



REQUEST FOR  
GROUNDS MAINTENANCE SERVICES  
AT  
THE CITY OF OCEAN SPRINGS  
CITY OF OCEAN SPRINGS SAFETY COMPLEX,  
HWY 90 MEDIAN,  
HWY 90 SHOULDERS,  
ZONES 1 - 3

January 2023

## BID DOCUMENTS

1. Advertisement for Bid Proposal and Contract
2. General Requirements for Bid Proposal and Contract
3. Grounds Maintenance Requirements
4. Bid Proposal for Requested Services
6. Appendix A: City of Ocean Springs Location Lists
7. Appendix B: City of Ocean Springs Location Aerial Maps

**ADVERTISEMENT FOR BIDS  
REQUEST FOR PROPOSALS FOR GROUNDS MAINTENANCE FOR THE CITY OF OCEAN  
SPRINGS, MISSISSIPPI**

The City of Ocean Springs is seeking sealed bids to provide for the maintenance and upkeep of certain public buildings and areas – the location list is attached. The City intends to contract with qualified persons or firms to provide such maintenance and upkeep as necessary to assure proper continued appearance growth and care of such grounds. Sealed bids will be received at City Hall located at 1018 Porter Avenue, Ocean Springs, MS 39564 until 2:00 p.m., local time on February 16, 2023, either by mail, hand delivery, or electronically, after which time they will be opened and read aloud. Electronic bids can be submitted at [www.oceanspringsbids.com](http://www.oceanspringsbids.com). For any questions relating to the electronic submittal, please call PH Bidding Group at 662-407-0193.

The City of Ocean Springs is requesting bid proposals to provide Grounds Maintenance services for the Hwy 90 Safety Complex (Ocean Springs Police Department, Ocean Springs Fire Department, Ocean Springs Dog Park, Ocean Springs Civic Center, and Vietnam Memorial) and Hwy 90 Median (Hwy 57 to Ocean Springs/Biloxi Bay Bridge) on a bi-weekly basis; and Hwy 90 Shoulders (north & south shoulders within the public right-of-way from Hwy 57 to OS/Biloxi Bay Bridge) and Zones 1-3 (Groveland Rd. from Deana Rd. to Ocean Springs Rd., Hanshaw Rd. from Bienville Blvd. to Old Spanish Trail, Government Street from Hanshaw Rd. to Bechtel Blvd.) on an as-needed basis. Grounds Maintenance shall include mowing, trimming, weed eating, edging, and other associated tasks at the named locations. Median Grounds Maintenance shall include Crepe Myrtle shoot trimming at each mowing.

Bids shall include all costs associated with providing labor, equipment, tools, vehicles, fuel, and materials to perform the requested service. Bids shall be a per mowing cost. The contractor shall perform this contract in a manner that will maintain a healthy and attractive appearance to the grounds. The grounds shall be kept free of all debris and growth that may detract from the overall appearance of the locations. The term for this service shall be for one (1) year beginning the date of approval by the Board of Aldermen. The parties agree that the City, at its option, may extend the term of the Contractor for additional years under the same provisions thereof.

This RFP is for services only. The contractor is to provide the labor and equipment necessary to perform the contract.

Plans and specifications may be viewed and obtained at [www.oceanspringsbids.com](http://www.oceanspringsbids.com) or may be viewed at City Hall, 1018 Porter Avenue, Ocean Springs, MS 39564 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Questions - All technical questions regarding this bid should be directed to Vicky Hupe, Deputy City Clerk, by email at [vhupe@oceansprings-ms.gov](mailto:vhupe@oceansprings-ms.gov). All questions must be submitted in writing; telephonic inquiries will not be considered.

The City is NOT responsible for bids that are mailed to the wrong address, or which arrive in the mail after the designated bid opening time. Bids may be delivered in person to City Hall to the bid opening at the time, date, and location listed above. All bids shall be submitted in a sealed envelope with the bidder's name, address, date and time of the bid opening, and the words "Request for Proposals – Grounds Maintenance Services 2023" written on the exterior of the sealed bid envelope.

Publish: January 25, 2023  
February 1, 2023

Bid Open: Thursday, February 16, 2023

## **GENERAL REQUIREMENTS**

### **GENERAL**

The selected contractor will provide Grounds Maintenance Services for the Hwy 90 Safety Complex (Ocean Springs Police Department, Ocean Springs Fire Department, Ocean Springs Dog Park, Ocean Springs Civic Center, and Vietnam Memorial) and Hwy 90 Median (Hwy 57 to Ocean Springs/Biloxi Bay Bridge) on a bi-weekly basis; and Hwy 90 Shoulders (north & south shoulders within the public right-of-way from Hwy 57 to OS/Biloxi Bay Bridge) and Zones 1-3 (Groveland Rd. from Deana Rd. to Ocean Springs Rd., Hanshaw Rd. from Bienville Blvd. to Old Spanish Trail, Government Street from Hanshaw Rd. to Bechtel Blvd.) on an as-needed basis. Grounds Maintenance shall include mowing, trimming, weed eating, edging, and other associated tasks at the named locations. Median Grounds Maintenance shall include Crepe Myrtle shoot trimming at each mowing.

The RFP is separated into four (4) categories: Option 1: Hwy 90 Complex, Option 2: Hwy 90 Median, Option 3: Hwy 90 North & South Shoulders, and Option 4: Zones 1-3 (Groveland Rd. from Deana Rd. to Ocean Springs Rd., Hanshaw Rd., Government Street from Hanshaw Rd. to Bechtel Blvd.). Bidders may choose to submit bids for any option or combination of options. Bids shall include all costs associated with providing labor, equipment, tools, vehicles, fuel, and materials to perform the requested service.

### **CONTRACT DURATION**

1. TERM – The term for services shall be for one (1) year beginning date of approval by the Board of Aldermen.
2. The parties agree that the City, at its own option, may extend the term of the Contract for additional years under the same provisions thereof.

### **BID PROPOSALS**

1. Bids can be submitted electronically to [www.oceanspringsbids.com](http://www.oceanspringsbids.com), no later than 2:00 pm local time, on Thursday, February 16, 2023. Bids can also be submitted, no later than 2:00 pm local time, on Thursday, February 16, 2023, at Ocean Springs City Hall, 1018 Porter Avenue, Ocean Springs, MS 39564. The bids will be reviewed and tabulated. The tabulated bids will be provided to bidders, if interested.
2. Bid envelopes are to be addressed to ATTN: Vicky Hupe, Deputy City Clerk, and clearly marked “Request for Proposals – Grounds Maintenance Services 2023.”
3. The specifications and detailed instructions regarding the bid process may be obtained by visiting the website [www.oceanspringsbids.com](http://www.oceanspringsbids.com). Electronic bids can be submitted at [www.oceanspringsbids.com](http://www.oceanspringsbids.com). For any questions relating to the electronic submittal, please call PH Bidding Group at 662-407-0193.
4. Any questions regarding the RFP for Grounds Maintenance should be directed to Vicky Hupe, Deputy City Clerk, by email at [vhupe@oceansprings-ms.gov](mailto:vhupe@oceansprings-ms.gov). All questions shall be submitted no later than 7 working days prior to date of the bid.
5. Bids may be held by the owner for a period not to exceed ninety (90) days from the date of opening bids to review the bids before awarding of the contract for services. The selected contractor shall honor their bid price for the length of the service contract.

## **LOCATION/SITE INSPECTION**

Interested bidders are encouraged to inspect the various City of Ocean Springs sites as identified in the Appendices. For your convenience, aerial maps of the locations have been provided with this request for bid proposals. Bidders are allowed to walk/inspect the sites at their own convenience.

## **INSURANCE**

Prior to the effective date of the contract, the selected contractor shall furnish the City of Ocean Springs a certificate of insurance evidencing the following coverage: Comprehensive General Liability, Automotive Liability, and Worker's Compensation, as indicated below:

### **A. Employers Liability**

To the extent included under Worker's Compensation Insurance Policy

Comprehensive General Liability (including Contractual Liability)

### **B. Bodily Injury Property Damage**

\$100,000 each person. \$300,000 each accident, \$50,000 each accident, and \$100,000 aggregate

### **C. Automobile Liability Bodily Injury**

\$100,000 each person. \$300,000 each accident

### **D. Property Damage**

\$50,000 each person. \$100,000 aggregate

## **Proof of Compliance**

If awarded, the proposal shall indicate compliance by completion of Contractor Insurance forms, which shall provide for the ten (10) days notice to the Owner of cancellation of or any material in any of the coverage specified.

## **Certificate of Insurance**

The contractor shall supply the Owner with a Certificate of Insurance to indicate compliance with the above-specified insurance coverage.

## **Understandings**

City contact: the City's representative will be the Public Works Director or his designated representative and he shall have the full power to condemn any work or materials, not in accordance with the intent and purpose of this proposal, and require the contractor to remove or replace any work or materials so condemned to the satisfaction of the City.

## **Hold Harmless**

The contractor further covenants and agrees to protect, keep and hold the City harmless against all actions, claims, or demands for damages of any kind of character which may result from the default. Carelessness or negligence of the contractor, his agents, employees, or workmen in the prosecution of said work: and shall refund to the City all sums which it may be obliged or adjudged to pay on any such claims or demands, within a reasonable time after demand therefor.

## **CONTRACT**

1. The lowest and most responsive bid shall be recommended for award to the City of Ocean Springs Board of Aldermen.
2. Any contract resulting from the acceptance of the bid proposal shall be on forms supplied by the City of Ocean Springs and shall include all contract documents.
3. The contractor shall not assign or transfer any interest in this contract without the prior written consent of the City of Ocean Springs.
4. If the selected contractor fails to enter into a contract for Grounds Maintenance services, then the City of Ocean Springs will consider the bid non-responsive and consider the next lowest and responsive bidder's bid for services.
5. The Owner reserves the right to cancel the award of a contract at any time prior to the execution by all parties without liability against the Owner.

## **TERMINATION**

1. The City of Ocean Springs reserves the right to terminate or suspend services of this contract within fourteen (14) days of a written notice delivered by certified mail or hand delivered by a representative of the City of Ocean Springs.
2. The City of Ocean Springs reserves the right to terminate or suspend services of this contract for repeated and reoccurring poor performance based on the performance criteria in the Grounds Maintenance Requirements.

## **TERMS AND CONDITIONS**

1. The City of Ocean Springs reserves the right to waive minor informalities in proposals, and to negotiate and award this Contract to the bidder believed most advantageous to the City of Ocean Springs. Therefore, the proposal with the lowest cost proposal may not be the best in the City's evaluation of the proposals.
2. The City of Ocean Springs reserves the right to accept or reject any or all bids or to waive any informalities in the bidding at the City of Ocean Springs' sole discretion.
3. In so far as permitted by law, under any contract resulting from the acceptance of an offeror's proposal, the contractor shall indemnify and save harmless the City of Ocean Springs and management and employees for and against all claims, suits, actions, causes of action, orders, judges, or decrees entered by reason of or as a result of the performance of services under the contract.
4. All bidders must comply with all Federal, State, and City Equal Employment Opportunity laws and regulations that prohibit employment discrimination regarding race, creed, color, sex, or natural origin.

## **END OF SECTION**

## GROUNDS MAINTENANCE REQUIREMENTS

### GENERAL

The selected contractor will provide Grounds Maintenance services for Hwy 90 Safety Complex (Ocean Springs Police Department, Ocean Springs Fire Department, Ocean Springs Dog Park, Ocean Springs Civic Center, and Vietnam Memorial) and Hwy 90 Median (Hwy 57 to Ocean Springs/Biloxi Bay Bridge) on a bi-weekly basis; and Hwy 90 Shoulders (north & south shoulders within the public right-of-way from Hwy 57 to OS/Biloxi Bay Bridge) and Zones 1-3 (Groveland Rd. from Deana Rd. to Ocean Springs Rd., Hanshaw Rd. from Bienville Blvd. to Old Spanish Trail, Government Street from Hanshaw Rd. to Bechtel Blvd.) on an as-needed basis. Grounds Maintenance shall include mowing, trimming, weed eating, edging, and other associated tasks at the named locations. Median Grounds Maintenance shall include Crepe Myrtle shoot trimming at each mowing. Bids shall include all costs associated with providing labor, equipment, tools, vehicles, fuel, and materials to perform the requested service. The contractor shall perform this contract in a manner that will maintain a healthy and attractive appearance to the grounds. The grounds shall be kept free of all debris and growth that may detract from the overall appearance of the locations.

### SCOPE

It is the responsibility of the contractor to ensure the grounds described herein and maintain a neat and healthy year-round appearance. The contractor shall mow and/or weed-eat the grass at the designated locations as named on the attached Location list in the Appendices. In addition, aerial maps of the locations are attached in the Appendices. The contractor shall also pick up and remove any trash or debris at the site/facility with each scheduled visit.

### FREQUENCY

***Bid Option 1:*** Hwy 90 Complex (Ocean Springs Police Department, Ocean Springs Fire Department, Ocean Springs Dog Park, Ocean Springs Civic Center, and Vietnam Memorial)

- Please provide a cost per mowing.

***Bid Option 2:*** Hwy 90 Median (from Hwy 57 to Ocean Springs/Biloxi Bay Bridge)

- Please provide a cost per mowing

**Bid Options 1 & 2:** Grounds should be cut as follows: A minimum of twenty-six (26) times for the contract year (bi-weekly). The frequency of said cuttings will be determined by the City. The total number of grass cuttings during the contract year shall not exceed thirty-six (36). \*

***\*frequency/schedule may vary at times due to weather conditions, special events, etc.***

***Bid Option 3:*** Hwy 90 North & South Shoulders within the public right of way (from Hwy 57 to Ocean Springs/Biloxi Bay Bridge) North & South Shoulder option would be on an as-needed basis.

- Please provide a cost per mowing

***Bid Option 4:*** Zones 1-3 (Groveland Rd. from Deana Rd. to Ocean Springs Rd., Hanshaw Rd. from Bienville Blvd. to Old Spanish Trail, Government Street from Hanshaw Rd. to Bechtel Blvd.) option would be on an as-needed basis.

- Please provide a cost per mowing

**Bid Options 3 & 4:** Grounds will be cut on an as-needed basis determined by the City

## **WORK HOURS**

The contractor may only work between 6:00 A.M. and sundown, Monday through Saturday unless the Public Works Director or his designee authorizes otherwise.

## **FACILITIES AND EQUIPMENT**

The contractor will provide his own toilet facilities.

The contractor must remove his equipment from the various job locations each evening. No overnight storage of equipment or materials on the City property will be permitted.

If needed, the contractor shall make his own arrangements for a source of electricity.

## **PUBLIC ACCESS**

The contractor understands that the facilities he is maintaining are public and open. He shall take proper safety measures to protect the safety of all persons as well as public and private property.

When encountered, the contractor shall, as soon as feasible, report any unsafe condition to, as is appropriate, the Public Works Department.

Any damages caused by the contractor shall be corrected within forty-eight (48) hours or as negotiated with the Public Works Director.

## **PUBLIC SAFETY AND CONVENIENCE**

The contractor shall at all times conduct his work to insure the least obstruction to traffic.

The convenience of the general public, residents along and adjacent to the work, and the protection of the persons and property are of prime importance and shall be adequately provided for by the contractor. Fire hydrants on or adjacent to the streets shall be kept accessible to the fire apparatus at all times and no material or obstruction shall be placed within ten (10) feet of any such hydrant. Materials stored shall be placed so as to cause no unnecessary obstruction to the traveling public. No section of the road shall be closed to the public except by express permission of the City. Such permission may be revoked by the City at any time.

During the progress of work, the contractor shall provide for local traffic to access private property within any closed portion of the work. The contractor shall provide and maintain temporary approaches to and crossing of railways and intersecting streets in a safe condition. Unless otherwise provided for by the plans and/or special provisions, the cost of all necessary materials and all other costs incidental to the public's convenience and safety shall be the responsibility of the contractor and shall be included by him in his proposal for the various pay items appearing in the proposal and contract. The contractor shall cooperate with the City in the regulations of traffic. If in the opinion of the City, the above requirements are not complied with, the City may have such work done as he considers necessary and charge the cost to the contractor. The contractor will not be responsible for the maintenance of the traffic on independent detours provided by the City.

## **COSTS OF SIGNS AND MATERIALS**

The contractor shall be responsible for providing and using suitable signs or other devices to warn the motoring public of work in the area in accordance with the U.S. Department of Transportation Manual on Uniform Traffic Control Devices.

## **TRASH AND DEBRIS**

All paper, cups, cans, twigs, branches, dead flowers, and all other debris shall be picked up prior to cutting. The contractor will remove such material from the job site for each cutting and he will dispose of it in a lawful, proper manner. Such collected debris will not be left overnight at the job site. The contractor will not burn any such material on City property.

## **ENTRANCE WAYS**

The contractor shall remove and bag all trash, cigarette butts, and all other debris and clean the entranceways.

## **CURBS, SIDEWALKS, AND MEDIANS**

No grass shall cover the concrete curbs, sidewalks, and medians. The method used to control the grass shall not damage being maintained. The contractor is responsible for removing any debris associated with the maintenance of curbs, sidewalks, and medians. The method of grass removal is left to the contractor.

## **GRASS IN SIDEWALK CRACKS**

Grass in sidewalk cracks will be removed when trimming (cut by string trimmer or another similar method).

## **RESTRICTIONS OF CUTTING**

The contractor shall not mow or work any site when the ground is so soft from rain that ruts from mowers, tractors, etc. will be left on the surface.

Scalping, uncut strips, and clumps of grass will not be permitted. Clumps of grass and windrows will be raked up and removed from the job site.

## **MONITORING OF WORK/PERFORMANCE**

The work under this Contract shall be done in a professional and workmanlike manner. The work will be checked and monitored by the Public Works Director or his respective designee. If the work is believed to be unsatisfactory, the inspector shall notify the Contractor in writing. The contractor shall remedy the defective work within two (2) working days or as negotiated with the inspector. If work determined to be unsatisfactory is not corrected, the contractor will not be paid therefor. If the contractor's work does not meet the standards and terms of this Contract, the Public Works Director shall report that to the Board of Aldermen. The Public Works Director shall notify the contractor in writing that he may appear at a City Board of Aldermen meeting to be specified in the notice to show just cause why the City Board of Aldermen should not declare the contractor to be in default and cancel this Contract.

## **SAFETY PRECAUTIONS AND RESPONSIBILITIES**

The contractor shall erect and maintain all necessary safeguards for its safety and protection as required by the conditions and progress of the work. He shall notify owners of adjacent utilities when the work may affect them. All damage, injury, or loss to any property caused, directly or indirectly, in whole or in part, by the contractor, any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts they may be liable, shall be remedied by contractor, except damage or loss attributable to the fault of drawings or specifications or to the acts or omissions of owner or engineer or anyone employed by either of them or anyone for whose acts either of them may be liable, and not: attributable, directly or indirectly, in whole or in part, to the fault or negligence of the contractor.

The contractor's duties and responsibilities for the safety and protection of the work shall continue until such time as all the work is completed and the Public Works Director has issued a notice to the owner and contractor that the work is acceptable. The contractor shall designate a responsible member of their company at the site whose duty shall be the prevention of accidents. This person shall be the contractor's superintendent unless otherwise designated in writing by the contractor to the owner.

### **OUT-OF-SCOPE SERVICES**

Out-of-scope services shall be provided on an as-requested and as-needed basis by the City of Ocean Springs. These services may include providing mowing and weed eating at identified locations in addition to regularly scheduled service or as needed at the other City of Ocean Springs-owned locations upon request. It is agreed when there is an unusual situation outside the scope of this Contract the contractor will perform the work necessary to deal with such a situation at a price to be negotiated.

### **PAYMENT**

The contractor will submit at minimum monthly invoices according to the bid proposal and seasonal frequency requirements. The City of Ocean Springs will provide confirmation that work is satisfactorily completed for that period at each location. Should work not be completed within the month period, the City of Ocean Springs reserves the right to adjust the monthly invoiced amount accordingly.

The contractor shall submit an invoice for service to the Public Works Director. All invoices shall include an itemized listing of work, the date performed, and the date of billing. All invoices for work must be received by the Wednesday before a board meeting. Board meetings are held on the first and third Tuesdays of the month. The Public Works Director shall submit the invoice for payment on the docket at the scheduled meeting on the first or third Tuesday of each month. Payment will be made the Friday after the Board meeting.

### **END OF SECTION**

## **BID PROPOSAL FORM**

As a reminder, the RFP is separated into four (4) categories: Option 1: Hwy 90 Complex, Option 2: Hwy 90 Median, Option 3: Hwy 90 North & South Shoulders, and Option 4: Zones 1-3. Bidders may choose to submit bids for Option 1 only, Option 2 only, Option 3 only, Option 4 only, or any two, three, or all four options.

### **THIS FORM MUST BE USED TO SUBMIT BIDS.**

#### ***Bid Option 1: Hwy 90 Complex***

Hwy 90 Complex (Ocean Springs Police Department, Ocean Springs Fire Department, Ocean Springs Dog Park, Ocean Springs Civic Center, and Vietnam Memorial)

The grass shall be cut as follows:

Calendar year (January thru December) – bi-weekly (up to 26 a year with weather permitting)

\$\_\_\_\_\_ (per complete mowing)

#### ***Bid Option 2: Hwy 90 Median***

a) Hwy 90 Median (Hwy 57 to Ocean Springs/Biloxi Bay Bridge)

The grass shall be cut as follows:(January thru December) – bi-weekly (up to 26 a year with weather permitting)

\$\_\_\_\_\_ (per complete mowing)

#### ***Bid Option 3: Hwy 90 North and South Shoulders***

Hwy 90 North & South Shoulders within the public right of way (from Hwy 57 to Ocean Springs/Biloxi Bay Bridge) (option would be on an as-needed basis.)

The grass shall be cut up to bi-weekly on an as-needed basis determined by the City

\$\_\_\_\_\_ (per complete mowing)

#### ***Bid Option 4: Zones 1-3***

(Groveland Rd. from Deana Rd. to Ocean Springs Rd., Hanshaw Rd. from Bienville Blvd. to Old Spanish Trail, Government Street from Hanshaw Rd. to Bechtel Blvd.) (option would be on an as-needed basis.)

The grass shall be cut up to bi-weekly on an as-needed basis determined by the City

\$\_\_\_\_\_ (per complete mowing)

**Contractor**

Owner's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

Number of Employees: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Submitted by:*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The bidder represents that he has examined every site to be maintained under this contract, that he is familiar with every site, and that he accepts the conditions that exist in all such locations "AS IS." The City makes no warranty to the similar representation of size, length, ground condition, or other matters.

**END OF SECTION**

**APPENDIX A**  
**CITY OF OCEAN SPRINGS LOCATIONS LIST**  
**AREAS FOR MOWING/WEEDEATING**

**Hwy 90 Complex**

<b>Name</b>	<b>Location</b>	<b>Misc. Info</b>
Police Department	3810 Bienville Blvd	
Fire Department	3820 Bienville Blvd	
Dog Park	3810 Bienville Blvd	behind Police Department
Civic Center	3730 Bienville Blvd	
Vietnam Memorial	3704 Bienville Blvd	on grounds of the Civic Center

**Hwy 90 Median**

<b>Name</b>	<b>Location</b>
Hwy 90 Median	From Hwy 57 to Ocean Springs/Biloxi Bay Bridge

**Hwy 90 North & South Shoulders**

<b>Name</b>	<b>Location</b>
Hwy 90 North & South Shoulders	From Hwy 57 to Ocean Springs/Biloxi Bay Bridge

**Zones 1-3**

<b>Name</b>	<b>Location</b>
Zone 1	Groveland Rd. from Deana Rd. to Ocean Springs Rd.
Zone 2	Hanshaw Rd. from Bienville Blvd. to Old Spanish Trail
Zone 3	Government Str. from Hanshaw Rd. to Bechtel Blvd.

The contact person for questions regarding locations is Vicky Hupe, Deputy City Clerk, by email at [vhupe@oceansprings-ms.gov](mailto:vhupe@oceansprings-ms.gov).

**APPENDIX B**  
**LOCATION AERIAL MAPS**







