



HALLETTSVILLE 4A MANUFACTURING DEVELOPMENT CORPORATION

CITY OF HOSPITALITY

101 N. MAIN
HALLETTSVILLE, TEXAS 77964-2727
(361) 772-3021 • www.hallettsvilleHMDC.com

REQUEST FOR PROPOSAL (RFP)

HAY / GROUNDS MAINTENANCE LEASE
HALLETTSVILLE 4A MANUFACTURING DEVELOPMENT
CORPORATION

EDC INDUSTRIAL PROPERTY
HALLETTSVILLE, TX

RFP NO. 2025-001

CONTENTS

- **SECTION I: BACKGROUND AND GENERAL INFORMATION**
- **SECTION II: HAY / GROUNDS MAINTENANCE LEASE**
- **SECTION III: SCOPE / QUALIFICATIONS**
- **SECTION IV: PROPOSAL CONTENTS**
- **SECTION V: PROPOSAL SUBMITTAL**
- **SECTION VI: REQUEST FOR PROPOSAL FORM**

SECTION I: BACKGROUND AND GENERAL INFORMATION

A. Purpose:

The Hallettsville 4A Manufacturing Development Corporation ("HMDC"), owner of the EDC Industrial Property ("Property") is seeking proposals from qualified parties ("Responder") to offer grounds maintenance services, to include agricultural hay cutting rights, at the Property. The selected Responder will be responsible for the maintenance of the vegetation at the Property. This Request for Proposal outlines the requirements and expectations for interested parties. Therefore, it is the intent of this RFP to solicit proposals and subsequently establish a lease agreement through competitive negotiation.

Responders are encouraged to propose any combination of services they believe to be beneficial to both parties.

B. Property Location and Background:

The EDC Industrial Property is located on Hwy 77 North in Hallettsville, Texas. The property consists of 24.96 acres and is strategically positioned for future industrial development while currently suitable for agricultural use and grounds maintenance activities.

C. Area Demographics:

The City of Hallettsville is known as the "City of Hospitality". It is a welcoming and family-oriented rural community of 2,550 inhabitants. The City of Hallettsville is the County seat of Lavaca County, as well as a regional center for business, shopping, entertainment, and medical care.

D. Property

The 24.96-acre industrial property serves as a strategic development site for future commercial, manufacturing, and industrial activities. The property requires ongoing maintenance to preserve its condition while allowing for beneficial agricultural use during the interim period.

SECTION II: HAY / GROUNDS MAINTENANCE LEASE

A. Required Services:

The selected Responder will be responsible for the following minimum services:

1. **Mow and maintain all grass to a maximum height of 12 inches (not including what will be harvested for hay)**
2. **Maintenance of grounds will include:**
 - Regular shredding of the right-of-way along Hwy 77 North
 - Removal of down limbs and debris from mowing areas
 - Weed control around designated areas and property perimeter
 - The cutting of hay at appropriate intervals to maintain property appearance
 - Rights to plant, cultivate, and harvest hay crops on designated areas of the property
3. **Maintenance of the grounds will NOT include:**
 - Any mineral rights
 - Any spraying of herbicides or pesticides without prior HMDC approval

B. Payment and/or Cost

The proposing Responder shall clearly define their financial offer. The RFP Form will have 2 spaces, one for the Responder's proposed amount to pay the HMDC, and one for the Responder's expected payment by the HMDC to the Responder.

24.96 ACRES OUTLINED IN GREEN ON THE PHOTO BELOW



SECTION IV: PROPOSAL CONTENTS

All RFP submittals should contain the following items at a minimum:

A. General Information

1. Request for Proposal (RFP) Form
2. Names and qualifications of corporate/company officers/owners or individual operator
3. Company/individual address and other appropriate contact information
4. Brief history of the company/individual, including safety and compliance commitments
5. A full description of the Responder's entity (corporation, partnership, individual, etc.)
6. **Completed Forms:**
 1. RFP Form
 2. Certificate of Bid
 3. Copy of General Liability Insurance – additional copy to be provided by awardee naming the Hallettsville 4A Manufacturing Development Corporation as an additional insured party
 4. W9
 5. Spraying Licenses (if any)

B. Experience and Approach

Provide details of your experience in grounds maintenance and/or agricultural operations, including your general approach to hay production and property maintenance.

C. References

Provide contact information for three individuals that have had experience with the Responder's company.

SECTION V: PROPOSAL SUBMITTAL

A. Submittal Package

Responder shall submit one (1) original and two (8) copies of Proposal.

B. Delivery

Proposals must be in a sealed envelope, marked "EDC Industrial Property – Hay/Grounds Maintenance, RFP #2025-001, DO NOT OPEN". Proposals received after Due Date and time as provided for in Section C will not be accepted.

C. Submission Instructions:

Proposals must be submitted no later than **Thursday, September 4, 2025 at 2:00 pm** to the following contact:

Chelsea Steffek
EDC Administrator
101 N. Main Street
Hallettsville, TX 77964

D. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications in agricultural operations and/or grounds maintenance
2. Proposed approach to maintaining the EDC Industrial Property
3. Financial proposal and cost-effectiveness
4. Payment/Cost structure

E. Schedule

- | | |
|--|----------------------|
| 1. RFP Issuance | August 20, 2025 |
| 2. Publications Dates | August 20 & 27, 2025 |
| 3. Proposal Submission Deadline (2:00pm) | September 4, 2025 |
| 4. Recommendation to HMDC Board | September 25, 2025 |
| 5. Anticipated Contract Start Date | October 1, 2025 |

F. Selection Process:

After the submission deadline, proposals will be reviewed and evaluated by the Hallettsville 4A Manufacturing Development Corporation for their action at the **September 25, 2025 regular meeting**.

G. Contact Information:

For inquiries or clarification regarding this RFP, please contact:

Chelsea Steffek
EDC Administrator
101 N. Main Street
Hallettsville, TX 77964

361-772-3021
HallettsvilleEDC@gmail.com

H. HMDC Reservations

The HMDC reserves the right to:

1. Modify or otherwise vary the terms and conditions of the RFP at any time, including but not limited to, deadlines for submission, schedules and proposal requirements
2. Shortlist more than one firm and have those firms complete a presentation to the HMDC Board
3. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time
4. Negotiate with any or all Responders in order to obtain terms most beneficial to the HMDC

I. Disclaimer:

This RFP does not commit the Hallettsville 4A Manufacturing Development Corporation to award a contract, nor does it imply any obligation on the part of the HMDC to pay for any costs incurred in the preparation and submission of proposals.

SECTION VI: REQUEST FOR PROPOSAL (RFP) FORM

Instructions: Complete the Request for Proposal form and provide the information requested in the packet of materials.

SECTION VI: REQUEST FOR PROPOSAL (RFP) FORM

Instructions: Complete the Request for Proposal form and provide the information requested in the packet of materials.

Awarding Authority	Hallettsville 4A Manufacturing Development Corporation
RFP No.	2025-001
Project Name	EDC Industrial Property – Hay/Grounds Maintenance
Company Name	
Company Address	
City / State / Zip	
Company Telephone	
E-mail Address	
Contact Person / Title	
Payment (Responder Payment for the Hay Lease)	
Cost (Payment to the Responder for Grounds Maintenance)	
Date Submitted	
Signature:	

Certification of Bid

As an authorized representative of the bidding firm, I the undersigned hereby certify that this firm is willing, capable, and qualified to comply with all the provisions specified herein at the prices as quoted.

Date

Representative's Signature

Representative's Name

Print or Type

Representative's Title

Name of Bidding Firm

Bidding Firm's Mailing Address

PO Box or Street

City

State

Zip

Phone #

Email Address
