

REQUEST FOR PROPOSALS
LANDSCAPING MAINTENANCE SERVICES

The City of Pascagoula (“City”) is requesting proposals from qualified firms for the following:

Maintenance of city property requires full professional knowledge of the full range of landscaping activities. The landscaping activities encompass regular mowing of city properties and city right-of-way, tree trimming, landscaping maintenance of city entrances, shrub and ground covering trimming, weeding/blowing/edging of city sidewalks, debris and garbage removal, and maintenance of sports facilities in different areas of the city.

The scope of services includes all work to perform landscaping maintenance at numerous sites shown in the attached exhibits. Below is a further explanation of scope of services along with exhibits:

1. MOWING

All city-owned property and right-of-way property shall be mowed. Attached is Exhibit A which addresses all properties and city right-of-way which need to be mowed along with requirements for how often the property needs to be mowed.

2. TREE TRIMMING

All trees falling on city property or city right-of-way shall be trimmed once per year between January 1 and March 31. Attached is Exhibit B which addresses all properties and city right-of-way which needs to have trees trimmed.

3. LANDSCAPING MAINTENANCE OF CITY ENTRANCES

All city entrances will need to be maintained on a monthly basis with flower beds being changed out once every four months. Maintenance of city flower beds shall include watering, weeding, and debris removal. Attached is Exhibit C which shows all the city entrances that need to be maintained.

4. SHRUB AND GROUND COVERING TRIMMING

All city properties and city right-of-way that has shrubs or ground covering shall need to be maintained on a monthly basis. Attached is Exhibit D which shows all the city areas that need to have shrubs and ground coverings trimmed.

5. WEEDING, EDGING AND BLOWING OF CITY SIDEWALKS

All city sidewalks and right-of-ways shall be weeded, blown, and edged twice per year and as needed. Attached is Exhibit E which shows all the city areas that need to be weeded, blown, and edged.

6. DEBRIS AND GARBAGE REMOVAL

As part of contractor’s maintenance requirement they shall be responsible for removing any garbage or debris left on city property or right-of-way. The contractor

shall not be responsible for removal of garbage left in city cans or city dumpsters. Please refer to Exhibit A for properties that will need to have garbage and debris removed.

7. GROOMING, DRAGGING, LINING, FERTILIZATION, WEED AND PEST CONTROL

In addition, the contractor shall be responsible for grooming, dragging, lining, fertilizing, weeding, and providing pest control to specific city-owned sports facilities. Attached is Exhibit F which provides all the specific facilities that will require this maintenance.

The selection of the landscaping contractor will be based upon the following items and point totals (50 points total):

1. Necessary equipment to perform all tasks for City (5 points)
2. Landscaping background to perform all requested duties for City (15 points)
3. Organizational size and capabilities (10 points)
4. Familiarity working in the City of Pascagoula (15 points)
5. Customer service (5 points)

City staff will review all proposals and make a recommendation to the City Council for approval. The Respondent selected for an award will not necessarily be the lowest bidder. Rather, the selection will be based upon the proposal that is responsive, responsible, and the most advantageous to the city, as determined by the city in its sole discretion. The city intends to award a contract, subject to the terms of this RFP, to the best overall valued contractor. Contractors will be prioritized based on experience and performance, current performance capability, fees, and other criteria as outlined in this document. The city anticipates that all contractors will have a fair and reasonable opportunity to provide service. The city reserves the right to add/delete/modify criteria or times, via an addendum, if it is in the city's best interest, as determined by the city in its sole discretion.

Below is the timeframe for the Request for Proposals:

- May 4, 2022 Request for Proposals are Published.
- May 24, 2022 at 10:00 am at City Hall (603 Watts Avenue, Pascagoula, MS 39568) a site visit shall be provided to interested contractors. These site visits are non-mandatory, but will provide opportunities for contractors to ask questions about the RFP along with inspecting some of the properties that need to be maintained.
- June 14, 2022 at 2:00 pm is deadline for submission of Proposals.

Four copies (4) and one (1) original of all proposals and addenda shall be submitted in a sealed envelope addressed to the City Clerk, P. O. Drawer 908, Pascagoula, Mississippi 39568-0908. If a bid and addenda are hand-delivered, the street address of the City Clerk is 603 Watts Avenue, Pascagoula, Mississippi 39567-4220.

All bid envelopes shall be marked “**Sealed Bid To Be Opened at 2:00 P.M., Tuesday, June 14, 2022**”, and if any envelope is not so marked, any bid contained therein will not be considered.

All proposal envelopes should contain the Proposer’s name and mailing address on the face of the envelope and also specify the name, **Landscaping Maintenance Services Proposal**.

No proposal may be withdrawn for a period of 120 days after the above bid opening date.

WITNESS MY HAND AND OFFICIAL SEAL of the City of Pascagoula, Jackson County, Mississippi, this 4th day of May, 2022.

CITY OF PASCAGOULA, MISSISSIPPI

BY: /s/ Karen Kennedy
City Clerk

(S E A L)