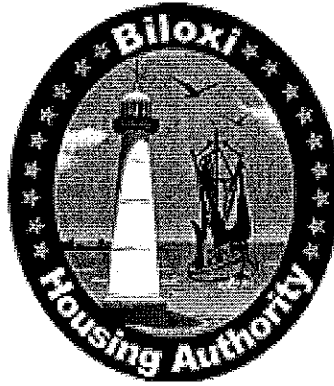


Request for Proposals #GLS09.19 Groundskeeping/Landscaping Services

The Biloxi Housing Authority is requesting proposals from State licensed qualified and experienced Groundskeeping/Landscaping companies to provide ground maintenance services for eleven developments and 22 lots in Biloxi, MS. A pre-proposal meeting will be held at the office of the Biloxi Housing Authority (address below) on September 10, 2019 at 9:00 am. Attendance will be mandatory for all interested parties. Proposals will be evaluated according to the following factors: Understanding and Approach - 35 pts; Qualifications and Experience -50 pts.; Proposed Fees- 15 pts. Proposals must be received no later than 4:00 pm local time on October 1st, 2019 at the following address- Biloxi Housing Authority, 330 Benachi Ave., Biloxi, MS 39530. An RFP package may be obtained by contacting Tom Noland, Biloxi Housing Authority, Administrative Services Manager, 228-374-7771 x206 or e-mail: tnoland@biloxihousing.org. Biloxi Housing Authority reserves the right to reject any or all proposals and to waive any informality in proposals. BHA is an equal opportunity employer and an equal housing provider.

Date of Publication: (1st) Sunday, September 1st, 2019
(2nd) Sunday, September 8th, 2019



Biloxi Housing Authority

330 Benachi Avenue
Biloxi, MS 39530

REQUEST FOR PROPOSAL (RFP)
GROUNDSKEEPING/LANDSCAPING SERVICES

RFP Number: GLS09.19

September 01, 2019

Subject: **Request for Proposals #GLS 09.19
Groundskeeping/Landscaping Services**

Date Issued: September 1st, 2019

Submission Date: October 1st, 2019 at 4:00 p.m.

Pre-Proposal Conference: September 10, 2019 at 9:00 a.m. Mandatory Conference
at 330 Benachi Avenue, Biloxi, MS

Contact Person: Tom Noland, Administrative Services Manager
Phone: (228) 374-7771 ext. 206
Fax: (228) 374-8028
Email: tnoland@biloxihousing.org

Submission Address: Purchasing Department
Biloxi Housing Authority
330 Benachi Avenue
Biloxi, MS 39530

The Biloxi Housing Authority (BHA) is soliciting proposals to perform Groundskeeping/Landscaping Services as per the attached RFP. Proposals shall be held in confidence and not released in any manner until after contract award. Proposals shall remain open for a period of (90) days subsequent to the RFP due date. **Faxed or e-mailed proposals will not be accepted. Any proposal received after the above deadline will be returned to the sender unopened.**

The Biloxi Housing Authority (BHA) reserves the right to award without discussion if the quality of the initial proposals received is such that no purpose would be served by conducting negotiations. The Biloxi Housing Authority reserves the right to reject any or all proposals.

All interested firms must attend a **Mandatory Pre-proposal Conference** on September 10th, 2019 at 9:00 a.m. in order to clarify any aspects of the RFP and view the sites. Any questions must be in writing and submitted by 3:00 p.m. on September 17th, 2019 to Tom Noland, Purchasing at above address or via email at tnoland@biloxihousing.org.

By submission of a proposal, the offeror agrees, if its proposal is accepted, to enter into a contract with the Biloxi Housing Authority to complete all work as required in the contract documents and for the contract price. The offeror further accepts all of the terms and conditions of the RFP.

The proposals shall be prepared in accordance with the attached RFP and shall be evaluated by the BHA as stated in the RFP.

TABLE OF CONTENTS

Section A	Request for Proposal
Section B	Form of Non-Collusive Affidavit
Section C	Cost Proposal Forms
Section D	Equipment Schedule Form
Section E	Statement of Qualifications Form
Section F	Eligibility Certification Form

SECTION A

REQUEST FOR PROPOSAL

**REQUEST FOR PROPOSALS
FOR
GROUNDSKEEPING/LANDSCAPING SERVICES**

Solicitation No. GLS 09.19

INTRODUCTION

The Biloxi Housing Authority (BHA) is soliciting proposals from licensed, qualified and experienced Groundskeeping/Landscaping companies to perform services as shown below (see License requirements below). BHA presently has eleven housing developments. We also own various undeveloped property and lots that require upkeep to meet City codes. All developments are in the City of Biloxi.

CONTRACT PERIOD

This proposal is for a two-year fixed-fee contract with the option to extend for an additional Three- one-year term if the contract cost remains the same or negotiated to BHA's satisfaction, provided funding is available and contract performance is satisfactory.

AWARD OF CONTRACT

The Biloxi Housing Authority intends to make award to the responsive and responsible contractor which offers a proposal advantageous to the agency. In the event the quality of the initial proposals received is such that no purpose would be served by conducting negotiations, award may be made without discussion.

TASK REQUIREMENTS

Contractor must be experienced in groundskeeping and landscaping, exercise proper and safe operation of equipment, have possession of proper commercial grade equipment in good working condition, perform tasks in a timely manner and remain cognizant of safety of property and residents. The developments and undeveloped sites to be maintained under the proposed fees are listed on the attached Cost Proposal Form. Any future additional developments will require negotiations and/or written proposals.

LICENSURE REQUIREMENTS:

Contractor must have a Certificate of Responsibility from the State Board of Contractors for the following trades; **Landscaping, Grading and Beautification**

Contractor must have a License from the MS Department of Agriculture & Commerce, Bureau of Plant Industry for: **Landscape Horticulturist**

SCOPE OF WORK

Contractor to maintain all grounds in a professional manner which will include, but not limited to the following:

- 1) **Prior to Cutting or Weed Eating:** inspect grounds and. remove and properly dispose any litter and debris in all areas to be cut by mowers or string.
- 2) **General Mowing:** All sites are to be cut at least once per week in inclement weather, sites will be cut as soon as weather permits. Care shall be taken to avoid discharge of leaves, clippings, dirt, dust, etc. on resident's porch/patio areas, hanging clothes and other personal property. Contractor is responsible for moving of resident's personal property or having resident move it, so grass can be maintained. Keep mower discharge away from outside HVAC condenser units and do not discharge toward dwelling structures. Leaves are to be mulched or removed from all areas and disposed of in dumpsters. If Mulched leaves build up, they will need to be raked and removed from all site areas as well.
- 3) **Fence Rows/Perimeter Fences:** Maintain a 52" strip outside fence rows, where access is available, to prevent growth of weeds, vines, debris, etc. on and around 52" strip. Remove all weeds, vines, trees, bushes, etc. from growing in fences. Where access is not available, contractor is responsible for using the best means available to remove growth from fence on inside and outside to maintain a clean appearance. Trim/remove tree limbs within 5 feet above and around perimeter fence.
- 4) **Structures:** Trim/remove tree limbs and branches within 5 ft. above and around any structure(s) on BHA property. Also, remove limbs and branches blocking the area lighting. Removal of trees that have fallen on fences and structures is also required. This includes preventative Class III Hazzard Pruning removal of any rotten trees/limbs that may potentially cause damage to the fencing and structures on all properties as stated in the request for proposal.
- 5) **Weed Eating/Weed Removal:** Remove weeds in a neat and uniform manner from all areas not accessible to mowers; i.e.: around buildings and shrubs, around and inside flower beds and playgrounds, around clothesline posts, fence rows, in drainage areas and any other areas necessary to maintain a well groomed appearance. Special attention to be paid to all bayou areas. As needed, cut grass, remove debris and weeds from fence to water line at drainage ditch leading to the bayou. Caution must be used when trimming around HVAC, Skirt Boards and Vinyl siding.
- 6) **Flower Beds:** Contractor is responsible for maintaining all existing flower beds weekly) which includes weeding, furnishing and maintaining mulch. Any plants needing replacement will be an extra cost to the agency outside of the contract with written permission from BHA representative.
- 7) **Playgrounds:** Contractor is responsible for maintaining all playgrounds, which includes weeding and furnishing and maintaining mulch material to a minimum of 8 inches deep.

- 8) Edging: Edge all sidewalks and curbs in a neat and uniform manner weekly.
- 9) Shrubs: Large Bushes and Palm Trees. All shrubs, including in play areas, parking areas, and walkways will be pruned to maintain their natural shape and well-groomed appearance. Walkways need to be cut to a minimum clearance of 7-foot-high and 12 inches horizontally from edge of walkway. Shrubs near buildings are to be cut and maintained to windowsill level and branches cut back 12 to 24 inches from buildings depending on locations. Remove seedlings from under and around all trees and shrubbery. Palm Trees need to be maintained so that dead fronds are removed at least monthly. Trunks should be maintained so that rotted material is removed as needed. Shrubs needing replacement will be an extra cost to the agency outside of the contract with written permission from BHA representative.
- 10) Sidewalks, Porches/Patios, Parking Areas, Curbs, A/C Units and Storm Drain Areas: Sweep/blow or rake grass clippings, leaves, dirt and debris from these areas as needed to maintain a neat appearance and to prevent drainage problems and parking lot dirt build up. Bag leaves and debris and dispose properly in dumpsters or offsite.
- 11) Herbicides/Pesticides: Contractor will furnish and apply commercially available herbicide on weeds in sidewalks, fence lines, curbs, etc. as needed to maintain a neat and manicured appearance. Contractor will furnish and apply commercially available pesticide as needed to treat ant mounds found on sites. Contractor to notify BHA of the product and scheduled time of application prior to application of these products.
- 12) Once a year work items:
 - a. Spring: Aerate all sites.
 - b. See Cost Proposal Form for Optional Work (Annually).
- 13) Trash Cans: Contractor to empty all trash cans in all common areas weekly.
- 14) Bush Hog/Cutting: Contractor to keep BHA owned undeveloped sites cut every 30 days during growing season per City of Biloxi ordinances (see cost proposal form for addresses).
- 15) Work Schedule: Contractor to furnish BHA with a 12-month continuous work schedule outlining dates where and when work is to be performed. Any changes in schedule must be in writing and submitted for approval to BHA representative 10 days prior to the month that change is to occur. This schedule will be submitted within 30 days of contract signing.

PROPOSAL EVALUATION PROCESS AND CRITERIA

The following procedures will be followed for the evaluation:

- A selection committee will evaluate all proposals in accordance to the criteria listed below.
- The proposals that have a reasonable chance of being selected for award will be considered to be in the “Competitive Range”, considering technical evaluation results and proposed price.
- BHA may hold discussions with offerors in the competitive range and then negotiations, if required. Offerors may then be given an opportunity to submit best and final offers before final determination.
- The Authority reserves the right to make an award based solely on the proposals or to negotiate further with one or more Offerors.

The contract shall be awarded to the Offeror submitting the most responsible proposal, price and other factors considered, complying with the specifications contained herein, provided the proposal is the most advantageous for the Authority to accept. The Authority is therefore not bound to accept a proposal based on lowest quoted price alone. The Offeror to whom the award is made will be notified at the earliest practical date. Unsuccessful offerors will also be notified.

Evaluation Criteria: The Authority intends to make total proposal award to the responsible offeror based on the following technical evaluation criteria:

1. Understanding & Approach (Maximum points 35)
 - a. Clearly demonstrated understanding of the service required. (1-10 points)
 - b. Responsiveness and thoroughness to the requirements as set forth within the specifications contained in this RFP. (1-10 points)
 - c. Proposed work plan, manning and equipment. (1-15 points)
2. Qualifications & Experience of Company and Staff (Maximum points 50)
 - a. Competency of the company and/or the personnel assigned to the project as demonstrated by their resume(s) and completed “Statement of Qualifications” form. (1-20 points)
 - b. Reference information from principals in the company for whom similar services have been performed by the proposer. (1-15 points)
 - c. Experience with similar type operations (1-15 points)
4. Proposed Fee (Maximum 15 points)

SUBMISSION REQUIREMENTS: Submit one (1) original and (3) three copies of your proposal dated and signed by an official of the company.

The following forms must be completed and submitted with the proposal documents. **Failure to complete and submit ALL forms listed may render the proposal non-responsive and subject to disqualification.**

- 1) Cost Proposal Forms (2) (forms enclosed)
- 2) Equipment Schedule Form (form enclosed)
- 3) Statement of Qualifications form (form enclosed)
- 4) Non-Collusive Affidavit form (form enclosed)
- 5) Eligibility Certification form (form enclosed)
- 6) Copy of Mississippi State License (Certificate of Responsibility)
- 7) References (see below)

Each item listed above shall be completed and submitted with the proposal. This list does not include other submittals that may be required. Read the RFP documents fully and carefully.

Proposals must include a full description of all proposed services. If the Offeror is not proposing complete services as requested in this RFP, be very specific as to what is and is not included. All assumptions concerning the Authority's involvement should be stated. All exceptions to the RFP should be noted as such in the proposal. Unique services should be clearly defined. The assumption should be made by all Offerors that their original proposal may be their only opportunity to present their services and qualifications, and therefore should be as comprehensive as possible. It is the Authority's intent to make this RFP a part of the contract.

Include in the submittal a list of 3 current references of previous or present work similar to this project which shows company name, contact person, address, phone and fax number, and email address, type of work performed and dates of services {length of contract}.

Proposals must be submitted in a sealed envelope and clearly written on the outside of the sealed envelope must be the offeror's name and address and the words:

**PROPOSAL DOCUMENTS
RFP #GLS 09.19
GROUNDSKEEPING/LANDSCAPING SERVICES
DEADLINE: OCTOBER 1, 2019 @ 4:00 p.m.**

No facsimile or email proposals will be accepted.

Proposals are not publicly opened.

The Biloxi Housing Authority (BHA) is not liable for any costs incurred by the offeror prior to issuance of a contract. In general, no monies will be paid to the successful offeror outside the proposal cost unless those expenses are agreed to in writing by all parties. The offeror shall wholly absorb all cost incurred in the preparation and presentation of the proposal.

The offeror may be requested to submit recent financial statements prior to final selection to be used as a basis to ascertain responsibility. These may be optionally included in proposal package in a separate sealed envelope.

INSURANCE REQUIREMENTS: Contractor will be required to furnish at the time of contract signing, proof of general liability insurance minimum coverage of \$1,000,000 per occurrence and automobile insurance coverage of \$1,000,000 for all vehicles owned and non-owned; and worker's compensation coverage of a minimum of \$500,000. All policies must show Biloxi Housing Authority as additional insured and include the endorsement specifying the policies we are named as third party certificate holder.

SUBCONTRACTORS: The name and qualifications of any subcontractor who your company may be contracting with on this project must be included in the proposal. All subcontractors must meet the same requirements as the contractor (i.e.: EEO, insurance, etc.)

LICENSING REQUIREMENTS: BHA will contract with a contractor that is licensed by the State of Mississippi (Certificate of Responsibility) to perform the work described in the Scope of Work. Contractor will be responsible for obtaining or maintaining any licenses and/or permits required by local, state or federal agencies, regulations, etc. to qualify for and perform the scope of work. **Proposers are to include a copy of their license(s) in their proposals.**

SECTION B

Form of Non-Collusive Affidavit

FORM OF NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he is

(a partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price or affiant or of any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other bidder, or to secure any advantage against

BILOXI HOUSING AUTHORITY

or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true.

Signature of Partner,
if Bidder is a Partnership

Signature of Officer,
If Bidder is a corporation

Subscribed and sworn to before me this

_____ day of _____, 20__

Notary Public

My Commission expires _____

SECTION C

Cost Proposal Forms

RFP #GLS 09.19 GROUNDSKEEPING/LANDSCAPING SERVICES

COST PROPOSAL FORM - 2019-2021 Initial Contract Period

Proposed Fees will include the following housing developments:

DEVELOPMENT/SITE	SQ.FT.OR ACREAGE	MONTHLY COST
1. Oakwood Village	14 Acres	_____
2. Fernwood Place	3.1 Acres	_____
3. SunCoast Villa	10.6 Acres	_____
4. Covenant Square	5 Acres	_____
5. Bayview Place	23.4 Acres	_____
6. Cadet Point	3.05 Acres	_____
7. Bayview Oaks	4.92 Acres	_____
8. Gulf Shores Villas	7.3 acres	_____
9. McDonnell Avenue	6.4 Acres	_____
10. Seashore Oaks	6.2 Acres	_____
11. Beauvoir Pass	5 Acres	_____

DEVELOPMENT- Monthly TOTAL= \$ _____

Proposed fees will include the following lots owned by BHA:

**LOTS (VARIOUS LOCATIONS)-SQ.FT. OR ACREAGE -PER CUT (Grass Cutting/ Bush Hogging)
(Cutting)**

1. Back Bay Place	6.56 Acres	_____
2. Carnival Barn	1.75 Acres	_____
3. Bayview Triangle	1.20 Acres	_____
4. East End	3.65 Acres	_____
5. 276/278 Graham Avenue	13,224 sq. ft.	_____
6. 218 Elmer Street	8,950 sq. ft.	_____
7. 308 Elmer Street	11,635 sq. ft.	_____
8. 310 Elmer Street	4,300 sq. ft.	_____
9. 239 Baptist Alley	3,043 sq. ft.	_____
10. 242 Baptist Alley	4,161 sq. ft.	_____
11. 626 Murray Street	12,996 sq. ft.	_____
12. 268/272 Delauny Street	10,017 sq. ft.	_____
13. 193 Dorries Street	9,135 sq. ft.	_____
14. 313/315/317 Lameuse Street	14,720 sq. ft.	_____
15. 301 Lameuse Street	9,660 sq. ft.	_____
16. 1050/1052 Balboa Street	12,996 sq. ft.	_____
17. 239 Laurel Court	5,900 sq. ft.	_____
18. 305 Nixon Street	4,412 sq. ft.	_____
19. 0 Nicholes Street	23,635 sq. ft.	_____
20. 674/676 Division Street	10, 882 sq. ft.	_____
21. 229 Kuhn Street	5,850 sq. ft.	_____
22. Swan Lane	1.56 Acres	_____

LOTS -Monthly TOTAL= \$ _____

TOTAL Annual Proposal Amount = \$ _____

TOTAL Proposed Contract Two (2) Year Term= \$ _____

Optional Work (Annually)

Option #1- Springtime- Apply fertilizer to all sites \$ _____

Option #2- Springtime – Seed bare spots with appropriate grass type \$ _____

Option #3 -Wintertime- Seed bars spots with Winter/Grass (Rye) \$ _____

These are proposed fees and may be negotiated before finalizing contract or any modification to contract. Fees for any additional sites may be negotiated. BHA reserves the right to request proposals for any additional sites from other contractors if proposed contractor's fees are not considered reasonable

SECTION D

Equipment Schedule

SECTION E

Statement of Qualifications Form

BILOXI HOUSING AUTHORITY
RFP # GLS 09.19
Groundskeeping/Landscaping Services

STATEMENT OF QUALIFICATIONS

Each contractor submitting a proposal **MUST** answer the following questions and return this form with their submittal. THIS IS A PART OF THE REQUEST FOR PROPOSALS PACKAGE. Failure to complete and return this form may be regarded as justification for rejecting the contractor's proposal. Attach additional sheets if necessary.

- (1) NAME OF PERSON COMPLETING FORM? _____
- (2) BUSINESS ADDRESS? _____
- (3) MAILING ADDRESS? _____
- (4) FEDERAL IDENTIFICATION and/or SOCIAL SECURITY NO.? _____
- (5) STATE CONTRACTORS LICENSE NO.? _____
- (6) NAMES/TITLES OF FIRM'S PRINCIPALS: _____

- (7) WHEN ORGANIZED? _____

- (8) INCORPORATED? _____ IF YES, WHAT STATE & WHEN? _____
- (9) HOW MANY YEARS HAVE YOU BEEN ENGAGED IN PROVIDING THESE TYPE SERVICES UNDER THE PRESENT FIRM NAME? _____
- (10) HAVE YOU DONE THIS TYPE SERVICE UNDER ANY OTHER NAME? IF YES, GIVE NAME. _____

- (11) DESCRIBE CURRENT CONTRACTS, LISTING TYPE OF WORK PERFORMED, DATES OF CONTRACT, COMPANY NAME, ADDRESS, TELEPHONE NO., EMAIL ADDRESS & CONTRACT PERSON? _____

- (12) NUMBER OF STAFF? _____ POSITIONS? _____

- (13) NAME OF RESPONSIBLE PARTY. _____

- (14) EQUIPMENT OWNED & TO BE USED IN THIS CONTRACT. _____

(15) EXPLAIN YOUR INTEREST IN THIS CONTRACT AND WHAT KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCES QUALIFY YOU FOR THIS CONTRACT:

(16) WOULD YOUR FIRM HAVE THE CAPACITY TO DO ADDITIONAL SITE(S)? () YES () NO
EXPLANATION: _____

ARE THERE ANY ATTACHMENTS TO THIS DOCUMENT? () NO () YES _____ Pages

TO THE BEST OF MY KNOWLEDGE, I CERTIFY THAT THE INFORMATION SUBMITTED ON THIS FORM AND ANY ATTACHMENT THERETO IS TRUE AND CORRECT.

COMPANY NAME: _____

COMPLETED BY: _____
Signature Title Date

PHONE NO.: _____

FAX NO.: _____

EMAIL: _____

SECTION F

Eligibility Certification Form

