

## Laws, Reginald - HCD

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**From:** mary jefferson <mjjefferson41@hotmail.com>  
**Sent:** Wednesday, August 28, 2024 7:30 AM  
**To:** Laws, Reginald - HCD  
**Cc:** Rhone, Tywana - HCD; Samuels, Terrance - HCD  
**Subject:** Re: Jefferson Mowing Emergency Request - Please Quote

[This message came from outside the City of Houston email system. Please be careful while clicking links, opening attachments, or replying to this email.]

Reginald,

Please see attached proposal to service regarding properties.

Property	Lot Size	Month	Weekly	Bi Weekly
12606 City Scape	15 Acres	\$2,250.00	\$2,125.00	\$2,000.00
800 Burnett St   Hardy Yards	10.7 Acres	\$1,600.00	\$1,500.00	\$1,450.00
<del>10301 Stella Link</del>	<del>12.2 Acres</del>	<del>\$1,800.00</del>	<del>\$1,710.00</del>	<del>\$1,620.00</del>

Thanks,

**Mary Jefferson | Owner**  
**Jefferson Mowing, LLC.**  
2102 Desoto St | Houston TX, 77091  
P: (713) 206-8485 | E: mjjefferson41@hotmail.com

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**From:** Laws, Reginald - HCD <Reginald.Laws@houstontx.gov>  
**Sent:** Tuesday, August 27, 2024 3:44 PM  
**To:** mjjefferson41@hotmail.com <mjjefferson41@hotmail.com>  
**Cc:** Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Samuels, Terrance - HCD <Terrance.Samuels@houstontx.gov>  
**Subject:** Jefferson Mowing Emergency Request - Please Quote

Hello Mary Jefferson,

Per our phone conversation, enclosed is an emergency request for lawn services. The attached SOW will identify all the related requirements.

After the quote is received and approved a Purchase Order will be issued. Please ensure the Purchase Order number is included on the invoice to ensure prompt payment.

This is an emergency request; therefore services should be rendered immediately.

If you have any questions or concerns, please give me a call.

## Laws, Reginald - HCD

**From:** Owens, Mary - HCD  
**Sent:** Wednesday, September 11, 2024 8:25 AM  
**To:** Laws, Reginald - HCD  
**Subject:** Requisition 10331208 - Correction needed

@Laws, Reginald - HCD – Please correct the internal order on this document to the highlighted information shown below.

*Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200 and \$3,000 up to 50,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.*

*\* Required Fields (must be completed)*

Description of Purchase *	Mowing Service	HCD Division: *	Single Family
Deadline Date of Request: *	09/13/2024	Purchase Type: *	Service Under < 50K
Requester Name: *	Faiyaz Rahman	Created:	09/05/2024
Requester Phone Number: *	832-394-6234	Funding Source's:	Eligible for Funding: Yes Choose an item.
		CDBG DR-2017	

*Brief Description of Scope of Work for Goods/Services:*

Services include mowing, edging, weeding, pruning, trimming, and debris removal. The vendor will provide all labor, tools, equipment, materials, and transportati for ground maintenance at two locations: Hardy Yards (800 Burnett St.) and Cityscape (12606 Cityscape Ave.), Houston, TX.

*Note: Please allow a minimum of three (3) days for bid responses.*

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	
Funding Source:	CDBG DR-2017	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	Jefferson Mowing
G/L Account:	521415	Date Processed:	09/10/2024
Business Area:	3200	Date Received:	
Internal Order:	BI3200077-19	Total Amount:	50,000.00
BFY:	FY-2025	Procurement Staff:	Reginald laws
Grant:	32000077-2019	Priority:	
Funds Reservation:	n/a	Notify Department:	Procurement
Funds Approval Mgr.:	Mary Owens	Notify Department:	Finance

*Justification of Need for Goods/Services*

*Procurement Notes:*

EPO No. 4400082224-02

**Mary Owens**  
 Administration Manager

City of Houston  
 Housing and Community Development Dept.  
 2100 Travis Street | 9th Floor | Houston TX 77002

832.394.6219 (office)

281.917.1239 (mobile)

[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

[www.recovery.houstontx.gov](http://www.recovery.houstontx.gov)

Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

50K

City of Houston  
Procurement Division

F-6779-48C2-80A9-B4B2CIOD73DO



Finance-Strategic  
Emergency Purchase Justification

General Information		Date: 9/17/2024
Department: Housing & Community Development		Phone No.: 832-394-6245
Contact Name: Stephen Skeete		Email: Stephen.skeete@houstontx.gov
Vendors Solicited	Requisition No.:	
1. Jefferson Mowin Vendor ID 109390	Purchase Order No.:	
2.	Contract No.:	
3.		
Description. Please provide a description of the situation that is causing the emergency purchase.		
<p>The Hard Yards Property Owners Association has notified the City of its failure to routinely maintain the property located at 800 Burnett Street and the City Park Commercial Association through its management company Infamark for the property located at 12606 Cityscape Avenue alongside Highway 288, have each assessed penalties to the City for outstanding POA fees. Monthly maintenance is required by POA to avoid incurring penalties. HCDD is requesting maintenance with an expected amount not to exceed \$50,000.00. This period will cover the time while a formal procurement is conducted.</p>		
<p>1. Please select one of the options and explain below.</p>		
<p>D Threat to Health Damage to City Property Other, please explain: Threat to Safety D Serious Operational Disruption _____</p>		





# SCOPE OF WORK



<b>DIVISION</b>	Single Family
<b>PROGRAM</b>	Affordable Home Development Program
<b>PROJECT NAME</b>	Ground Maintenance - Hardy Yards, and Cityscape property <b>(Emergency Order)</b>
<b>PROJECT LOCATION (On-site, Remote, or Hybrid)</b>	Hardy Yards 800 Burnett Street and Cityscape 12606 Cityscape Ave
<b>DUE DATE</b>	<b>Immediately</b>

## OVERALL DESCRIPTION

*What does the project entail? What are the delivery methods? (Describe overall project)*

Jefferson Mowing Service will provide all labor, tools, equipment, materials, and transportation for ground maintenance at three locations: Hardy Yards (800 Burnett St.) and Cityscape (12606 Cityscape Ave.), Houston, TX. Services include mowing, edging, weeding, pruning, trimming, and debris removal.

Please be aware that this request is an emergency and should be expedited.

**Lot Size:**

Cityscape – approximately 15 acres  
 Hardy Yards – approximately 10.7 acres

Lawn Care Pricing

- Option 1 – Pricing for lawn care once a week
- Option 2 - Pricing for lawn care twice a week
- Option 3 - Pricing for lawn care once a month



# SCOPE OF WORK



## DETAILED SUMMARY OF WORK

*Describe the details of the work and/or service required.*

### **Lawn Care**

- Mow, edge, and remove weeds at specified locations.
- Mulch organic cuttings on site.
- Trim trees as needed.
- Edge curbs with trimmers.

### **Debris/Trash/Rubbish Removal**

- Remove all litter and debris before and after mowing; use approved landfill or recycling center.
- Properly load, remove, and dispose of all trash and debris per City of Houston requirements.

### **Photographic Documentation**

- Electronically submit JPEG photos documenting work, including at least one "before" and "after" of the property and debris removal, with the work order.
- Ensure photos are clear and highlight common land features.

### **Payment Requirements**

- Payments for debris removal shall be determined by the quantities shown on the landfill or recycling center ticket provided to the HCDD. HCDD reserves the right to inspect all collected debris before it is disposed of for verification of payment. Lawn care provider shall notify the Director and/or designee prior to service.

### **Invoice Requirements**

- The lawn care provider will be required to produce in writing the dates mowed at the project site.
- The lawn care provider must document and submit mowing dates in writing.
- Invoices must include photos, manifests, and receipts.
- Submit a detailed invoice with service date, time, and trash quantity within 5 business days of completion.
- Ensure tire and debris quantities on the invoice match the manifest or receipt.
- Send invoices by email, mail or hand delivery to:
  - City of Houston Housing & Community Development  
2100 Travis Street Suite 900  
Houston Texas 77002

## City of Houston Procurement Division

Explanation: How will the City be damaged/affected by the situation? What are the possible consequences of not acting on the purchase quickly?

The Property Owners Associations will assess penalties to the City due to its failure to comply with the property owner's association's maintenance and upkeep requirements. Overgrown vegetation, dead trees, accumulation of rubbish and debris is a health and safety concern and an embarrassment to the City. Failure to maintain this vacant land creates an ideal habitat for infestation of vermin.

Hardy Yard Property



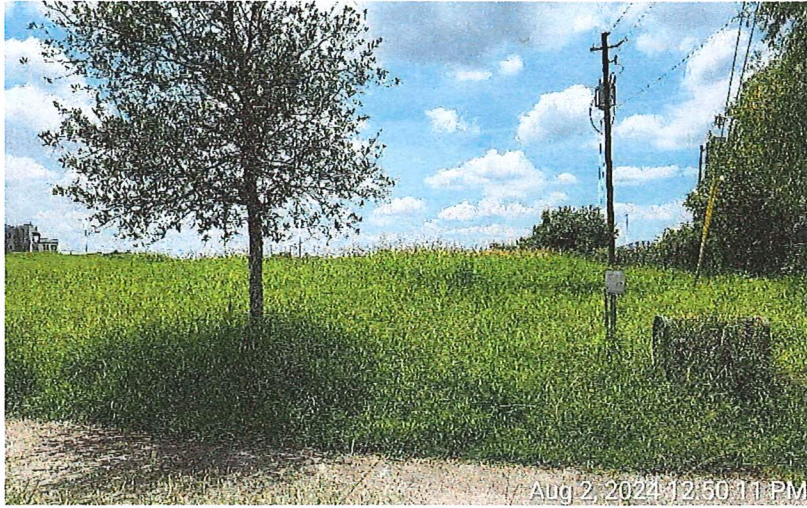
F-6779-48C2-80A9-B4B2CIOD73DO



Finance-Strategic



# City of Houston Procurement Division



Cityscape Property





City of Houston  
Procurement Division

F-6779-48C2-80A9-B4B2C1 OD73DO



City of Houston  
Finance-Strategic Procurement Division



Other: Is there a contract that can revert this e of emer enc urchase in the future?	
No. The current Purchase Order has been exalted. The proposals from the informal procurement are over our purchasing authority.	
De artment Recommendation	
Requestor: Stephen Skeete	Date:9/17/2024
Department Director: Michael C. Nichols	Date:
Chief Procurement Officer's A roval	
DocuSigned by: Signature: 	Date: /17/2024

## Rhone, Tywana - HCD

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**From:** Greenfield, Jedediah - FIN  
**Sent:** Thursday, August 22, 2024 5:53 PM  
**To:** Rhone, Tywana - HCD  
**Cc:** Shah, Ketan - FIN  
**Subject:** FW: Completed: Complete with DocuSign: Hardy Yards, Cityscape Emergency Repair Justification for Mowing.docx  
**Attachments:** Hardy Yards, Cityscape Emergency Repair Justification for Mowing.docx.pdf

EPO No. 4400082224-02

Thank you,

Jedediah Greenfield, MPA, CTCD, CTCM

Chief Procurement Officer

City of Houston

O: 832.393.9126 | C: 281.830.7181

611 Walker, 5<sup>th</sup> Floor, Houston, TX 77002



**Strategic  
Procurement  
Division**

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**From:** DocuSign NA3 System <dse\_NA3@docusign.net>  
**Sent:** Thursday, August 22, 2024 5:48 PM  
**To:** Greenfield, Jedediah - FIN <Jedediah.Greenfield@houstontx.gov>  
**Subject:** Completed: Complete with DocuSign: Hardy Yards, Cityscape Emergency Repair Justification for Mowing.docx



Your document has been completed

[VIEW COMPLETED DOCUMENT](#)



### PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 up to 50,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).  
Signature of this document is still required.

\* Required Fields (must be completed)

Description of Purchase *	Mowing Service	HCDD Division: *	Single Family
Deadline Date of Request: *	09/13/2024	Purchase Type: *	Service Under < 50K
Requester Name: *	Faiyaz Rahman	Created:	09/05/2024
Requester Phone Number: *	832-394-6234	Funding Source's:	Eligible for Funding: Yes Choose an item.
		CDBG DR-2017	

Brief Description of Scope of Work for Goods/Services:

Services include mowing, edging, weeding, pruning, trimming, and debris removal. The vendor will provide all labor, tools, equipment, materials, and transportation for ground maintenance at two locations: Hardy Yards (800 Burnett St.) and Cityscape (12606 Cityscape Ave.), Houston, TX.

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status:
Funding Source: CDBG DR-2017	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: Jefferson Mowing
G/L Account: 521415	Date Processed: 09/10/2024
Business Area: 3200	Date Received:
Internal Order: BI3200077-19	Total Amount: 50,000.00
BFY: FY-2025	Procurement Staff: Regina Laws
Grant: 32000077-2019	Priority:
Funds Reservation: n/a	Notify Department: Procurement
Funds Approval Mgr.: Mary Owens	Notify Department: Finance

Justification of Need for Goods/Services

Procurement Notes:

EPO No. 4400082224-02  
PO to be processed by SPD

Requester's Signature Date: <u>Faiyaz Rahman</u> 9/5/2024 DocuSigned by: BE57EC33159845C...	Supervising Manager (Purchase under \$5,000) Manager: <u>Steven Mullings</u> Date: 9/5/2024 DocuSigned by: ...
Buyer's Signature Date: <u>Reginald Laws</u> 9/10/2024 DocuSigned by: D4ABE40961EE4C3...	Funds Approval Signature: Date: <u>Mary Owens</u> 9/10/2024 Signed by: ...
Procurement DPU Signature: <u>Tywana Rhone</u> Date: 9/10/2024 DocuSigned by: A3F8AADA2C604F9...	(Purchase over \$5,000) CFO Signature: <u>Temika Jones</u> Date: 9/6/2024 DocuSigned by: 5F0B53CA4C0E46F... B9760A7ECDDC4F8...
(Purchase over \$5,000) Assistant or Deputy Director: <u>C. LaSue</u> Date: 9/6/2024 DocuSigned by: C1B1983A6F724EE...	Director Signature (Only Consultant Services) Director or Designee: Date:
Attachments Click here to attach a file	







## PROCUREMENT REQUEST FORM

### Additional Funding Page

**Eligible for Funding:** Choose an item.

*Funding Notes:*

*FINANCE FUNDING USE ONLY*

*Fund Number:*

*Funding Source:*

*Cost Center:*

*G/L Account:*

*Business Area:*

*Internal Order:*

*BFY:*

*Grant:*

*Funds Reservation:*

*Funds Approval Mgr:*   

*Funding Additional Note:*





# JEFFERSON MOWING LLC

Unique Entity ID <b>KSJPN7D1KNR8</b>	CAGE / NCAGE <b>9PGX5</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Sep 13, 2024</b>	
Physical Address <b>2102 De Soto ST Houston, Texas 77091-3931 United States</b>	Mailing Address <b>2102 Desoto ST Houston, Texas 77091 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Texas 18</b>	State / Country of Incorporation <b>Texas / United States</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Sep 29, 2023</b>	Submission Date <b>Sep 14, 2023</b>	Initial Registration Date <b>Sep 14, 2023</b>
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## Entity Dates

Entity Start Date <b>Feb 23, 2004</b>	Fiscal Year End Close Date <b>Dec 31</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?  
**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:  
**Yes**

## Entity Types

Business Types		
Entity Structure <b>Other</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Limited Liability Company</b>
Profit Structure <b>For Profit Organization</b>		

**Socio-Economic Types**

- Minority-Owned Business
- Self Certified Small Disadvantaged Business
- Women-Owned Small Business
- Women-Owned Business
- Black American Owned

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments No	Debt Subject To Offset Yes
EFT Indicator 0000	CAGE Code 9PGX5

**Points of Contact**

**Electronic Business**

♂ Mary Jefferson, Owner	2102 Desoto ST Houston, Texas 77091 United States
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**Government Business**

♂ Mary Jefferson	2102 Desoto ST Houston, Texas 77091 United States
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**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	562111	Solid Waste Collection
	238910	Site Preparation Contractors
	238990	All Other Specialty Trade Contractors
	321114	Wood Preservation
	562119	Other Waste Collection

**Disaster Response**

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States Texas	Counties TX: Montgomery, Harris, Fort Bend	Metropolitan Statistical Areas (blank)
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## Appendix B


**CERTIFICATION REGARDING LOBBYING**  
(For Contracts, Grants, Loans, and Cooperative Agreements)

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any City agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 31 USC § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 USC § 3801 *et seq.*, apply to this certification and disclosure, if any.

Contractor Name:	Jefferson Mowing, LLC.
President:	Mary Jefferson
Name of Authorized Official:	Mary Jefferson
Signature:	
Date:	8/29/24



**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor 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 vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

**OFFICE USE ONLY**

Date Received

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

Jefferson Mowing, LLC.

**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 on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7** Mary Jefferson  
Signature of vendor doing business with the governmental entity

8/29/24  
Date



**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

DRUG DETECTION AND DETERRENCE PROCEDURE

- (a) It is the policy of the City to achieve a drug-free workforce and to provide a workplace that is free from the use of illegal drugs and alcohol. It is also the policy of the City that the manufacture, distribution, dispensation, possession, sale or use of illegal drugs or alcohol by contractors while on City premises is prohibited. By executing this Contract, Contractor represents and certifies that it meets and shall comply with all the requirements and procedures set forth in the Mayor's Policy on Drug Detection and Deterrence, City Council Motion No. 92-1971 ("Mayor's Policy") and the Mayor's Drug Detection and Deterrence Procedures for Contractors, Executive Order No. 1-31 ("Executive Order"), both of which are on file in the Office of the City Secretary.
- (b) Confirming its compliance with the Mayor's Policy and Executive Order, Contractor, as a condition precedent to City's obligations under this Contract, will have filed with the Contract Compliance Officer for Drug Testing ("CCODT"), prior to execution of this Contract by the City, (i) a copy of its drug-free workplace policy, (ii) the Drug Policy Compliance Agreement substantially in the format set forth in Attachment "A" to the Executive Order, together with a written designation of all safety impact positions, and (iii) if applicable (e.g. no safety impact positions), the Certification of No Safety Impact Positions, substantially in the format set forth in Attachment "C" to the Executive Order. If Contractor files written designation of safety impact positions with its Drug Policy Compliance Agreement, it also shall file every six (6) months during the performance of this Contract or upon the completion of this Contract if performance is less than six (6) months, a Drug Policy Compliance Declaration in a form substantially similar to Attachment "B" to the Executive Order. The Drug Policy Compliance Declaration shall be submitted to the CCODT within thirty days of completion of this Contract. The first six (6) month period shall begin to run on the date City issues its notice to proceed hereunder, or if no notice to proceed is issued, on the first day Contractor begins work under this Contract.
- (c) Contractor shall have the continuing obligation to file with the CCODT written designations of safety impact positions and Drug Policy Compliance Declarations at anytime during the performance of this Contract that safety impact positions are added if initially no safety impact positions were designated. Contractor also shall have the continuing obligation to file updated designations of safety impact positions with the CCODT when additional safety impact positions are added to Contractor's employee work force.
- (d) The failure of Contractor to comply with the above Sections shall be a breach of this Contract entitling City to terminate in accordance with Article IV.

**DRUG POLICY COMPLIANCE AGREEMENT**

**ATTACHMENT A**

I, MARY JEFFERSON OWNER as an owner or officer of  
(Name) (Print/Type) (Title)  
JEFFERSON MOWING, LLC. (Contractor)  
(Name of Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed.

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

08/29/2024  
Date

MARY JEFFERSON  
Contractor Name  
Mary Jefferson  
Signature  
OWNER  
Title



DRUG POLICY COMPLIANCE DECLARATION

ATTACHMENT B

I, MARY JEFFERSON OWNER as an owner or officer of
(Name) (Print/Type) (Title)
JEFFERSON MOWING, LLC. (Contractor)
(Name of Company)

have personal knowledge and full authority to make the following declarations:

This reporting period covers the preceding six months from 03/29/2024 to 03/29/2024, 20 24.

MJ A written Drug Free Workplace Policy has been implemented and employees notified. The policy meets the
Initials the criteria established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Policy).

MJ Written drug testing procedures have been implemented in conformity with the Mayor's Drug Detection and
Initials Deterrence Procedures for Contractors, Executive Order 1-31. Employees have been notified of such
procedures.

MJ Collection/testing has been conducted in compliance with federal Health and Human Services (HHS)
Initials guidelines.

MJ Appropriate safety impact positions have been designated for employee positions performing on the City of
Initials Houston contract. The number of employees on safety impact positions during this reporting period
is 4.

MJ From 03/29/2024 to 08/29/2024 the following testing has occurred:
Initials (start date) (end date)

Table with 5 columns: Random, Reasonable Suspicion, Post Accident, Total. Rows: Number of Employees Tested (4, 0, 0, 4), Number of Employees Positive (0, 0, 0, 0), Percent Employees Positive (0, 0, 0, 0).

MJ Any employee who tested positive was immediately removed from the City worksite consistent with the
Initials Mayor's Policy and Executive Order No. 1-31.

MJ I affirm that falsification or failure to submit this declaration timely in accordance with established
Initials guidelines will be considered a breach of contract.

I declare under penalty of perjury that the affirmations made herein and all information contained in this declaration
are within my personal knowledge and are true and correct.

08/29/2024
Date

MARY JEFFERSON
Contractor Name
Mary Jefferson
Signature
OWNER
Title



**Contractor's Certification Of No Safety Impact Positions  
In Performance Of A City Contract**

ATTACHMENT C

I, MARY JEFFERSON OWNER  
(Name) (Print/Type) (Title)

as an owner or officer of JEFFERSON MOWING, LLC. (Contractor) have authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has no employee safety impact positions as defined in §5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Contractor agrees and covenants that it shall immediately notify the City's Director of Personnel if any safety impact positions are established to provide services in performing this City Contract.

08/29/2024  
Date

MARY JEFFERSON  
Contractor Name

Mary Jefferson  
Signature

OWNER  
Title

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**CONTRACTOR'S CERTIFICATION OF NON-APPLICATION OF  
CITY OF HOUSTON DRUG DETECTION AND DETERRENCE PROCEDURES  
FOR CONTRACTORS**

ATTACHMENT D

I, MARY JEFFERSON as an owner or officer of  
(NAME)(PRINT/TYPE)  
JEFFERSON MOWING, LLC. (Contractor) have

authority to bind the Contractor with respect to its bid, and I hereby certify that Contractor has fewer than fifteen (15) employees during any 20-week period during a calendar year and also certify that Contractor has no employee safety impact positions as defined in 5.18 of Executive Order No. 1-31 that will be involved in performing this City Contract. Safety impact position means a Contractor's employment position involving job duties that if performed with inattentiveness, errors in judgment, or diminished coordination, dexterity, or composure may result in mistakes that could present a real and/or imminent threat to the personal health or safety of the employee, co-workers, and/or the public.

03/29/2024  
DATE

MARY JEFFERSON  
CONTRACTOR NAME

Mary Jefferson  
SIGNATURE

OWNER  
TITLE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/04/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Sylvia Schelstrate	
Easley Insurance Agency		<b>PHONE (A/C, No, Ext):</b> 281-505-1050	<b>FAX (A/C, No):</b>
6701 Hwy Blvd		<b>E-MAIL ADDRESS:</b> sylvia@easleyinsurance.com	
Suite 213		<b>INSURER(S) AFFORDING COVERAGE</b>	
Katy TX 77494-1089		<b>INSURER A:</b> WESTERNWORLD INS CO	<b>NAIC #</b> 13196
<b>INSURED</b>		<b>INSURER B:</b>	
JEFFERSON MOWING, LLC		<b>INSURER C:</b>	
2102 De Soto St		<b>INSURER D:</b>	
Houston TX 77091-3931		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

### COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>		VJUK-D	09/03/2024	09/03/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:	Y Y				MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER					PERSONAL & ADV INJURY \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b>					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				PRODUCTS - COMPROP AGG \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					BODILY INJURY (Per person) \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				BODILY INJURY (Per accident) \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				PROPERTY DAMAGE (Per accident) \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					EACH OCCURRENCE \$
						AGGREGATE \$
						PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/>
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS/ LOCATIONS/ VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF HOUSTON - PROPERTIES/LOCATIONS:  
12606 CITYSCAPE AVE. HOUSTON, TEXAS 77047  
800 BURNETT ST. HOUSTON, TEXAS 77009  
10301 STELLA LINK RD. HOUSTON, TEXAS 77025

### CERTIFICATE HOLDER      CANCELLATION

CITY OF HOUSTON	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Sylvia M Schelstrate</i>

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