



**REQUEST FOR
PROPOSALS**

FOR

DISTRICT LANDSCAPING MAINTENANCE SERVICES

TO THE:

NEAR NORTHWEST MANAGEMENT DISTRICT

HOUSTON, TEXAS

Due no later than: 1:00 PM on April 6, 2018

RFP Number 2018-LANDSCAPING

Issued March 17, 2018

PROPOSAL RESPONSE GUIDELINES

Near Northwest Management District (“NNMD” or the “District”) solicits your company to submit a Proposal for District Landscaping Services. Generally, the District seeks your company’s proposal for full range, all-encompassing district-wide landscaping services to maintain, beautify, and keep safe the District in furtherance of the District’s mission and goals. You are directed to provide an extended response generally to this request and specifically to the requirements of Attachment A to this RFP.

Contract Documents will be negotiated after a successful bidder is selected. This RFP and Respondents’ responses hereto shall be merged into the terms and conditions of the written contract which shall be subject to the approval of the District and the successful Respondent.

You are invited to arrange a visit to the District’s primary office/conference facility, if so desired. However, please be advised that the District’s offices are not the only area services will be provided for under this RFP. A date/time for such a visit will be established once overall interest is received. Contact Eileen Egan, eegan@nnmd.org, if you wish to schedule a visit. Award will be made by the RFP Selection Committee by April 27, 2018. After a Respondent’s successful award and agreement to negotiated contract terms, the District’s Board will approve the same and the District and its Board reserves the right to reject any and all proposals, cancel or postpone the submittal process and/or modify the requirements for the Project before an Award is made or a contract is approved by the Board and/or signed. Cancellation may be made for any reason by the District.

Respondents’ response to this Request for Proposal shall include:

- Narrative response to Attachment A, Landscaping Services, and any other information you wish to provide about your ability to provide full range, all-encompassing district-wide landscaping services to maintain, beautify, and keep safe the District in furtherance of the District’s mission and goals
- Completed copies of your responses to Attachments B and C to this RFP
- **Resumes.** Please include resumes of your project team members including project manager(s) and project superintendents(s) in your submittal.
- **Experience.** Please include project information from up to five relevant projects that demonstrate experience with the type of work proposed.
- **References.** Please provide name and current phone numbers for three (3) client references or provide a detailed explanation as to why references cannot be provided.

TERMS AND CONDITIONS

It is understood that the District reserves the right to accept or reject any and/or all responses to this RFP as it shall deem to be in the best interest of NNMD. Offers shall be kept secret, if at all, during

the negotiation/evaluation process. *However, all documentation for respondents shall be open for public inspection after a contract is awarded.*

Public Information: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after a contract is awarded or in the event that a contract is not awarded, after the RFP is closed. NNMD strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.

The RFP in no way constitutes, binds or guarantees that NNMD will make any purchases for services or goods.

Each response must be submitted in a SEALED envelope, package or container. The outside of the response package, must indicate the following information in clear and legible form: “NNMD RFP 2018-LANDSCAPING”.

Upon review of the statements of qualifications received, the District may invite firm(s) to be interviewed and/or present qualification before the RFP Selection Committee before making final selection.

Offerors who have not obtained this solicitation document directly from NNMD, or who may have downloaded the document from the NNMD website, shall be responsible for immediately notifying NNMD of their interest in order to receive all written addenda on a timely basis. Offerors who do not notify NNMD and submit responses without receipt of all addenda issued may be deemed to have submitted responses not responsive to this Request for Proposals. It is the offerors’ sole obligation to obtain any amendments or supplements to this request.

Any change made to any written response on any of the response documents must be made in ink by marking through the original entry and clearly entering the new information alongside the change. Changes must not be made with correction fluid. All changes must be initialed by the person making the change. (The name of the person who initialed the change must be noted in a footnote on the same page containing the correction.) Responses cannot be altered or amended after submission deadline.

If you discover or suspect an error in the item specifications in this RFP, please note it as part of your response.

Any clarifications or interpretations of this RFP that materially affect or change its requirements will be included in an addendum. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the District before the proposals are due shall become a part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its response. Failure to acknowledge receipt of and incorporate each addendum in an offeror’s response

may disqualify the offeror, at the sole discretion of the District. Respondents shall consider only those clarifications and interpretations that the District issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the District and should not be relied on in preparing Qualifications.

NNMD may, by written notice to the successful responder, cancel the Request without liability to responder if it is determined by NNMD that gratuities, in the form of entertainment, gifts, or otherwise, were offered by the responder, or an agent, or representative of the responder, to any officer or employee of the District, including a family member, with a view toward securing a successful bid or securing favorable treatment. NNMD may cancel the award for any other reason as deemed in the best interest of NNMD, at its sole discretion, at any stage in the award.

This request shall be exclusively governed by the laws of the State of Texas and venue for any disputes shall be in Harris County, Texas.

Representatives of firms interested in responding to this RFP are prohibited from contacting and discussion of this RFP with NNMD Board members, administrators, or staff from the date of receipt of this notice through the date of District action on an award of this RFP, except when contacted by Eileen Egan. This provision does not apply to NNMD Board members who are on the RFP Selection Committee, if any, however representative of firms may not contact said NNMD Board members outside of their capacity as a RFP Selection Committee member during any official, sanctioned meeting.

All communication related to this RFP shall be exclusively directed to Ms. Eileen Egan, NNMD Business Development Director, and no other NNMD officer or staff member. Ms. Egan may be contacted by the following means:

- Email: eeagan@nnmd.org
- Phone: 713-895-8021
- Mail: Near Northwest Management District, RFP 2018-LANDSCAPING c/o Eileen Egan, 6600 Antoine Drive, Box 391, Houston, Texas 77091

NNMD will not be bound by any oral or other informal explanation of the requirements of the RFP documents.

NNMD is not responsible for any cost incurred by the firm for the preparation or distribution of the response to this RFP, or any oral presentations required to supplement and/or clarify a response that may be required by the District.

Respondents or the authorized representatives are expected to fully inform themselves as to all conditions, requirements, and specifications before submitting qualifications responses. Failure to do so will be the respondents' own risk. Respondents will be responsible for checking the District's website for any posted addenda.

The District is under no obligation to conduct negotiations with any or all responders. The District further reserves the right to conduct discussions with selected responders only.

Any contract resulting from this solicitation will be in the form that meets any and all requirements of the final financing options and/or statutory requirements related to project approval criteria, District policies and directives, and review by the District's legal counsel, and approval of the NNMD Board.

No modification to this RFP or the resulting proposal will be considered bona fide unless in writing. Any oral modification must be followed in writing. Written modifications will only be permitted until the Response Deadline, and must be received in the same manner as a valid proposal to this RFP. No proposals may be withdrawn for a period of forty-five (45) calendar days after the submission date. Submit any requests for clarification in writing. Responses by the District to such requests shall be written and distributed simultaneously to all Respondents that the District has contact information for related to this RFP.

Please provide sealed documents, one original and three (3) copies of your proposal to the address listed below by the due date and time. **Any proposals received after the due date and time shall be rejected, regardless of fault.**

Immediately following the due date, all qualified proposals will be opened and the name of proposer and the preconstruction services fee and total contractor fee read aloud. Opening to take place at the Near Northwest Management District's Offices, 7603 Antoine, Houston, Texas 77088.

RFPs shall be returned to the District's office:
Near Northwest Management District, RFP 2018-LANDSCAPING
Attn: Eileen Egan
7603 Antoine, Houston, Texas 77088

Only hard copy proposals will be accepted (no fax or electronic/email) no later than April 6, 2018, at 1:00 p.m. CST.

EVALUATION CRITERIA

Evaluations of Respondents shall be based on:

History of company

Size of company

Ability to do a project of this size with varying needs of the District landscaping

Completion and substantive responses to Attachments A-C of this RFP

Proposed Fee

Attachment A – Landscaping Services

NNMD seeks your proposal, in detailed explanation, as to how you would provide comprehensive, District wide landscaping services to the sixteen square miles of the NNMD to assist the District will fulfilling its mission.

The Contractor will be required to beautify and landscape, in a manner acceptable to the District and up to the standards of both the District's written standards and the City of Houston Parks Department standards and/or Harris County standards, whichever is greater, the following:

- Adopted Esplanades: Mowed (2"-9" per COH Parks and Recreation Department Procedure Manual), edged, trash picked up and properly disposed of, curbs cleared, trees and bushes trimmed. Notify Near Norwest Management District when plantings need replacing. Irrigation checked and maintained.
- Adopted Esplanades with NNMD Monument Markers: trash picked up and properly disposed of, edging, planting, beds mulched, flower bed weeded, trimmed and mulched, grass cut (2"-9" per COH Parks and Recreation Department Procedure Manual) and trees and bushes trimmed. Notify Near Norwest Management District when plantings need replacing. All edge and curbs cleared. Irrigation checked and maintained.
- 8-acre grounds, known as the White Oak Conference Center and leased from the City of Houston by NNMD: manicured grass mowing (2"-9" per COH Parks and Recreation Department Procedure Manual), detailed trimming and edging of property. The gardens will require weeding, mulch, trimming and annual cut back, trash picked up and properly disposed of and irrigation management.
- 220-acre Greenspace: rough cut mowing of entire acreage once per month, annually trim trees for mowing efficiencies, remove and properly dispose of brush.

Attachment B

The following questions and submittals will aid NNMD to understand the vendor offerings and their operations. This information will be used to help in the evaluation process. Failure to provide the below information will classify the proposal incomplete and subject to disqualification.

1. How long have you been in business?

2. What are your business hours?

3. What is your current number of accounts?

4. Is at least 30 days after receipt of invoice an acceptable payment schedule for your business?
 Yes No – if NO, what is your payment schedule?

5. What is the standard response time for receipt of products after purchase order is received?

6. Will NNMD have their own assigned account representative? If so, who will that be?

7. Confirm the addenda that you received for this RFP.

Attachment C

HOUSE BILL 89 VERIFICATION

I, _____ (person name),
the undersigned representative of (company or business
name) _____
_____ (hereafter referred
to as "Company") being an adult over the age of eighteen (18) years of age, after being duly
sworn by the undersigned notary, do hereby depose and verify under oath that the company
named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and

- 2. Will not boycott Israel during the term of the contract the above named Company,
business or individual with Region 5 Education Service Center.

Persuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or
otherwise taking any action that is intended to penalize, inflict economic harm on, or limit
commercial relations specifically with Israel, or with a person or entity doing business in Israel
or in an Israeli-controlled territory, but does not include an action made for ordinary business
purposes; and*

- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation,
partnership, joint venture, limited partnership, limited liability partnership, or any limited
liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent
company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

SWORN AND SUBSCRIBED TO BEFORE ME

THIS: _____ DAY OF _____ 20 _____

NOTARY PUBLIC IN AND FOR THE STATE OF: _____

SIGNATURE OF NOTARY: _____

COMMISSION EXPIRES: _____

SEAL

SENATE BILL 252 COMPLIANCE

In compliance with Texas Senate Bill 252, which amended Chapter 2252 of the Texas Government Code, I certify that my company is not engaged in business with Iran, Sudan, or any foreign terrorist organization. I also certify that for the length of this contract with the Near Northwest Management District, I will not engage in any business with Iran, Sudan, or any foreign terrorist organization.

Date

Name of Company

Signature of Company Representative

Upon offer of award to this RFP, the above will be verified by Near Northwest Management District at the website of the Texas Comptroller’s Office. If your company is listed at this website, your bid/bids will be rejected, the award rejected, and all paperwork and/or monies will be returned.