



CITY OF LUCAS

INVITATION TO BID (INFORMAL - ITB # 043-26)

**Project Title: PUBLIC WORKS – MISCELLANEOUS GRADING,
EXCAVATION, ROADWORK, TREE SERVICES, AND FINISH
WORK**

**RECEIVING OFFER UNTIL
DECEMBER 1, 2025**



NOTICE TO BIDDERS

City of Lucas – Public Works Miscellaneous Grading, Excavation, Roadwork, Tree Services, and Finish Work

The City of Lucas is inviting to Bid from qualified and experienced contractors to provide miscellaneous grading, excavation, roadwork, tree services, and finish work for various public projects and locations within the City of Lucas. These projects are aimed at maintaining and improving the City's infrastructure, drainage, utilities, and roadways, as well as tree trimming, removal, and emergency cleanup following storm events.

The selected contractor(s) will furnish all necessary labor, materials, tools, equipment, and supervision for the completion of assigned tasks as directed by the City. Work may include, but is not limited to grading, excavation, drainage improvements, utility repair and installation (including water and sewer lines), pavement restoration (asphalt, chip seal, and concrete), and tree services (trimming, removal, and storm cleanup).

Bidders may obtain a bid package on the city's website www.lucastexas.us or request a copy from Linezka Osorio lmaduro@lucastexas.us.

A non-mandatory pre-bid meeting will be held on **November 5, 2025, at 10:00 am**, at Lucas City Hall, 665 Country, Attendance is encouraged but not required.

Deadline for submission: 4:00pm, December 1, 2025. Bids should be delivered in a seal package with the ITB # 043-26 number on it, to the attention of Linezka Osorio, Purchasing Coordinator, City of Lucas, 665 Country Club Rd., Lucas, Texas 75002. Or email to lmaduro@lucastexas.us

There will be **no public bid opening**. Bids will be reviewed by staff after the submission deadline.

City of Lucas reserves the right to accept or reject any or all bids/proposals.



City of Lucas – Public Works Miscellaneous Grading, Excavation, Roadwork, Tree Services, and Finish Work

The enclosed Invitation to Bid (ITB # 043-26) and attached documents are provided for your convenience in submitting a bid for the referenced project for the City of Lucas.

IMPORTANT BID DATES:

- **Pre-Bid Meeting: November 5, 2025, at 10:00 a.m.** (local time), *City Hall, 665 Country Club Road, Lucas, Texas 75002*. Attendance is optional.
- **Receiving Bids:** Bids may be delivered in person or emailed to lmaduro@lucastexas.us and jbogle@lucastexas.us.
- Please label subject line or envelope as **“Bid #043-26 Miscellaneous Grading and Roadwork.”**
- All bids must be received by **4:00 p.m., December 1, 2025**.
- Late submissions will not be considered.
- There will be **no public opening**. Bids will be reviewed internally after the deadline.

Submission Requirements

All bids must be received at the designated location by the deadline shown above. Late submissions will not be considered and shall be deemed void and unacceptable. Bidders must submit one (1) original and one (1) copy of their proposal in an envelope clearly marked with the ITB # 043-26 number.

Insurance and Proposal Validity

The successful contractor must provide proof of insurance, including general liability, workers' compensation, and automobile coverage, in amounts specified in the ITB. Bids must remain valid for a minimum of 60 days from the bid opening date.

Evaluation Criteria

Price will be considered as an essential part of the evaluation. While cost is a significant factor, the award will not automatically be made to the lowest bidder. Instead, the City will evaluate proposals based on best value, considering project approach, experience, and price. The evaluation will be weighted as follows:

Bids will be evaluated on the following weighted criteria:

- Project Approach – 30%
- Experience – 30%
- Price – 40%

In addition, the City will consider:

- Responsiveness to this ITB
- Relevant experience and qualifications
- Previous experience/work with the City of Lucas
- Ability to meet emergency response requirements
- References and past municipal performance

Requests for Clarification

Any prospective bidder requiring clarification or interpretation of this solicitation must submit a written request no later than five (5) days prior to the scheduled of the receiving due date. Requests must be directed to **Jeremy Bogle** at jbogle@lucastexas.us. Responses will be provided to all known prospective bidders in the form of a written addendum.

It is the bidder's responsibility to verify receipt of all addenda. Addenda will be distributed to known bidders and posted on the City of Lucas Purchasing Website. Bid packets are also available online at: <http://www.lucastexas.us/finance/purchasing/bid>.

The City of Lucas shall not be responsible for failed internet connections or power interruptions.

Reservation of Rights

The City of Lucas reserves the right to accept or reject any or all bids, to waive informalities, and to act in the best interest of the City.

This Invitation to Bid is informal. No public bid opening will be held. If any individual bid or combined total project cost exceeds \$100,000, this solicitation will be canceled and reissued as a formal bid in accordance with Texas Local Government Code §252.021.

The City of Lucas values your time and effort in preparing a response and appreciates your interest in working with the City.

Sincerely,
Linezka Osorio
Purchasing Coordinator

CITY OF LUCAS BIDDER CERTIFICATION

This sheet must be completed and signed

LEGAL NAME OF CONTRACTING COMPANY

I.D. # (Company or Corporation)

TELEPHONE NUMBER

FACSIMILE NUMBER

CONTACT PERSON

TITLE

COMPLETE MAILING ADDRESS

CITY & STATE

ZIP CODE

EMAIL ADDRESS

Indicate all that apply:

_____ **Minority-Owned Business Enterprise**

_____ **Women-Owned Business Enterprise**

_____ **Disadvantaged Business Enterprise**

CERTIFICATION

By my signature hereon, I certify that the Goods and/or Services that I propose to furnish will meet or exceed every specification contained herein, and that I have read each and every page of the Specifications/Scope of Work, and provided all the required documents. Further, I agree that if my offer is accepted, I shall perform as required. I am aware that, once accepted by City of Lucas, my offer becomes a binding Contract and that I will not be permitted to attempt enforcement of any other Contract or Contract provisions.

SIGNATURE

DATE

PRINTED NAME

TITLE

SPECIFICATIONS/SCOPE/PRICE

The City of Lucas is seeking bids for miscellaneous grading, excavation, roadwork, tree services, and finish work relating to various City projects and locations. This contract will provide ongoing maintenance and construction services for drainage, utilities, pavement, and tree management throughout the City, enhancing the safety and welfare of the community. Bidders may submit bids for all or only part of the projects listed. The City reserves the right to award contracts to one or multiple bidders based on best value to the City.

The selected contractor(s) will provide all labor, materials, equipment, and supervision necessary to complete work as directed by the City.

Projects may include, but are not limited to:

- **General grading, excavation, and finish work.**
- **Drainage improvement and maintenance projects.**
- **Utility replacement or repair**, including water and sewer infrastructure.
- **Installation of new utilities**, such as:
 - Culverts
 - Waterlines and service lines
 - Sewer mains
 - Lift stations and manholes
 - Valve vaults
- **Replacement or installation of existing/new culverts.**
- **Emergency repairs** to waterlines and/or sewer lines. (Must respond within 2 hours)
- **Repairs or maintenance** at lift stations or pump stations.
- **Pavement and Roadway Work**, including but not limited to:
 - Asphalt, **chip seal**, and/or concrete pavement replacement and repair.
 - Full-depth pavement reconstruction.
 - Milling and overlay operations.
 - Base stabilization, subgrade preparation, and compaction.
 - Concrete panel, curb, or gutter replacement.
 - Driveway tie-ins and transitions to existing pavement.
 - Saw cutting, backfilling, and restoration associated with utility or drainage work.
 - Any work related to the restoration of road surfaces following excavation or utility installation.
- **Tree Services**, including but not limited to:
 - Routine tree trimming and vegetation management for rights-of-way, drainage areas, and city property.
 - Tree removal and stump grinding as directed by the city.
 - **Emergency tree removal** following storms, vehicle impacts, or other hazards to public safety. (must respond within 2-3 hours)
 - **Storm response and cleanup**, including removal of downed limbs, debris clearing, and restoration of affected areas.

Each task will be authorized by a Task Order issued by the City. The contractor will determine required personnel, equipment, and estimated hours for each task before beginning work.

Prior to starting on a particular task, the bidder will determine the number of hours needed to complete the work. Once the City and the bidder agree on the estimated hours, the bidder may begin working. The City reserves the right to contract with more than one bidder as needed to complete projects efficiently and on schedule.

Bidder Information

Name: _____ Phone: _____

Address: _____ Email: _____

Rate Schedule

Bidders may quote individual equipment rates or a crew rate (per hour or 8-hour day). The bidder and City will mutually determine the number of hours or days for each project to establish final pricing.

Equipment / Crew Type	Hourly Rate	Daily Rate (8 hr.)	Notes
Individual Equipment (if applicable)	\$ _____ / hr.	\$ _____ / day	
Crew (includes labor, operator, equipment, Minimum 6 man crew)	\$ _____ / hr.	\$ _____ / day	
Tree Trimming / Removal Crew	\$ _____ / hr.	\$ _____ / day	
Emergency Response Crew (2 hr. response)	\$ _____ / hr.	\$ _____ / day	
Other (Specify)	\$ _____ / hr.	\$ _____ / day	

Cost per square-yard for grading, excavation, or pavement repair: \$ _____ / SY

Cost per ton of asphalt for roadway repair: \$ _____ / Ton

Terms

Bidder shall provide all personnel, equipment, materials, and supervision.

City and bidder will agree on project hours/days before work begins.

City may contract with multiple bidders to ensure timely completion.

Minimum task order: eight (8) hours or one full workday.

Contact: Jeremy Bogle, Public Works Director – jbogle@lucastexas.us

Bidder's Signature: _____ Date: _____

Printed Name: _____

VENDOR REFERENCE INFORMATION SHEET

COMPANY NAME

AUTHORIZED AGENT

TITLE

STREET ADDRESS AND /OR P.O. BOX NO.

CITY

STATE

ZIP CODE

PHONE

FAX

REFERENCES

LIST OF THE LAST THREE (3) COMPANIES OR GOVERNMENTAL AGENCIES WHERE THESE
COMMODITIES/SERVICES HAVE BEEN PROVIDED:

1. COMPANY NAME: _____

ADDRESS: _____ PHONE: _____

CONTACT PERSON: _____ TITLE: _____

2. COMPANY NAME: _____

ADDRESS: _____ PHONE: _____

CONTACT PERSON: _____ TITLE: _____

3. COMPANY NAME: _____

ADDRESS: _____ PHONE: _____

CONTACT PERSON: _____ TITLE: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

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

Name of Officer

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

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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

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Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective September 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

=====

I, (authorized official) _____, do hereby verify the truthfulness of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Company Name

Signature of Authorized Official

Title of Authorized Official

Date

IMPORTANT BIDDERS/OFFERORS CHECKLIST

Check off each of the following as the necessary action is completed

- ___ 1. The Bidder/Offeror Certification has been signed.
- ___ 2. Specification/scope/price.
- ___ 3. Vendor Reference Information Sheet.
- ___ 4. CIQ form - Conflict of Interest Questionnaire has been signed.
- ___ 5. BH 89 Verification Form
- ___ 6. Form 1295 (When the contractor is awarded- Over 50K).
- ___ 7. W-9 form (New Vendors)
- ___ 8. The mailing envelope has been addressed to:

CITY OF LUCAS
ATT: LINEZKA MADURO/PURCHASING COORDINATOR
665 COUNTRY CLUB ROAD
LUCAS, TEXAS 75002

- ___ 9. **The envelopes have been sealed and marked with (a label has been provided for your convenience):**

Bid title
Bid number

- ___ 10. Evidence of Insurance: Prior to commencing the Services, and continuing until all Services to be performed under the Agreement have been completed, Contractor shall purchase and maintain insurance with a company, or companies qualified to do business in Texas. Evidence of such insurance shall be provided to City by delivering certificates of insurance.