre-Emergent Control - All turf areas shall be treated with a pre-emergent herbicide twice yearly: in spring between February 1 and March 31, and in fall between October 1 and November 1. The pre-emergent must receive 0.511 of rain or be watered in within 10 days of application. Areas seeded with wild-flowers or rye seed shall be identified by the Client and shall not be treated with pre-emergent herbicide.
 - b. Post Emergent Control - All turf areas shall receive two applications of post emergent weed control product. These applications will take place 1 month after pre-emergent product is applied. Before applying herbicides, the type of weed shall be identified, and the control selected accordingly, using the most effective control for the species, the location and the season. Weeds shall not be allowed to grow in paved areas such as driveways, walks, or curbs. Weeds may be removed manually or sprayed with a herbicide. The Client shall be provided with the labeling (MSDS) for each herbicide proposed upon request. Post emergent will be sprayed at the manufacturer's recommended rates.
 - c. Fertilizer - Based on property specific soil testing, fertilizer will be applied to all turf areas in a manner with a suitable NPK ratio that attempts to achieve vegetative growth and good green color, good root development, disease resistance, drought tolerance, and winter hardiness. A proper fertilization program is dependent on adequate watering from a fully functioning irrigation system and Client should expect less efficacy from their chemical program if irrigation repairs are not approved. The fertilizer must receive 0.511 of rain or be watered in within 10 days of application.
2. *Beds:* All beds will be treated with a pre-emergent herbicide twice yearly: in spring between February 1 and March 31, and in fall between October 1 and November 31. The pre-emergent must receive 0.511 of rain or be watered in within 10 days of application. Areas

seeded with wild-flowers or rye seed shall be identified by the Client and shall not be treated with pre-emergent herbicide. Beds will also be treated with a post emergent weed control product during each visit to help suppress the growth of weeds.

Irrigation System Maintenance. The Contractor shall perform irrigation inspections and controller checks per the schedule outlined on Exhibit A. During such inspections, the Contractor will ensure the controller(s) are fully operational via a visual inspection of the controller(s). At each inspection, the Contractor will turn on each zone in the system, visually checking all heads for adequate coverage, adjusting as needed. The Contractor will also fill out an irrigation inspection form, noting all apparent issues with the irrigation system and will return such form to the Client with an associated repair proposal subject to the provision in Section V. A. of this Contract. In the event the Client does not approve repairs on the monthly irrigation inspection, the Contractor shall not be liable for the health of the plants and turf at the property, and may, in its sole discretion and without monetary credit issued to the Client, elect to not distribute chemicals due to the high risk of burning up turf and/or plants beds and trees if the irrigation system is not fully functional. Irrigation systems are fluid with many moving parts that wear out, are impacted by surface intrusions, and fail from normal wear and tear. The health of your irrigation system will require an appropriate amount of budget to properly maintain in a fully functioning and environmentally conscious manner. If proposals for repairs are not approved, Client should expect there to be additional issues on subsequent monthly reporting caused by not approving repairs for the then current issues.

Mulch. The Contractor shall apply no more than 2" of hardwood mulch to all plant beds and tree wells on the Premises that show obvious signs of having previously received mulch. The Contractor will take special care not to over-mulch a 3" radius from all tree trunks. In the event the beds become over-mulched, the Contractor shall issue a proposal to the Client to remove old mulch from the plant beds and tree wells. The Contractor shall turn the mulch post-installation a minimum of one time per quarter. The Contractor's proposal under the "Landscape Service Pricing" shall include a number of bags or cubic yards that will be installed. Mulch will be installed within 30 days before or after the month marked on the service schedule.

Seasonal Color. The Contractor shall remove seasonal color remaining from the previous season and plant a minimum of 4" pots no more than 8" OC to all areas that are to receive seasonal color as agreed upon between the Client and the Contractor. The Contractor's proposal under the "Landscape Service Pricing" shall include a number of flats that will be installed. The Contractor shall plant seasonal color that is between 40% and 70% bloomed and will use varieties that are appropriate for the locations in which the Contractor will install the color. Limitations on selection include the population of certain animals in the area such as deer, as well as sun and shade requirements. The seasonal color shall not be warranted against disturbances by animals. Seasonal color will be installed within 30 days before or after the month marked on the service schedule.

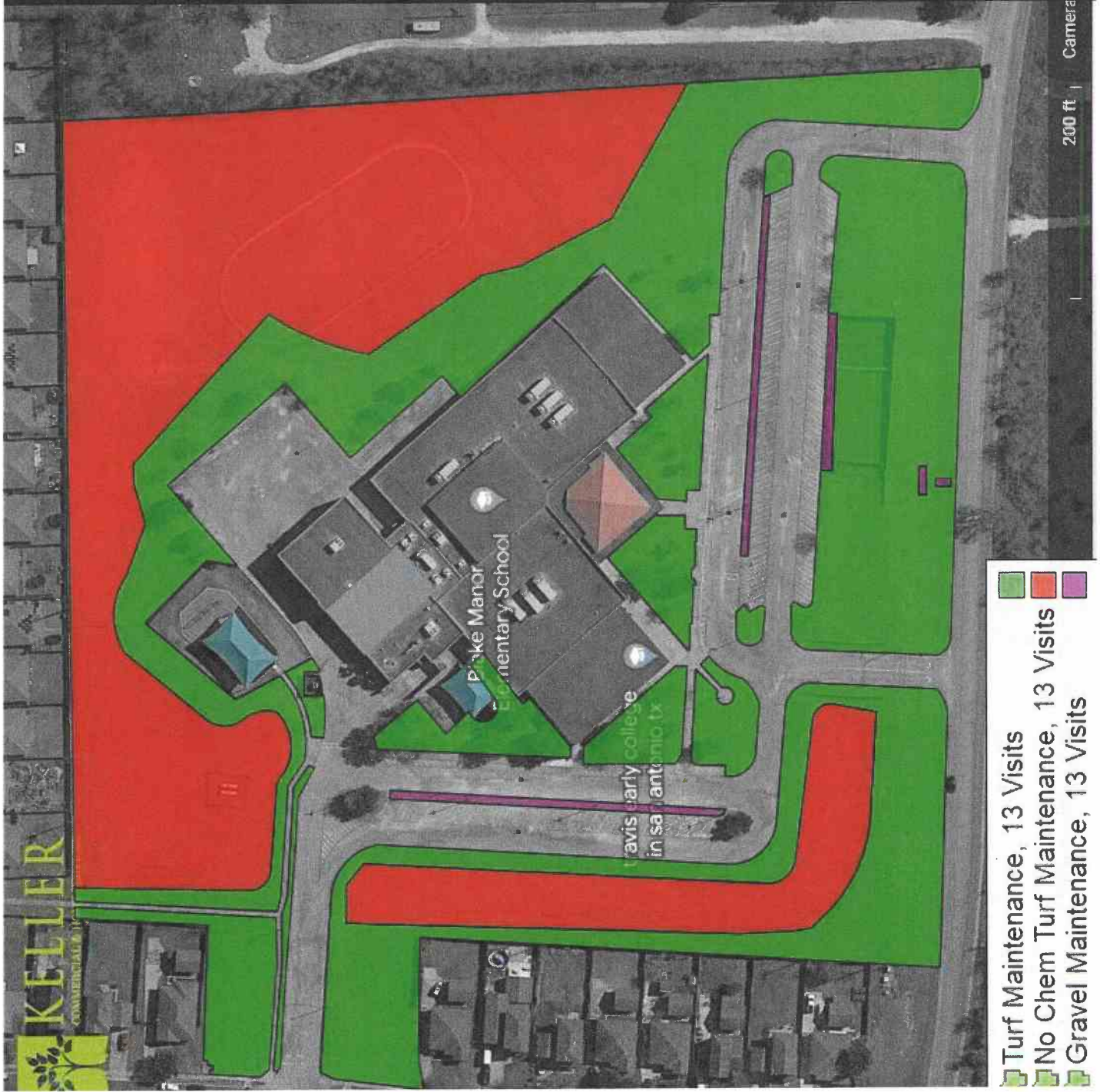
Arbor Care. As part of its normal service, the Contractor shall maintain the canopy of all trees above 8' in height. Limbs will be removed that are less than 2" in the caliper and below 8' in height. Additional tree height pruning and thinning as well as canopy shaping can be performed by the Contractor, according to industry specifications for an additional fee, unless specifically included in the Contract. Crape Myrtle pruning shall be performed between December 25-February 25, and it will include a complete sheering of all limbs of the crape myrtle trees less than 6mm or number 2 pencil. The Contractor has licensed arborists on staff to evaluate all diseases and recommend treatments, deep root fertilization, and other tree care practices at the request of the Client for an additional fee.




Winter Rye. Overseeding winter rye occurs in the month of October, or as seasonal temps allow. The process starts first by scalping the permanent turf down to 1 ½" or less, bagging, and hauling away debris. The Contractor shall then apply rye seed to the scalped area at a rate of no less than ten pounds per one thousand square feet. The irrigation system shall run a minimum of twenty minutes daily to ensure healthy germination. As seedlings start to appear, the Contractor shall apply a balanced granular fertilizer such as an 18-6-12 to promote ryegrass growth. After establishment, the Contractor shall mow the ryegrass at a height of 2 ½ - 3 ½" at least one time every ten days.

Leaf Cleanups. During a leaf cleanup visit, the Contractor shall remove all leaves from turf and plant bed areas as well as hard surfaces. To do so, the Contractor may blow all leaves into a pile or rake all leaves into a pile, collect them in trash bags, and haul off. As an alternative method, the Contractor may also finely mulch a portion of the leaves into the turf areas utilizing a rotary mower and then haul off all other leaves. During seasons of major leaf dropping contractor will document after each clean up, so to keep major stakeholder in loop on conditions.



Porter Service. The Contractor shall haul off bags from exterior trash receptacles and replace them with new trash bags, blow walkways and major entrances. The Contractor may also replace pet waste bags if contracted to do so.

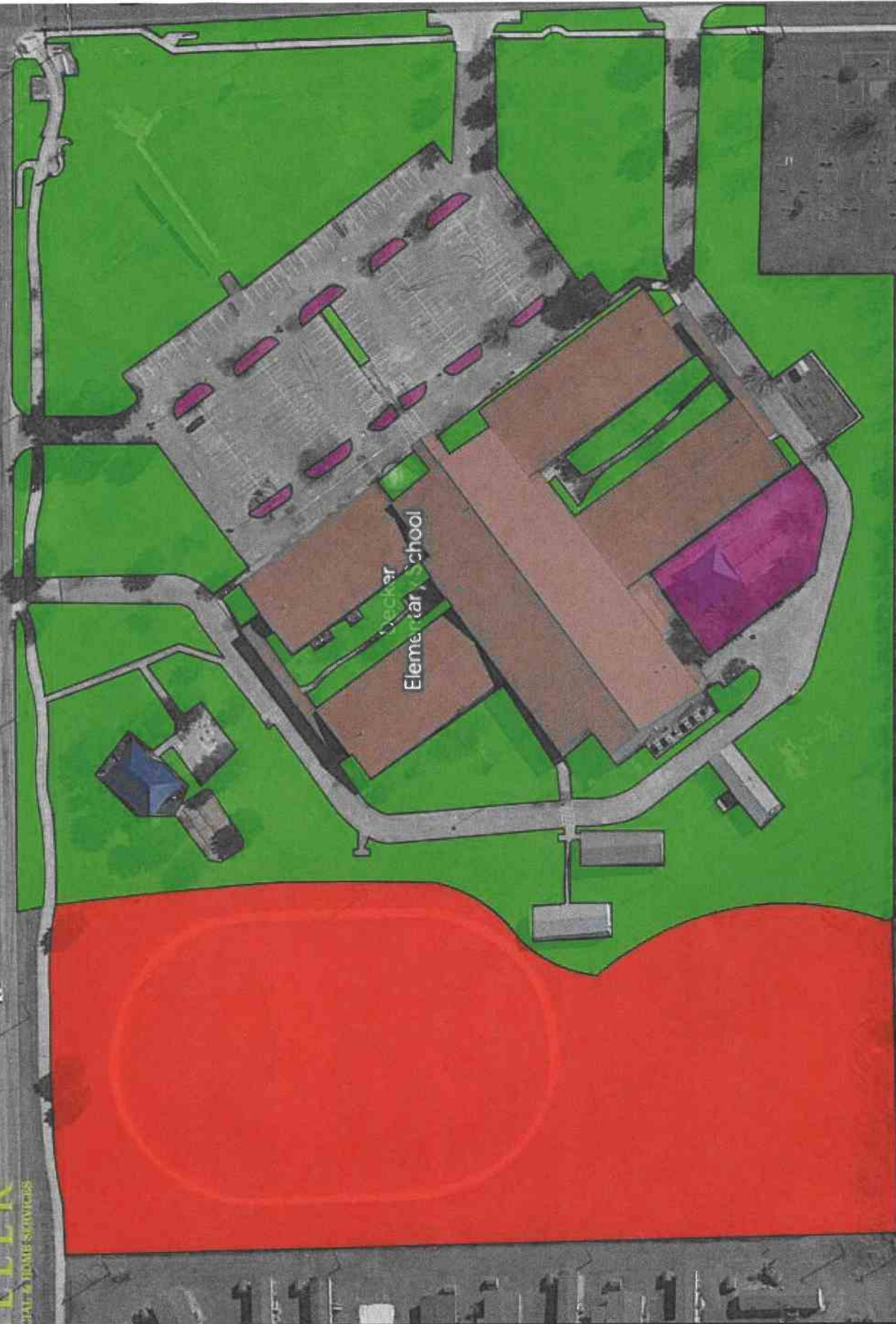
Power Washing. The Contractor shall utilize a motorized power washer with Client-provided water on site to wash off all contracted hard surfaces, walls, or kiosks. If needed, the Contractor may also use a cleaning chemical agent to clean the surfaces.



-  Turf Maintenance, 13 Visits
-  No Chem Turf Maintenance, 13 Visits
-  Gravel Maintenance, 13 Visits






-  Turf Maintenance, 13 Visits
-  No Chem Turf Maintenance, 13 Visits



- Turf Maintenance, 13 Visits
- No Chem Turf Maintenance, 13 Visits
- Gravel Maintenance, 13 Visits

Iglesia Bautista Berea

-  Turf Maintenance, 13 Visits
-  No Chem - Turf Maintenance, 13 Visits
-  Gravel Maintenance, 13 Visits



KELLER
COMMERCIAL & HOME SERVICES

Decker United Methodist Church



200 ft | Camera: 3,286 ft 30°



No Chem Turf Maintenance, 13 Visits
Pond Maintenance, 12 Visits

300 ft. Camera: 2,881 ft 30°21'

-  Turf Maintenance, 13 Visits
-  No Chem - Turf Maintenance, 13 Vis...
-  Gravel Maintenance, 13 Visits





Turf Maintenance, 13 Visits
Gravel Maintenance, 13 Visits





KELLER
COMMERCIAL & HOME SERVICES





22-004

Miscellaneous Contracted Services

Issue Date: 1/21/2022

Questions Deadline: 1/17/2025 05:00 PM (CT)

Response Deadline: 1/31/2025 01:50 PM (CT)

Contact Information

Contact: Susan Arbuckle

Address: Purchasing

Bldg B

16101 Hwy 71, West Bldg B

Austin, TX 78738

Phone: (512) 533-6039

Email: arbuckles@ltsidschools.org

Event Information

Number: 22-004
Title: Miscellaneous Contracted Services
Type: Request for Proposal - Informal
Issue Date: 1/21/2022
Question Deadline: 1/17/2025 05:00 PM (CT)
Response Deadline: 1/31/2025 01:50 PM (CT)
Notes: Lake Travis Independent School District is accepting proposal responses for the following products or services:

Miscellaneous Contracted Services

in accordance with the instructions, terms and conditions, and requirements/specifications contained in this Solicitation. Note the specific requirements represented by 'Attachments' and 'Attributes'.

Please direct any questions regarding this bid to Susan Arbuckle, Buyer, through the questions and answers tab. Request for proposals shall be submitted electronically through the Lake Travis ISD eBid system. Bidder is required to read and respond to all Attributes and to comply with all bid terms.

Although the District is legally required to accept paper bids, we strongly request that bidders submit this bid electronically through eBidding. Please feel free to call us at 512.533.6039 if you require any assistance with this submittal. Electronic bidding will eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Your cooperation is appreciated.

Ship To Information

Address: Various District Locations
Austin, TX 78738

Billing Information

Contact: Accounts Payable Coordinator -
Tamara Odenthal
Address: Business Services
Administration
3322 Ranch Road 620 South
Austin, TX 78738
Phone: (512) 533-6012
Email: odenthalt@ltsidschools.org

Bid Attachments

Terms and Conditions for Solicitations V04 Jan 2022.pdf

Terms and Conditions for Solicitations V04 Jan 2022

[View Online](#)

Contractor Criminal History and Fingerprinting Certification January 2022 - fillable.pdf

Contractors' form to certify criminal history and fingerprinting status.

[View Online](#)

2022 LTISD Vendor Information Form.pdf

[View Online](#)

Information to assist LTISD Business Office add vendor to the financial system.

2018 Vendor W9.pdf

[View Online](#)

FILLABLE W9 Form for the LTISD Business Office

Requested Attachments

Vendor Information Form 2022

(Attachment required)

Please complete and attach to the bid response. You may find a fillable form on the bid attachments tab.

W9 Form

(Attachment required)

Please attach a currently signed W9. You may find a fillable W9 form on the attachments tab of the bid.

Contractor Criminal History and Fingerprinting Certification

(Attachment required)

Please complete the Contractor Criminal History and Fingerprinting Certification and attach to the bid response.

Bid Attributes

1 Informal Proposal Information

Lake Travis ISD has an ongoing need for **Miscellaneous Contracted Services**.

LTISD seeks to create a list of awarded Contractors from which to obtain these services. Examples of contracted services includes but are not limited to: Glass Repair Services, Towing Services, Dry Cleaning, Delivery Services, Overhead Door Maintenance, Equipment Rentals, Industrial Equipment Repairs, Material Handling Equipment Repair Services, Binding/Laminator Repair Services, Electronic Transcribing Services, Pressure Washing Services, Installation Services, Elevator Repairs Services, etc. When LTISD has a need for these services, the District may use the list of vendors as a primary source to obtain the service quotes. There is no obligation upon the District to use any particular Contractor and there is no guarantee of any quantity of orders. The District will choose the Contractor that best meets its needs.

This solicitation will be open through January 31, 2025 at 5:00 p.m. during which interested Proposers may submit a response for LTISD's evaluation. The District may, at its sole discretion, extend or close the solicitation via addendum. All Proposers whose responses meet the requirements stated herein will be awarded contracts and added to the list of awarded Contractors for the specified services.

Proposers who hold current awards from LTISD for similar services do not need to respond to this solicitation unless the other award is expiring. All Proposers are welcome, though.

Understand and Accept Requirements & Attachments

(Required: Check if applicable)

2 Term of Contract

The term of the contract shall be from Date of Award through 1/31/2025.

Understand Term of Contract

(Required: Check if applicable)

3 e-Bidding (IonWave)

IonWave

1. LTISD's IonWave portal is available at <https://ltisdschools.ionwave.net/>

2. With the exception of construction solicitations, LTISD utilizes IonWave as its exclusive solicitation platform.

- a. Official versions of LTISD's solicitation, associated documents, and any updates are only available through IonWave.
- b. Questions are only accepted through IonWave. Associated answers will only be posted in IonWave.
- c. Proposals are only accepted through IonWave.

3. The following are some important notes about IonWave:

- a. Logging in and/or uploading file(s) does not mean that the response is submitted. Proposers must successfully upload all the file(s) and must click the submit button before the Closing Time.
- b. Proposers will receive an email confirmation receipt once they finalize their submission. This will confirm that Proposers have successfully submitted their response.
- c. If an attribute is designated as Required, Proposers will not be able to complete their submission until the requirement is met.
- d. Uploading large documents may take significant time, depending on the size of the file(s) and Proposer's internet connection speed.
- e. The maximum upload file size is 250 MB. Please do not embed any documents within the uploaded files, as they will not be accessible or evaluated.

Understand and Accept Requirements & Attachments
(Required: Check if applicable)

4 General Solicitation Requirements

Governing Documents

This Solicitation shall be governed by the following documents unless an exception is otherwise taken within this Solicitation. Documents are incorporated by reference only, and are not attached as part of this Solicitation.

1. Texas Education Code [44.031](#) - 44.047.
2. Purchasing and Acquisition, LTISD Policy [CH \(Legal\)](#).
3. Purchasing and Acquisition, LTISD Policy [CH \(Local\)](#).
4. General Terms and Conditions for Purchasing Solicitations and Contracts, Version 03, reference Document #GTC-03, dated April 9, 2021.

Request for Clarification, Interpretation, and Questions

All requests for clarification, interpretations, and/or questions for this solicitation shall be submitted and answered through the "Questions" tab within this electronic solicitation. All requests must be submitted prior to the date indicated as the "Question Cutoff Date". Only fully completed requests for valid and current solicitations will receive a response; late or delinquent requests will not be entertained or answered.

Each question, clarification or interpretation request must include all pertinent information required to receive a response. Failure to provide all information may delay a response from the District. The District reserves the right to inform the requester that the response to their request may be submitted through an addendum to all interested vendors and not be addressed directly through their request.

The respondent is discouraged from contacting the District's Buyer directly unless necessary.

Contact with District Personnel

Contact with other employees of the District outside the LTISD Purchasing Office is prohibited during the Solicitation process unless directed by the Buyer or other District Purchasing officers. Respondents that fail to comply with this requirement risk having their response disqualified.

Disclosure of Certain Relationships with Local Government Officials

Any individual or business entity that contracts or seeks to contract for the sale or purchase of property, goods, or services with Lake Travis ISD must file a Vendor Conflict of Interest Questionnaire with the LTISD Purchasing Office in accordance with Texas Local Government Code Chapter 176, not later than the 7th business day after the recipient becomes aware of facts that require filing. This requirement applies to a person who is an agent of a Vendor in the Vendor's business with the District. Forms are also posted at the Texas Ethics Commission's website at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.

District Employees

In reference of LTISD Policies CH (Local) Purchasing and Acquisition, and DBD(Local) Employment Requirements and Restrictions, all Respondents must disclose the name of any LTISD employee who owns, directly or indirectly, an interest in the Respondent's firm or any of its branches. Failure to provide such information may be grounds for disqualification of the response or cancellation of a contract resulting from this request. Purchase of services or equipment from a business owned in whole or in part by a District employee shall be permitted only when approved by the Superintendent and executed through a documented competitive process. Services that might be provided by the employee as an extension of the employee's regular job responsibilities shall not be considered.

Term of Contract / Quantities

The contract created by this solicitation will be a term contract to be in effect for the period indicated within the Solicitation. Any quantities listed within the Solicitation are a close approximation based on requirements and available funds, but the District reserves the right to purchase more or less than the estimated quantities, at the current Contract price, for the term of the agreement.

Criminal History and Fingerprinting Certification

Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history and fingerprinting record information regarding covered employees. Contractors must certify to the Lake Travis ISD that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Award of Contract

The District reserves the right to award the contract to one (1) single Contractor or multiple Contractors based on what is considered in the best interest of the District. LTISD reserves the right to accept or reject any or all offers, to waive all technicalities, and to accept the Proposal or Proposals that are determined to be the most favorable to LTISD.

LTISD reserves the right to verify the accuracy and completeness of all responses by using information available to it, without regard to whether such information appears in the submitted response to this solicitation. If, in the course of the solicitation process, LTISD determines that a Proposer has made a material misrepresentation or omission, the Proposer may be disqualified from consideration for award.

Acceptance of Attachments

The respondent, by checking this box and submitting a bid response, hereby affirms that they have read and agree to the terms and conditions as outlined in documents attached to this solicitation.

Understand and Accept Requirements & Attachments
(Required: Check if applicable)

5 Evaluation and Award

Awards will be made to multiple Contractors on an incremental basis during the solicitation offering period. Vendors are encouraged to submit responses as soon as possible. As proposal responses are received or on a periodic basis, they will be opened, evaluated, and either accepted or rejected by the district, based on the criteria outlined below. Awards will be made throughout the open period of this solicitation and will be made upon acceptance of a proposal response.

Proposers shall meet the following minimum requirements to be considered for evaluation and award:

- Vendor Information / History:
 - What is being proposed as applicable to the solicitation: (classroom supplies, books, art supplies, software/applications, etc.)
 - Payment options
 - Reputation and Quality of Goods/Services
 - 3 School Related References

Understand Evaluation and Award Criteria
(Required: Check if applicable)

6 Use of Federal Funds (EDGAR Requirements)

The District has elected to solicit requests to bid under the requirements set forth by the Code of Federal Regulations (CFR) Title 2 Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). As such, the Lake Travis ISD Purchasing Department requires district staff using federal funds for purchases made from vendors awarded to this contract to obtain an adequate number quotes in order to meet the requirements of the 2 CFR Part 200. The LTISD Purchasing Department and District staff members reserve the right to obtain quotes, negotiate pricing, and purchase from the vendor providing the quote deemed to be in the best interest of the District.

Understand Use of Fed. Funds (EDGAR Requirements)
(Required: Check if applicable)

7 Felony Conviction Notice

State of Texas Education Code, [Section 44.034](#), Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony". Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract". THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION The vendor is to certify that the information concerning notification of felony convictions has been reviewed and the information furnished is true to the best of my knowledge.

This company is a Publicly Held Corporation Owner/operator has not been convicted of a felony

Owner/operator has been convicted of a felony

(Required: Check only one)

8 Interlocal Agreements with other School Districts through the Central Texas Purchasing Alliance

A. *Membership.* LTISD is a member in good standing of the of the Central Texas Purchasing Alliance (CTPA) an alliance of over 40 school districts in Texas representing over a million students, sharing information, services and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through interlocal agreements.

B. *Adoption of Awarded Contracts.* In support of this collaborative effort, all awards made by LTISD may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a) (4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree. The goods and services provided under the contract will be at the same or better contract pricing and purchasing terms established by the originating district.

C. *Adopted Contract Management.* The adopting district shall be responsible for the management of the new contract and all payments to the contracted vendor. The originating district shall have no responsibilities under the new contract agreement.

I understand and accept the requirements
(Required: Check if applicable)

9 Bid Contact Name

List the name of the person who submitted this bid.

(Required: Maximum 250 characters allowed)

10 Bid Contact Phone Number

List the phone number of the person who submitted this bid. Include area code. List direct phone number when possible or list phone number with extension.

(Required: Maximum 1000 characters allowed)

11 Bid Contact Email Address

List email address of person submitting bid. This email address will be used for any questions concerning this bid and for notification of award.

(Required: Maximum 1000 characters allowed)

12 Bid Contact Address (Street)

List the street address for award notification, contract extensions, etc. for the bid contact. Use proper grammar and punctuation (i.e. 16255 Great Oaks Dr., Ste. 200)

(Required: Maximum 1000 characters allowed)

1
3 **Bid Contact Address 2 (City, State, Zip)**

List the city, state, and zip code for the address listed above. Use proper grammar and punctuation (i.e. Austin, TX 78738).

(Required: Maximum 1000 characters allowed)

1
4 **Quote Contact Name**

List the name of the person to contact to place orders or request services on behalf of this contract.

(Required: Maximum 1000 characters allowed)

1
5 **Quote Contact Phone Number**

List phone number of the person to call to place orders or request services on behalf of this contract. Include area code. List direct phone number when possible or list phone number with an extension. Please use the following format: 512-555-1212 x101

(Required: Maximum 1000 characters allowed)

1
6 **Quote Contact Email Address**

List the email address of the person to contact to place orders or request services on behalf of this contract.

(Required: Maximum 1000 characters allowed)

1
7

References: Number 1

The Bidder is to submit 1 of 3 total references that have contracted with their company to provide like products and/or services.

Please include:

- organization or company name
- address
- phone number
- contact person
- email address

It is recommended that the Proposer list school districts or other local government organizations equal to LTISD in size and structure, if possible. To expedite the evaluation process, e-mail is the preferred method of contact.

Note: Failure to supply complete reference information may be grounds for bid disqualification.

(Required: Maximum 500 characters allowed)

1
8

References: Number 2

Reference Number 2. Please include:

- organization or company name
- address
- phone number
- contact person
- email address

(Required: Maximum 500 characters allowed)

1
9

References: Number 3

Reference Number 3. Please include:

- organization or company name
- address
- phone number
- contact person
- email address

(Optional: Maximum 4000 characters allowed)

2
0

Executive Summary and Authorized Contact

Please provide a brief overview of your company and services that you provide.

(Required: Maximum 4000 characters allowed)

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Statement of Work

It is the intention of Lake Travis ISD, through this solicitation, to obtain a pool of qualified Contractors to provide Miscellaneous Contracted Services for the District on an as-needed basis. LTISD may obtain multiple quotes from awarded Contractors or from bid-approved purchasing cooperatives. LTISD may negotiate pricing at its sole discretion.

Proposer shall state the labor rates, response time, mileage rates and any additional fees and information. By submitting a proposal, Proposer guarantees that the listed labor rates will be honored for the duration of the contract unless written notice is submitted by Proposer to the LTISD Buyer at least 30 days in advance.

LTISD seeks quality products from its awarded Contractors. Contractor shall warrant its parts and supplies for a reasonable amount of time, with 90 days being the minimum acceptable warranty/replacement period.

I Understand and Accept

(Required: Check if applicable)

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Labor Rates

(Required: Maximum 1000 characters allowed)

2 3	Response Time <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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2 4	Mileage Rates and Additional Fees Please list any Mileage Rates, Trip Charges, or Additional Fees not included in the labor rate. <hr/> <hr/> <hr/> <p><i>(Required: Maximum 1000 characters allowed)</i></p>
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2 5	Payment - Purchase Orders Does your company accept Purchase Orders? <input type="checkbox"/> Yes <input type="checkbox"/> No <p><i>(Required: Check only one)</i></p>
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2 6	Vendor Information - Services Offered Provide a brief overview of your company's services. <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Required: Maximum 4000 characters allowed)</i></p>
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2 7	Software and Application Acknowledgement If software and/or applications are offered, the District may require additional response documents. The purchase approval of this category may require a multi-step review process in addition to this review and acceptance. <input type="checkbox"/> I understand and accept the requirements <p><i>(Required: Check if applicable)</i></p>
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2 8	Business History / Experience - Years How many years has the company been in the business providing the product(s)/service(s) indicated in the Solicitation. <input type="text"/> <p><i>(Required: Numbers only)</i></p>
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Vendor History with ISDs

Vendor reputation and historical quality of products/services will be considered. Indicate current or prior contract relationships. If a school district other than LTISD is indicated, that district **MUST BE LISTED AS ONE OF THE REFERENCES.**

A previous purchase or receipt of a Purchase Order from the District does NOT constitute a current contract. A current contract would be designated by a Notice of Award for a specific contract number with an expiration date.

- Currently under contract with LTISD Formerly under contract with LTISD
- Currently under contract with a different ISD Formerly under contract with a different ISD
- No current or past contracts

(Required: Check only one)

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Web Site Address

List web site address. If no website is available, please enter "none".

(Required: Maximum 1000 characters allowed)

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Warranty

Except as expressly stated, at a minimum, the warranty for all items provided shall be manufacturer's minimum standard warranty. Awarded Vendor shall be an authorized distributor or manufacturer of the product(s) offered.

- Understand Warranty Expectations

(Required: Check if applicable)

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LTISD Vendor Information Form

Complete the Vendor Information Form found in the ATTACHMENTS Tab of this solicitation. Failure to complete this form will delay potential award status.

- Will complete form in attachments and re-attach.

(Required: Check if applicable)

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W9

Please attach a W9 Form with a current signature date. (No more than 2 years from today's date.)

- I understand and accept the requirements

(Required: Check if applicable)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature



LTISD PURCHASING DEPARTMENT
16101 HWY 71, BLDG. B
AUSTIN, TX 78738

March 6, 2024

Subject: Notification of Award
Reference: 22-004 Miscellaneous Contract Services
Effective Date: 3/6/2024

Lake Travis ISD (District) is hereby notifying the following companies of the award for the solicitation referenced above. The contract from this award will be from the effective date above through January 31, 2025, with no options to extend.

Purchase Order(s) will be issued per the terms and conditions set forth in the contract. Please reference Lake Travis ISD's contract # 22-004 on all correspondence.

Keller Commercial & Home Services

Your company will be added to the District's Awarded Contracts List and made available to District staff with purchasing privileges. District staff will contact your company on an as needed basis and will request quotes for needed services at that time.

Please contact me if you have any questions concerning this award.

Sincerely,

A handwritten signature in black ink that reads "Cristy Soares". The signature is written in a cursive style.

Cristy Soares, CTSBO
Director of Purchasing
office (512) 533-6028
soaresc@ltsidschools.org



22-004

**Keller Commercial & Home Services
Keller Commercial & Home Services, Inc.
Supplier Response**

Event Information

Number: 22-004

Title: Miscellaneous Contracted Services

Type: Request for Proposal - Informal

Issue Date: 1/21/2022

Deadline: 1/31/2025 01:50 PM (CT)

Notes: Lake Travis Independent School District is accepting proposal responses for the following products or services:

Miscellaneous Contracted Services

in accordance with the instructions, terms and conditions, and requirements/specifications contained in this Solicitation. Note the specific requirements represented by 'Attachments' and 'Attributes'.

Please direct any questions regarding this bid to Susan Arbuckle, Buyer, through the questions and answers tab. Request for proposals shall be submitted electronically through the Lake Travis ISD eBid system. Bidder is required to read and respond to all Attributes and to comply with all bid terms.

Although the District is legally required to accept paper bids, we strongly request that bidders submit this bid electronically through eBidding. Please feel free to call us at 512.533.6039 if you require any assistance with this submittal. Electronic bidding will eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Your cooperation is appreciated.

Contact Information

Contact: Susan Arbuckle

Address: Purchasing
Bldg B
16101 Hwy 71, West Bldg B
Austin, TX 78738
Phone: (512) 533-6039
Email: arbuckles@ltidschools.org

Keller Commercial & Home Services Information

Contact: Domenic Battelli
Address: PO Box 1243
Georgetown, TX 78627
Phone: (512) 930-4769
Email: dom@kellerservicestx.com
Web Address: <https://www.kellerservicestx.com/>

By submitting your response, you certify that you are authorized to represent and bind your company.

Domenic Joseph Battelli

Signature

Submitted at 1/10/2024 03:09:06 PM (CT)

dom@kellerservicestx.com

Email

Supplier Note

Have a wonderful day! Thank you for your patience.

Requested Attachments

Vendor Information Form 2022

Lake Travis ISD Contract
12.20.23.pdf

Please complete and attach to the bid response. You may find a fillable form on the bid attachments tab.

Contractor Criminal History and Fingerprinting Certification

Contractor Criminal History and
Fingerprinting Certification
January 2022 - signed.pdf

Please complete the Contractor Criminal History and Fingerprinting Certification and attach to the bid response.

W9 Form

2018 Vendor W9-signed.pdf

Please attach a currently signed W9. You may find a fillable W9 form on the attachments tab of the bid.

Bid Attributes

1 Informal Proposal Information

Lake Travis ISD has an ongoing need for **Miscellaneous Contracted Services**.

LTISD seeks to create a list of awarded Contractors from which to obtain these services. Examples of contracted services includes but are not limited to: Glass Repair Services, Towing Services, Dry Cleaning, Delivery Services, Overhead Door Maintenance, Equipment Rentals, Industrial Equipment Repairs, Material Handling Equipment Repair Services, Binding/Laminator Repair Services, Electronic Transcribing Services, Pressure Washing Services, Installation Services, Elevator Repairs Services, etc. When LTISD has a need for these services, the District may use the list of vendors as a primary source to obtain the service quotes. There is no obligation upon the District to use any particular Contractor and there is no guarantee of any quantity of orders. The District will choose the Contractor that best meets its needs.

This solicitation will be open through January 31, 2025 at 5:00 p.m. during which interested Proposers may submit a response for LTISD's evaluation. The District may, at its sole discretion, extend or close the solicitation via addendum. All Proposers whose responses meet the requirements stated herein will be awarded contracts and added to the list of awarded Contractors for the specified services.

Proposers who hold current awards from LTISD for similar services do not need to respond to this solicitation unless the other award is expiring. All Proposers are welcome, though.

Understand and Accept Requirements & Attachments

2 Term of Contract

The term of the contract shall be from Date of Award through **1/31/2025**.

Understand Term of Contract

3 e-Bidding (IonWave)

IonWave

1. LTISD's IonWave portal is available at <https://ltisdschools.ionwave.net/>

2. With the exception of construction solicitations, LITSD utilizes IonWave as its exclusive solicitation platform.

a. Official versions of LTISD's solicitation, associated documents, and any updates are only available through IonWave.

b. Questions are only accepted through IonWave. Associated answers will only be posted in IonWave.

c. Proposals are only accepted through IonWave.

3. The following are some important notes about IonWave:

a. Logging in and/or uploading file(s) does not mean that the response is submitted. Proposers must successfully upload all the file(s) and must click the submit button before the Closing Time.

b. Proposers will receive an email confirmation receipt once they finalize their submission. This will confirm that Proposers have successfully submitted their response.

c. If an attribute is designated as Required, Proposers will not be able to complete their submission until the requirement is met.

d. Uploading large documents may take significant time, depending on the size of the file(s) and Proposer's internet connection speed.

e. The maximum upload file size is 250 MB. Please do not embed any documents within the uploaded files, as they will not be accessible or evaluated.

Understand and Accept Requirements & Attachments

4 General Solicitation Requirements

Governing Documents

This Solicitation shall be governed by the following documents unless an exception is otherwise taken within this Solicitation. Documents are incorporated by reference only, and are not attached as part of this Solicitation.

1. Texas Education Code 44.031 - 44.047.
2. Purchasing and Acquisition, LTISD Policy CH (Legal).
3. Purchasing and Acquisition, LTISD Policy CH (Local).
4. General Terms and Conditions for Purchasing Solicitations and Contracts, Version 03, reference Document #GTC-03, dated April 9, 2021.

Request for Clarification, Interpretation, and Questions

All requests for clarification, interpretations, and/or questions for this solicitation shall be submitted and answered through the "Questions" tab within this electronic solicitation. All requests must be submitted prior to the date indicated as the "Question Cutoff Date". Only fully completed requests for valid and current solicitations will receive a response; late or delinquent requests will not be entertained or answered.

Each question, clarification or interpretation request must include all pertinent information required to receive a response. Failure to provide all information may delay a response from the District. The District reserves the right to inform the requester that the response to their request may be submitted through an addendum to all interested vendors and not be addressed directly through their request.

The respondent is discouraged from contacting the District's Buyer directly unless necessary.

Contact with District Personnel

Contact with other employees of the District outside the LTISD Purchasing Office is prohibited during the Solicitation process unless directed by the Buyer or other District Purchasing officers. Respondents that fail to comply with this requirement risk having their response disqualified.

Disclosure of Certain Relationships with Local Government Officials

Any individual or business entity that contracts or seeks to contract for the sale or purchase of property, goods, or services with Lake Travis ISD must file a Vendor Conflict of Interest Questionnaire with the LTISD Purchasing Office in accordance with Texas Local Government Code Chapter 176, not later than the 7th business day after the recipient becomes aware of facts that require filing. This requirement applies to a person who is an agent of a Vendor in the Vendor's business with the District. Forms are also posted at the Texas Ethics Commission's website at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.

District Employees

In reference of LTISD Policies CH (Local) Purchasing and Acquisition, and DBD(Local) Employment Requirements and Restrictions, all Respondents must disclose the name of any LTISD employee who owns, directly or indirectly, an interest in the Respondent's firm or any of its branches. Failure to provide such information may be grounds for disqualification of the response or cancellation of a contract resulting from this request. Purchase of services or equipment from a business owned in whole or in part by a District employee shall be permitted only when approved by the Superintendent and executed through a documented competitive process. Services that might be provided by the employee as an extension of the employee's regular job responsibilities shall not be considered.

Term of Contract / Quantities

The contract created by this solicitation will be a term contract to be in effect for the period indicated within the Solicitation. Any quantities listed within the Solicitation are a close approximation based on requirements and available funds, but the District reserves the right to purchase more or less than the estimated quantities, at the current Contract price, for the term of the agreement.

Criminal History and Fingerprinting Certification

Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history and fingerprinting record information regarding covered employees. Contractors must certify to the Lake Travis ISD that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Award of Contract

The District reserves the right to award the contract to one (1) single Contractor or multiple Contractors based on what is considered in the best interest of the District. LTISD reserves the right to accept or reject any or all offers, to

waive all technicalities, and to accept the Proposal or Proposals that are determined to be the most favorable to LTISD.

LTISD reserves the right to verify the accuracy and completeness of all responses by using information available to it, without regard to whether such information appears in the submitted response to this solicitation. If, in the course of the solicitation process, LTISD determines that a Proposer has made a material misrepresentation or omission, the Proposer may be disqualified from consideration for award.

Acceptance of Attachments

The respondent, by checking this box and submitting a bid response, hereby affirms that they have read and agree to the terms and conditions as outlined in documents attached to this solicitation.

Understand and Accept Requirements & Attachments

5 Evaluation and Award

Awards will be made to multiple Contractors on an incremental basis during the solicitation offering period. Vendors are encouraged to submit responses as soon as possible. As proposal responses are received or on a periodic basis, they will be opened, evaluated, and either accepted or rejected by the district, based on the criteria outlined below. Awards will be made throughout the open period of this solicitation and will be made upon acceptance of a proposal response.

Proposers shall meet the following minimum requirements to be considered for evaluation and award:

- Vendor Information / History:
 - What is being proposed as applicable to the solicitation: (classroom supplies, books, art supplies, software/applications, etc.)
 - Payment options
 - Reputation and Quality of Goods/Services
 - 3 School Related References

Understand Evaluation and Award Criteria

6 Use of Federal Funds (EDGAR Requirements)

The District has elected to solicit requests to bid under the requirements set forth by the Code of Federal Regulations (CFR) Title 2 Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). As such, the Lake Travis ISD Purchasing Department requires district staff using federal funds for purchases made from vendors awarded to this contract to obtain an adequate number quotes in order to meet the requirements of the 2 CFR Part 200. The LTISD Purchasing Department and District staff members reserve the right to obtain quotes, negotiate pricing, and purchase from the vendor providing the quote deemed to be in the best interest of the District.

Understand Use of Fed. Funds (EDGAR Requirements)

7 Felony Conviction Notice

State of Texas Education Code, [Section 44.034](#), Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony". Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract". THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION The vendor is to certify that the information concerning notification of felony convictions has been reviewed and the information furnished is true to the best of my knowledge.

Owner/operator has not been convicted of a felony

8 Interlocal Agreements with other School Districts through the Central Texas Purchasing Alliance

A. *Membership.* LTISD is a member in good standing of the of the Central Texas Purchasing Alliance (CTPA) an alliance of over 40 school districts in Texas representing over a million students, sharing information, services and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through interlocal agreements.

B. *Adoption of Awarded Contracts.* In support of this collaborative effort, all awards made by LTISD may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a) (4) and as required by the adopting district's policies. There is no obligation on either party to participate unless both parties agree. The goods and services provided under the contract will be at the same or better contract pricing and purchasing terms established by the originating district.

C. *Adopted Contract Management.* The adopting district shall be responsible for the management of the new contract and all payments to the contracted vendor. The originating district shall have no responsibilities under the new contract agreement.

I understand and accept the requirements

9 Bid Contact Name

List the name of the person who submitted this bid.

Domenic Battelli

10 Bid Contact Phone Number

List the phone number of the person who submitted this bid. Include area code. List direct phone number when possible or list phone number with extension.

512-587-0899

11 Bid Contact Email Address

List email address of person submitting bid. This email address will be used for any questions concerning this bid and for notification of award.

dom@kellerservicestx.com

12 Bid Contact Address (Street)

List the street address for award notification, contract extensions, etc. for the bid contact. Use proper grammar and punctuation (i.e. 16255 Great Oaks Dr., Ste. 200)

PO Box 1243, Georgetown, TX. 78627

13 Bid Contact Address 2 (City, State, Zip)

List the city, state, and zip code for the address listed above. Use proper grammar and punctuation (i.e. Austin, TX 78738).

7400 Old 195. Florence, TX. 76527

14 Quote Contact Name

List the name of the person to contact to place orders or request services on behalf of this contract.

Ricardo Pelagio

15 Quote Contact Phone Number

List phone number of the person to call to place orders or request services on behalf of this contract. Include area code. List direct phone number when possible or list phone number with an extension. Please use the following format: 512-555-1212 x101

512-635-8022

1
6 **Quote Contact Email Address**

List the email address of the person to contact to place orders or request services on behalf of this contract.

ricardo@kellerservicestx.com

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7 **References: Number 1**

The Bidder is to submit 1 of 3 total references that have contracted with their company to provide like products and/or services.

Please include:

- organization or company name
- address
- phone number
- contact person
- email address

It is recommended that the Proposer list school districts or other local government organizations equal to LTISD in size and structure, if possible. To expedite the evaluation process, e-mail is the preferred method of contact.

Note: **Failure to supply complete reference information may be grounds for bid disqualification.**

Saddle Creek Community 5101 Sidesaddle Dr, Georgetown, TX 78626 512-773-2997 Tiffany Hunter
thunter@triconresidential.com

1
8 **References: Number 2**

Reference Number 2. Please include:

- organization or company name
- address
- phone number
- contact person
- email address

Santa Rita Ranch: Mirabaeu 101 Norcia Loop, Liberty Hill, TX 78642 512-852-7911 Cass Galloni
cassandra.galloni@goodwintx.com

1
9 **References: Number 3**

Reference Number 3. Please include:

- organization or company name
- address
- phone number
- contact person
- email address

No response

20 Executive Summary and Authorized Contact

Please provide a brief overview of your company and services that you provide.

Business Description The Company was formed on 03/1/2004 as S Corporation under Texas state laws and headed by Nicholas Keller. An effective, experienced, well-operating, good communicating team that loves to win is characterized by a combination of talent, dedication, and a shared commitment to excellence. Each member brings a unique skill set and perspective to the team, allowing for a diverse range of ideas and approaches. This team has a strong leader who sets clear goals, provides guidance, and fosters an environment of trust and collaboration. The leader understands the strengths and weaknesses of each team member and assigns tasks accordingly, ensuring that everyone is working to their full potential. They also serve as a motivator, inspiring each individual to strive for their best and instilling a sense of pride in the team's achievements. In terms of experience, each team member has proven their expertise in their respective roles. They have a deep understanding of their field and are continually seeking new knowledge and skills to stay ahead of the curve. This experience allows them to make informed decisions and handle challenges with confidence and efficiency. They are also adept at adapting to changing circumstances, making them adaptable and resilient. Effective communication is essential for this team's success. They actively listen to one another, encouraging open and honest discussions. They value the input and ideas of each member, creating a culture where everyone feels heard and respected. This enables them to quickly identify and resolve any issues that arise, fostering a smooth and efficient workflow. What sets this team apart is their shared love for winning. They are highly competitive and driven to be the best in their field. This shared passion fuels their energy and determination, pushing them to go above and beyond expectations. They celebrate success together and learn from their failures, constantly seeking ways to improve and elevate their performance. Overall, an effective, experienced, well-operating, and good-communicating team that loves to win is a powerhouse of talent and dedication. They collaborate seamlessly, communicate effectively, and strive for excellence in everything they do. Their shared enthusiasm for success propels them forward, setting them apart from the rest and making them a force to be reckoned with. Our business has been able to achieve ongoing landscape maintenance contracts with over 600 homeowners, and 200 Commercial Businesses, and completed thousands of successful landscape construction or improvements in the central Texas area. The company currently employs 83 full-time employees.

21 Statement of Work

It is the intention of Lake Travis ISD, through this solicitation, to obtain a pool of qualified Contractors to provide Miscellaneous Contracted Services for the District on an as-needed basis. LTISD may obtain multiple quotes from awarded Contractors or from bid-approved purchasing cooperatives. LTISD may negotiate pricing at its sole discretion.

Proposer shall state the labor rates, response time, mileage rates and any additional fees and information. By submitting a proposal, Proposer guarantees that the listed labor rates will be honored for the duration of the contract unless written notice is submitted by Proposer to the LTISD Buyer at least 30 days in advance.

LTISD seeks quality products from its awarded Contractors. Contractor shall warrant its parts and supplies for a reasonable amount of time, with 90 days being the minimum acceptable warranty/replacement period.

I Understand and Accept

22 Labor Rates

The amounts we provided in the price sheet include our maintenance labor cost of \$76.70 per man hour. Our irrigation labor is set at \$95 per man hour. Our construction labor is set at \$85 per man hour for services outside of normal maintenance.

23 Response Time

Our response time to a phone call/text will be 1 hour at most, and our response time to email will be same business day, or first thing in the morning the following business day. After hours, the response time could vary up to the following business day in the first hour of work at 6-7am. Our response time for our labor will be within a 2-4 hours from March 1- October 31. It will change to 4-8 hours during the winter months of November 1-Feb 28(29). These are all during normal business hours, of 6am-4pm. The response may vary outside of normal working hours.

2 4	<p>Mileage Rates and Additional Fees</p> <p>Please list any Mileage Rates, Trip Charges, or Additional Fees not included in the labor rate.</p> <p>They are factored in the labor.</p>
2 5	<p>Payment - Purchase Orders</p> <p>Does your company accept Purchase Orders?</p> <p>Yes</p>
2 6	<p>Vendor Information - Services Offered</p> <p>Provide a brief overview of your company's services.</p> <p>Lawn mowing, string trimming, blowing, general cleanups, leaf removal, irrigation repair, maintenance, and installation (including inspections), Tree Trimming, Masonry, Hardscapes, Softscapes, plant installation and removal, permitting, concrete flatwork, installation of pergolas, and some vertical construction, Haul-off, mulch installation, seasonal color, land clearing, lot mowing, tractor shredding, chemical application, fertilization, pesticide application (including structural), project management, general contracting, logistics, deliveries of aggregate and other bulk materials, and procurement. All services are offered to both commercial and residential customers.</p>
2 7	<p>Software and Application Acknowledgement</p> <p>If software and/or applications are offered, the District may require additional response documents. The purchase approval of this category may require a multi-step review process in addition to this review and acceptance.</p> <p><input checked="" type="checkbox"/> I understand and accept the requirements</p>
2 8	<p>Business History / Experience - Years</p> <p>How many years has the company been in the business providing the product(s)/service(s) indicated in the Solicitation.</p> <p>20</p>
2 9	<p>Vendor History with ISDs</p> <p>Vendor reputation and historical quality of products/services will be considered. Indicate current or prior contract relationships. If a school district other than LTISD is indicated, that district MUST BE LISTED AS ONE OF THE REFERENCES.</p> <p>*A previous purchase or receipt of a Purchase Order from the District does NOT constitute a current contract. A current contract would be designated by a Notice of Award for a specific contract number with an expiration date.*</p> <p>No current or past contracts</p>
3 0	<p>Web Site Address</p> <p>List web site address. If no website is available, please enter "none".</p> <p>https://www.kellerservicestx.com</p>
3 1	<p>Warranty</p> <p>Except as expressly stated, at a minimum, the warranty for all items provided shall be manufacturer's minimum standard warranty. Awarded Vendor shall be an authorized distributor or manufacturer of the product(s) offered.</p> <p><input checked="" type="checkbox"/> Understand Warranty Expectations</p>
3 2	<p>LTISD Vendor Information Form</p> <p>Complete the Vendor Information Form found in the ATTACHMENTS Tab of this solicitation. Failure to compete this form will delay potential award status.</p> <p><input checked="" type="checkbox"/> Will complete form in attachments and re-attach.</p>

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W9

Please attach a W9 Form with a current signature date. (No more than 2 years from today's date.)

I understand and accept the requirements