

REQUEST FOR PROPOSALS

FOR

LAWN CARE SERVICES

Issued by the St. Louis County Port Authority

Proposals Due By:

**3:00 PM on Thursday, March 22, 2018
St. Louis County Port Authority
c/o St. Louis Economic Development Partnership
ATTN: Howl Bean II
7733 Forsyth Blvd., Suite 2200
St. Louis, Missouri 63105
(314) 615-7663
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Introduction

The St. Louis County Port Authority (the “Authority”) was established pursuant to Chapter 68 of the Missouri Revised Statutes for the purposes of promoting the general welfare of and within the port district, which includes all of St. Louis County, advancing the economic interests of residents, fostering increased employment opportunities, and promoting trade and industry within St. Louis County. The St. Louis Economic Development Partnership provides staff for the Authority.

Consistent with its organizational purposes, the Authority owns certain real property parcels in St. Louis County, Missouri, which require lawn care and debris removal services (the “Services”). The Authority issues this Request for Proposals (the “RFP”) for a contractor to perform the Services in 2018 for the real property described herein, with an option for the Authority to renew for 2019 and 2020.

Scope of Services

The contractor will perform lawn care and debris removal services for multiple, scattered parcels located in St. Louis County, Missouri. The parcels to be serviced are set forth below:

PARCEL ID NUMBER	ADDRESS	DESCRIPTION OF SERVICES
06F420156	100 Jamestown Mall	Grass cutting
06F140241	101 Jamestown Mall	Grass cutting
06F510169	246 Jamestown Mall	No grass cutting - asphalt weed control
06F140223	400 Jamestown Mall	No grass cutting - asphalt weed control
06F120322	406 Jamestown Mall	Grass cutting
06F120313	444 Jamestown Mall	Grass cutting
06F120304	450 Jamestown Mall	Grass cutting
06F120296	480 Jamestown Mall	Grass cutting
06F230252	500 Jamestown Mall	No grass cutting - asphalt weed control
06F510158	702 Jamestown Mall	Grass cutting
06F510170	714 Jamestown Mall	Grass cutting
06F230263	750 Jamestown Mall	Grass cutting
26G231122	152 Lemay Ferry Rd	Grass cutting
26G230509	135 Lemay Ferry Rd	Grass cutting
26G231184	133 Lemay Ferry Rd	Grass cutting
26G231195	133 Lemay Ferry Rd	Grass cutting

26G230536	115 - 121 Lemay Ferry Rd	Grass cutting
26G230527	125 Lemay Ferry Rd	Grass cutting
26G230545	8534 Idaho Ave	Grass cutting
28G441462	9854 - 56 South Broadway	Grass cutting
28G431852	9851 South Broadway	Grass cutting
28G431861	9853 South Broadway	Grass cutting
N/A	Lemay Ferry Road from intersection with Military Road to Hoffmeister Ave	Grass along sidewalk -both sides of street, trash removal, rain garden maintenance and various trash containers
16H530010	6900 North Market	Grass cutting
16H420928	7100 North Market	Grass cutting
16H440074	7120 North Market	Grass cutting
19K5206366	501 South Brentwood	Grass cutting
18K310667	111 South Meramec	Grass cutting

The Authority may, from time to time, add properties to be serviced or remove one or more properties listed above. The contractor is responsible for providing all tools and equipment required for the performance of the Services at the contractor's sole expense.

Proposal Content

Proposals must include, at a minimum, the following information:

1. **Experience** - Provide a description of the contractor's history and experience in performing similar lawn care and debris removal services. The proposal should include a list of properties for which the contractor provided similar services during 2017.
2. **Proposed Fees/Expenses** - Proposals shall clearly state all fees and expenses to be charged for the Services:
 - A. To allow the Authority the option of selecting one or more contractors and/or removing certain individual parcels from the Services, please provide an itemized statement of all fees, expenses, and costs to be charged in the performance of the Services on a per-parcel basis.
 - B. When based on an hourly rate, provide the hourly rates to be charged for each individual who would perform the Services and a general description of how the work will be allocated.
 - C. It is anticipated that a maximum not to exceed amount will be established for the Services and that the contract will provide for Services in 2018 with two

successive options for the Authority to renew for Services to be provided in 2019 and 2020.

Selection Criteria

Proposals submitted will be reviewed by staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. History and experience of the contractor in providing similar lawn care and debris removal services as described above;
2. History and experience of the individuals assigned to provide the Services;
3. Cost; and
4. Responsiveness to the RFP categories.

The St. Louis County Port Authority actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Authority does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

The following terms and conditions apply to all proposals:

1. The Authority reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of the project; to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Authority also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Authority to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Authority as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Authority, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City

of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

Submission of Proposals

To be considered, proposals must be received no later than Thursday, March 22, 2018, at 3:00 PM CST.

Electronic proposals should be sent by e-mail to hbean@stlpartnership.com.

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