



<sup>SM</sup> FINANCE DEPARTMENT / PURCHASING DIVISION 5350 Belt Line Road  
(972) 450-7071 – Facsimile (972) 450-7074 Post Office Box 9010 Addison, Texas 75001

### INVITATION TO BID

The Town of Addison is accepting bids from all interested parties for

Bid No: 1810-002

Bid Name: **Town of Addison Turf Mowing  
-Annual Contract-**

Pre-Bid & Tours: **ATTENDANCE IS OPTIONAL,  
BUT RECOMMENDED  
TO BID ON THIS CONTRACT.**

**Tuesday, November 6, 2018 at 10:00 am**  
Addison Service Center  
16801 Westgrove Drive  
Addison, Texas 75001

Bid Closing: **Tuesday, November 27, 2018 at 2:00 p.m.**  
Finance Department  
Town of Addison  
5350 Belt Line  
Dallas, Texas 75254

#### SCOPE OF WORK:

The work involves providing the highest quality turnkey professional mowing and turf maintenance related services within the Town of Addison. All work to be performed within the scope of these specifications shall be strictly managed, executed and performed by experienced personnel using only sound industry practices.

Since Bidsync.com maintains the vendor files for the Town of Addison, bidders do not need to notify the Town if they do not intend to bid on this project. For vendors that would like to be removed from the bidder's list, please notify the Town of Addison in writing.

Please pay particular attention to Receipt and Preparation of the bid.

Questions concerning the bidding process shall be posted through BidSync. Questions will be answered

in a timely manner. All participating vendors will be able to see all answers.

## **TOWN OF ADDISON TURF MOWING -ANNUAL CONTRACT-**

### **1.0 SCOPE OF SERVICES**

The Town of Addison is seeking to obtain an annual contract with one contractor for professional turnkey services for mowing, edging, blowing, line trimming, and litter control, to include pet waste removal, of turf on city properties, parks, medians, and right-of-ways. This is a **non-bagged mulching** contract on all Bermuda, Zoysia, and St. Augustine grass sites using mulching type mowers/mowing kits. All non-irrigated sites may be side discharged with the use of deflector shields.

Note: ***Subcontractors shall not be allowed under this contract.***

### **2.0 AWARD OF CONTRACT**

The Town of Addison reserves the right to reject any or all bids, reject any particular item on a bid,  
and to waive immaterial formalities. The contract will be awarded to the lowest responsible bidder  
whose bid is most advantageous to the city, price and other factors considered.

### **3.0 WORK**

The work under this annual contract shall include the following:

- a. Mowing
- b. Line Trimming
- c. Edging
- d. Blowing
- e. Litter/Debris clean up
- f. **Removal of pet waste in all mowing areas including dog parks.**
- g. Removal of downed limbs/twigs prior to mowing operations.

### **4.0 CONTRACT PERIOD**

The first term of the contract shall be for a period of twelve (12) months beginning on the date of contract award. The contract term may be extended for up to five (5) additional one (1) year periods under the same terms and conditions, provided such extensions are acceptable to the Owner and the Contractor. The Contractor shall confirm or deny contract renewals in writing by a minimum of ninety (90) days prior to the expiration of the contract. A price increase based upon the Consumer Price Index (CPI) - Dallas area for each twelve (12) month extension period will be considered for approval during each year of contract renewal not to exceed 4% per twelve (12) month period. Request for a CPI price increase must be received in writing a minimum of thirty (30) days prior to the contract renewal date.

## 5.0 WORK SCHEDULE

All sites must and shall receive maintenance as specified within a maximum of a five weekday (Monday-Friday) period. In the event of inclement weather that prevents completion within the maximum five scheduled weekdays, the Contractor must notify the Parks Department representative of failure to meet the expected completion time and specify when the revised schedule will be completed. The Contractor shall be responsible for rescheduling the work on the ensuing weekend days in the event weather or any other conditions do not allow completion of work during the normal Monday-Friday weekdays scheduled. Any mowing delayed by weather and rescheduled for the weekend shall be submitted for approved by the Parks Department representative.

## 6.0 EQUIPMENT LIST

6.1 In the opinion of the Town of Addison Parks Department, the minimum equipment that is required to fulfill this contract within the five (5) weekdays work period is listed below. These numbers are based on historical data. To qualify as a responsible bidder, this equipment shall be verified prior to recommendation of award of contract.

- a. Two (2) full-size clean and professional appearing enclosed company trucks or truck/trailer combinations clearly and permanently marked with the company name and equipped to haul mowing equipment.
- b. Two (2) three-person crews.
- c. Four (4) 60" to 70" riding mowers
- d. Two (2) 42" walk-behind mowers
- e. Four (4) 21" self-propelled walk behind mowers.
- f. Four (4) weed eaters
- g. Two (2) stick edgers
- h. Four (4) backpack blowers

6.2 The contractor shall be responsible for providing backup equipment in the event equipment break down occurs to prevent delays in the weekly mowing schedule.

## 7.0 SAFETY EQUIPMENT

The minimum requirement for safety equipment is:

- a. Four (4) clearly identifiable "MOWERS AHEAD" and/or equal traffic pre-warning signs (two per crew).
- b. Four (4) warning sign stands (two per crew).
- c. Forty (40) fluorescent cones (20 per crew).
- d. Fluorescent colored traffic vests – (1) for each on-site employee. **Traffic vests shall be worn by the employees while working in or in close proximity to traffic situations.**

## 8.0 SITE LOCATIONS

**The approximate square footages listed below are not to be used in preparing bids.** The Pre-Bid Tour will consist of a tour to each site so each Contractor can observe the characteristics and boundaries

of each. After the Pre-Bid Tour, it shall be the responsibility of the Contractor for locating and field verifying all dimensions of turf areas to be maintained when estimating the bid.

**Note:** Sites may be added to or deleted from the contract at the discretion of the Owner.

AREA	ADDRESS	SQ FT
<u>Irrigated sites – Maintain Weekly, March through October - Approximately 35 mowings.</u>		
Arapaho Medians & R.O.W. including areas under the bridge	Quorum Rd. to Marsh Ln.	262,057
Athletic Club	3900 Beltway Dr.	106, 548
AT&T Building	4851 Arapaho Rd. (at SE corner with Edwin Lewis)	1,079
Bellbrook Estates Entries (2)	At Winnwood Dr. and at Celestial Rd.	436
Beltway Dr. Medians	Surveyor Blvd. to Marsh Ln.	66,647
Beltway Park	On N. side of Beltway Dr. between Spring Creek BBQ & Walnut Square Townhomes	60,984
Beltwood Reservoir R.O.W.	On N. side of Belt Line Rd. between Addison Rd. and Beltway Dr.	43,560
Celestial Park	5501 Celestial Rd.	165, 528
Celestial Place R.O.W.	Both sides of Celestial Pl. entry	16, 988
Celestial Pump Station	5510 Celestial Rd.	39, 988
Conference/Theatre Centre/ Water Tower/Stone Cottage & parking lots	15650 Addison Rd	65, 993
Dome Park	14707 Sherlock Dr.	12,807
Easement Dog Park	3900 Beltway Dr.	37,462
Easement Park	3900 Beltway Dr.	187, 874
Easement Park Extension	From Easement Park to Greenhill School	87,120
Finance Building	5350 Belt Line Rd.	35,589
Fire Station #1 & Airport Pkwy. R.O.W.	4798 Airport Pkwy.	34,620
Fire Station #2	3950 Beltway Dr.	28, 183
Fuel Farm	Along Addison Rd. between Roscoe Tuner Dr. & George Haddaway Dr.	16,113
Inwood Mini-Park – 2 triangles	14604 Inwood Rd. SW corner Belt Line Rd./Inwood Rd.	19,733
Inwood ROW	E. side of Inwood & S. of Belt Line	35,153
Kellway Lift Station	4245 Kellway Circle	33,018
Landmark Park	SE corner Landmark Blvd./ Landmark Pl.	22,651
Les Lacs Area – Beltway Dr. R.O.W. North/South		100,188
Les Lacs Area – Lake Greenbelt		143,748
Les Lacs Ave. R.O.W. - 2 sides		32, 409

Les Lacs Park North (of Beltway)	From office building at Surveyor to Marsh Ln.	322, 344
Les Lacs Park South	Between single family homes & apartments + Loos complex from Marsh Ln. to Greenhill School	141, 526
Les Lacs Park – Dog Park	W. side of Loos Complex & between Les Lacs Park South & Woodward Dr.	21,257
Marsh Lane Medians – 2	N. of Belt Line Rd. & before railroad tracks	2,875
Marsh Lane R.O.W.	South of Beltway Dr. to apartments	74,052
Montfort R.O.W.	Just N. of Verde Valley to along wall S. of Celestial Rd.	4,922
Montfort Median – 1	Just S. of Verde Valley	4,748
North Addison Park	17100 Addison Rd.	139,392
N. Midway Triangle Pocket Park	15740 Midway Rd.	22,477
Oaks North Subdivision – (Entries, ROW, Cul-de-sacs, & Islands – 9 areas)		55,278
Police Building & Eddie Rickenbacker R.O.W.	4799 Airport	34,621
Proton R.O.W. and Medians – 2 sides		75,054
Quorum Dr. Medians	Westgrove Dr. to Airport Pkwy. & Arapaho Rd. to Belt Line Rd.	78,408
Quorum Park	16201 Quorum	143,095
Service Center	16801 Westgrove	29,055
Surveyor Pump Station	15130 Surveyor Blvd.	15,856
Spring Valley Rd. (old) Medians	Midway Rd. to E. of Vitruvian Way (1 <sup>st</sup> median)	11,413
Town Hall	5300 Belt Line Rd.	63,815
Town Park	3799 Sidney	54,450
Vitruvian Way Mini-Park	SE corner of Vitruvian Way/Marsh Ln.	3,920
Westgrove Median	Westgrove at Dallas Pkwy.	2,004
Winnwood Park	5580 Belt Line	32,234

Non-irrigated (rough) sites – Maintain Bi-weekly, March through October - Approximately 18 mowings

Arapaho/Quorum NE corner	Two large undeveloped lots on both sides of Spectrum Dr.	261,360
Beltway Median at Belt Line	South side of Belt Line Rd.	479
Beltway/Arapaho Connector Trail	Between Arapaho Rd. and Beltway Dr.; E. of Asbury Ct. Townhomes & BB&T Bank	73,245
Celestial Pump Station Triangle	5510 Celestial Rd.	18,687
Event Site – South of Festival Way		261, 360
Excel Parkway – 7 Medians		65,340
Old Fuel Farm	Addison Rd. along Addison Airport & S. of Roscoe Tuner	10,740
Landmark Blvd. – 6 Medians and R.O.W.		68, 825

Town Hall – Creek Greenbelt	5300 Belt Line; far side of creek along single-family homes	10,934
White Rock Creek R.O.W.	On E. side of Winnwood Rd.	4,312
Winnwood Park – South of Two Ponds	5580 Belt Line	61,420

## 9.0 LAWN MAINTENANCE

### 9.1 Mowing

- a. Irrigated sites - Once per week  
Non-irrigated sites - Bi-weekly
- b. March through October - All sites - Regular (weekly or bi-weekly as specified)
- c. Supplemental mowings may be required on an as needed basis. In some cases, special events may dictate the need for additional mowings in areas designated by the Parks Department representative. Typically, most sites will only require mowing once per week during the growing season; however, the Contractor must be capable of providing mowing crews at last minute notice in case the Town requests a site be mowed for a special event or special need. Regular mowings may extend past October depending upon weather. The Parks Department representative will designate such mowings. Mowings shall be bid on a turnkey unit basis per site/per mowing. Weekly mowings may be reduced to bi-weekly at the discretion of the Parks representative. An example of such would be in response to the slower rate of growth of the grass due to cooler temperatures or watering restrictions. The Parks Department may also request additional mowings to address early emergence of spring weeds.
- d. Mowing shall be at the proper heights according to the season and type of grass, generally, Bermuda: 1 ½", St. Augustine: 2 ½", Zoysia: 2", to keep all turf areas looking crisp, clean, and well-groomed. Sites are planted with Bermuda, St. Augustine, or Zoysia grass. Height of mowing will be dictated by the time of season and will vary according to growth rate. The contractor shall be responsible for adjusting mower heights to prevent scalping. Follow recommendations for mow heights established by Texas A&M University research based upon grass type.
- e. Each mowing, where possible, will be performed at an oblique or ninety-degree angle to the previous one.
- f. Use of rotary mulching type mowers designed for commercial use shall be required on all irrigated lawn areas. Rotary mulching mower blades shall be kept sharp at all times. The Owner will perform routine inspections of mowers for blade sharpness and heights.
- g. Use of rotary side discharge type mowers designed for commercial use is permissible on all non-irrigated bi-weekly mow sites if, in the opinion of the

Parks representative, the results are satisfactory. Use of deflector shields shall be required.

- h. All lawns damaged due to negligence of the Contractor shall be professionally re-sodded by the Contractor. Such areas shall be identified by the Parks Department representative. Any other plantings or structures damaged by negligence shall be the responsibility of the Contractor to repair or replace expeditiously at his own cost and to the Owner's satisfaction. This shall include, but not be limited to, line trimmer and/or mower damage to trees, shrubs, groundcovers, and/or landscape lighting, furnishings, retaining walls, etc.
- i. Discharge or blowing of grass into the Les Lacs lake, Winnwood ponds, Finance and Town Hall creeks, or other waterways is not permissible. Following each mowing, any grass deposited into such areas shall be promptly removed by the Contractor and properly disposed of.
- j. Exercise extreme care when changing directions with riding type mowers to prevent damage, 'skinning', of the turf.
- k. Mowing is weather dependent and the number of mowings and/or frequency during any growing season may vary.
- l. DO NOT mow during wet conditions to eliminate rutting and tracking.
- m. ***Mulch mowing of leaves that accumulate on properties shall be required as part of this contract. Repeated mowing passes may be necessary in order to cut the leaves into an acceptable size.***
- n. ***In areas where sparse vegetation occurs due to shading from mature trees, mowing and/or line trimming of the remaining grass and/or vegetation/weeds must and shall occur.***
- o. Turf clippings **SHALL NOT** be left in or blown into any street and shall be removed before the Contractor leaves the site. No turf clippings shall be discharged or blown into waterways or storm sewer inlets. The Contractor may face potential fines for such operations. Any such clippings must and shall be immediately removed by the Contractor at his own cost.
- p. Exercise care when operating mowers, weed eaters, and blowers around persons, pets, and wildlife.

## 9.2 Edging/Line Trimming

- a. A hard edge with a blade-type edger shall be made. Edging of hard surfaces with line type trimmers is not permissible.
- b. All turf perimeters along and around walkways (including pavers), curbs, walls, bed edging, utility poles, etc., and other fixtures (including recessed lighting)

shall be edged/trimmed at each mowing.

- c. Sprinkler valve boxes and meter boxes shall be trimmed as often as necessary to keep them clearly visible.
- d. The hard surface areas adjacent to turf shall be swept and/or blown clean after each operation.
- e. Line trimming and spraying of weeds within the concrete/paver noses of medians is required under this contract.

### 9.3 Pond and Creek Areas

- a. The Contractor shall be responsible for line trimming to the water line locations where creeks, ponds, and/or lakes are present.
- b. Do not allow mowers to throw grass into lakes, ponds, or waterways.
- c. The Contractor shall be responsible for removal of trash and debris from all water edges and shorelines.
- d. All ground surfaces around any water area shall be maintained to the water line.
- e. Any grass, trash, or debris deposited into such areas shall be promptly removed by the Contractor at his own cost and properly disposed of. Failure to do so could result in potential fines.

### 9.4 Litter/Cleanup

- a. All debris, trash/litter, limbs/twigs, rocks, **pet waste**, etc. shall be collected in the turf areas and removed from site by the Contractor prior to each mowing.
- b. All drives, parking areas, storm drains, ditches, culverts, vaults, curb lines and any storm drainage structure shall be kept clean of grass clippings, litter, and debris. A free flow of water shall be maintained at all times.
- c. The Contractor shall be responsible for cleaning any pavement, structure or other surface of debris, litter, tire markings, material, etc. created by his grounds maintenance activity to the satisfaction of the Owner's designated representative.
- c. The Contractor shall be responsible for removal of all grass clumps or surface grass clippings to prevent smothering of the turf and to create a pleasant and professional appearance. Any grass left after mowing shall be raked or vacuumed. Clippings shall not be placed in on-site dumpsters. The Contractor shall remove such clippings to a legal dump site.
- e. The Contractor shall not put any waste in any city dumpster or trash receptacle or private dumpster other than his own.



9.5 Fertilization/Pre-emergent Herbicide Applications

- a. The Owner will apply fertilizer and/or pre-emergent herbicides to all turf areas at regular intervals during the growing season. The Contractor may be responsible for adjusting the mowing schedule when such applications occur. The Owner will give the Contractor at least a one (1) week notice of applications to turf areas.

9.6 Watering

- a. The Owner will program irrigation controllers to accommodate the mowing schedule provided in writing by the Contractor. In order to accomplish this, the Contractor shall provide a written schedule of mowing at least two (2) weeks prior to the commencement of each mowing season. Any changes in the mowing schedule must and shall be submitted a minimum of one (1) week in advance to allow for adjustments.

**10.0 INSPECTIONS**

- 10.1 The Owner will make routine inspections of the entire town related to the appearance of the grounds and the Contractor's performance. The Contractor shall make repairs to damages caused by his actions as required by the Owner, including damage to sprinkler heads and boxes or any other city property.

- 10.2 Schedule: Prior to beginning work under this contract, the Contractor shall provide the Owner with a detailed written maintenance schedule of how he expects to accomplish this work along with a statement of anticipated labor forces in order to maximize production, quality and efficiency. The schedule shall include target dates for all cycle and period work, time estimates for task completion, staffing, equipment types and quantities, etc. Any time the schedule changes, or is anticipated to change, the Contractor shall provide the Owner with a revised schedule at least one (1) week in advance.

- 10.3 The Contractor's authorized representative shall personally contact the Owner's designated representative should any unforeseen problems arise or if mowing is not to occur on any given day due to weather or any other reason. The Contractor shall issue legible written weekly reports on company letterhead or printed company work reports including:

- a. Date
- b. Printed name and signature of employee generating report
- c. Locations of performed services
- d. Specific problems or conditions requiring attention, including any property damaged
- e. Moisture conditions on each site if adverse (too dry or too wet)

Site reports are to be filed with the Owner's designated representative at the completion

of each workday. Reports may be faxed to (972) 450-2834 or emailed to [rlee@addisontx.gov](mailto:rlee@addisontx.gov).

- 10.4 It shall be the Contractor's responsibility to provide adequate personnel, materials and equipment to meet his commitments to these schedules and to meet the Owner's expectations. Periodic meetings will be held either on-site or in the offices of the Owner to discuss progress made to date and modifications to the schedule required to meet short term as well as long term objectives and goals of the Owner. It is further understood that a representative of the Contractor shall attend all job meetings of this nature.

## **11.0 SPECIAL CONDITIONS**

- 11.1 All services herein provided shall be done in a courteous and orderly manner with a minimum of inconvenience to the businesses, residents, and to the Owner's representatives. All maintenance personnel shall be qualified and proficient in the operations of the landscape industry and be appropriately and neatly dressed, in clearly identifiable uniforms that are the same color and bearing the company logo, at all times while on the property. Shirts must be worn at all times. Gym shorts and tank tops are not appropriate dress. Sturdy, safe footwear must also be worn along with safety vests when required. No music will be allowed to be played by Contractor's personnel while on property.
- 11.2 The Contractor shall provide a qualified English-speaking supervisor/foreman on-site with each crew at all times during any maintenance activity to be responsible for the progress of the work and the conduct of the Contractor's personnel and to answer any questions that may arise. Any time the Contractor's work force is divided between two (2) or more sites, a qualified English-speaking supervisor shall be present at each site. **The supervisors/foremen on-site must have read and be familiar with these specifications and have a means with which to be contacted on-site by the Owner.**
- 11.3 The personnel performing the services described herein shall be under the sole responsibility and the employ of the turf mowing Contractor and shall be constantly supervised and shall be competent, experienced, skilled lawn and plant maintenance-oriented people. All of the Contractor's employees shall be authorized to work in the United States as required by the Immigration Reform and Control Act of 1986. All Contractor personnel shall maintain their appearance and behavior in a professional manner at all times while on property.
- 11.4 All materials and equipment brought to the site are the full responsibility and liability of the Contractor. Vehicles on the sites must bear the company's logo and be clearly identified. Vehicles shall also be in good working order and appear professional in nature and condition.
- 11.5 While on site, the Contractor's representative shall take directions from the Owner's designated representative. Should the need arise, scheduled grounds-keeping activities may be preempted by the Owner's representative in order to respond to other landscaping priorities.
- 11.6 The Contractor shall provide the Owner's representative with a list of locations

completed at the end of each working day (Daily Work Report). Such reports may be either faxed to (972) 450-2834 or emailed to [rlee@addisontx.gov](mailto:rlee@addisontx.gov).

- 11.7 The Contractor is responsible for immediately notifying the Owner regarding any damages to public or private property, dry/wet areas, or problems related to the site irrigation system.
- 11.8 The Contractor shall supervise and direct the work, using his best skill and attention. The Contractor shall be responsible for all turf maintenance methods, techniques, and procedures and for coordinating all portions of the work under the contract.
- 11.9 Unless otherwise specifically noted, the Contractor shall provide and pay for all labor, material, equipment, tools, transportation, and other facilities and services necessary for the proper execution and turnkey completion of the work specified in this contract.
- 11.10 The Contractor shall at all times enforce strict discipline and good order among his employees. The Contractor shall only utilize workmen who are, in the opinion of the Owner, satisfactory and sufficiently skilled for the efficient performance of all work under this contract.
- 11.11 The Contractor shall give all notices and comply with all laws, ordinances, rules, regulation, and orders of any public authority in connection with the performance of the work.
- 11.12 The Contractor shall be responsible for the acts and omissions of all his employees and his agents.
- 11.13 The Contractor shall be responsible for initiating, maintaining and supervising appropriate safety precautions and programs in connection with his work. He shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to (1) all employees on the project and other persons, pets, or wildlife who may be affected thereby, (2) the project and all materials and equipment to be incorporated therein, and (3) other property at the site or adjacent thereto.
- 11.14 The Contractor shall instruct his employees to use caution while operating mowers, edgers and line trimmers near trees, shrubs and ground covers to prevent damage. Damage to trees, shrubs, or ground covers will not be tolerated. The Owner shall make routine inspections of each site to inspect for mower or line trimmer damage. Signs of damage to trees by mowers or by line trimmers may be grounds for termination of this contract or the issuing of a replacement plant material value to be assessed by the Owner to the Contractor. The Contractor shall be responsible for seeing that his employees are taking every precaution to protect trees, shrubs, and ground covers from damage.
- 11.15 The Contractor shall be responsible for immediate notification of any and all damage to property, including, but not limited to the sprinkler system components, metal edging, lighting, windows, fences, trees, shrubs, etc. of all sites caused by the Contractor and/or his employees. The Contractor shall be liable for any and all damages to Town owned public property, adjacent private property, or vehicles while executing the provisions of

the contract.

- 11.16 Any labor, services, or materials over and above the scope of this contract must be approved by Owner's designated representative and may be billed at an extra per man hour cost plus the cost of any materials. There will be a line item on the bid to provide such pricing. No mark-up of materials shall be allowed. The Owner shall pay only wholesale material prices with no mark-up by the Contactor and only for materials requested by the Town's representative(s).
- 11.17 The Contractor shall provide warning signs and traffic cones at points along all street medians and R.O.W.'s to protect workers and safeguard all traffic. All warning signs and cone layouts shall be provided and maintained in accordance with the requirements of the Town of Addison traffic control regulations and the Texas Manual on Uniform Traffic Control Devices.
- 11.18 Additional sites may be added during the contract term and the Town will negotiate prices with the Contractor for the additional sites. Sites may also be deleted with savings to the Town based upon the number of mowings remaining times the contract cost for each.
- 11.19 ***Town Hall mowing hours: So that noise does not disturb the numerous meetings throughout the day at Town Hall, mowing at this location shall only take place between the hours of Noon-1 p.m. and only on Monday or Tuesday or 8 a.m.-5 p.m. weekends.***
- 11.20 **Pet waste must be removed prior to mowing any and all properties** with special emphasis on the Town designated off-leash dog parks.
- 11.21 No subcontracting of any portion of the services under this contact shall be allowed.

## **12.0 PAYMENT**

Payment processing for an invoice shall only begin upon receipt of a 'verified invoice' from the contractor. An invoice shall only be accepted for payment once the work has been verified by the

Town's representative that all work stipulated for payment on the invoice has been satisfactorily completed. Thirty (30) days from the receipt of a verified invoice shall be allowed for the processing of each invoice. Payment to the contractor shall be mailed out to the address supplied by the contractor. No checks shall be made available for pick up by the contractor.