ADVERTISEMENT REQUEST FOR PROPOSALS (RFP)

CITY OF GAUTIER, MISSISSIPPI

PUBLIC WORKS: OPERATION, MAINTENANCE & MANAGEMENT SERVICES

The City of Gautier, Mississippi, City Council (the “City”) is soliciting sealed written proposals, pursuant to Miss. CODE ANN. § 3 1-7-13(r) (Supp. 2003) (the “Act”) from qualified SERVICE PROVIDERS for professional services related to the Operation, Maintenance, and Management of the Department of Public Works to include Street Maintenance, Drainage Maintenance, Water Distribution, Wastewater Collection, Sewer Lift Stations, Right-of-Way Maintenance and Fleet maintenance. The services to be provided within the City of Gautier city limits or as hereafter expanded, are described in the RFP specification packet.

Sealed proposals will be received at City Hall until 3:00 PM, CT, Monday, July 17, 2023. Address proposals to City of Gautier (City Hall), Attn: Teresa Montgomery, City Clerk, 3330 Highway 90, Gautier, Mississippi 39553. Proposals must be clearly identified as such on the front of the sealed envelope in which the proposal is submitted with the words **“Public Works Proposal”** clearly written on the front of the envelope. All proposal envelopes must also be identified with the SERVICE PROVIDER's name and mailing address as specified in the RFP packet.

No electronic or facsimile proposals will be accepted. Responsibility for timely submittal lies solely with the Proposer. Responses received after the specified time shall be rejected and returned to the respondent unopened. Proposals will be publicly opened and read aloud at 3:00 PM, CT, on Monday, July 17, 2023, in the City Hall Council Chambers. Proposals submitted after this time will not be opened or considered. All information submitted in response to this RFP will be considered public information after all proposals are opened.

RFP specification packets are on file and open to public inspection City Hall, 3330 Hwy 90, Gautier, MS 39553, during office hours. A copy of the RFP packet may be downloaded at [www.gautier-ms.gov](http://www.gautier-ms.gov). Requests for RFP packets may also be obtained by contacting Leoqueita Reddix, Purchasing Agent, at (228) 497-8000 or emailing her at lreddix@gautier-ms.gov.

Each sealed RFP Package shall include one (1) original and seven (7) copies with one (1) electronic copy on a flash drive. Proposals shall be typewritten or printed in ink and in the format requested. The person signing the proposal shall initial all corrections or erasures. Each entity or person submitting a proposal pursuant to this RFP shall be referred to as a “Proposer” or “Respondent”. Each page of the response, all attachments and the USB Flash Drive shall be identified with the name of the respondent. Responses to the RFP will be referred to the Selection Committee. No proposal may be withdrawn for a period of ninety (90) days after the above proposal opening date.

The City reserves the right to reject any and all proposals, and to waive informalities in proposals, and to select the proposal or proposals that, in the opinion of the City shall be the most qualified proposal, on the basis of price, financial responsibility, technology, legal responsibilities, experience, background, qualifications, answers to the attachments, compliance and acceptance of the terms contained in the RFP and other relevant factors. The City reserves the right to award an overall contract based upon all proposals submitted. In accordance with the Act, after selection of the most qualified proposal, the City may negotiate and enter into a contract. Such contract may not necessarily be limited to the terms of the RFP proposal submitted. If the City deems none of the proposals to be qualified or otherwise acceptable, the request for proposal process may be reinitiated.

Should any Proposer find discrepancies, or omissions from, the RFP specifications or in any other proposed contract documents, or should the Proposer be in doubt as to their meaning, he should at once notify and obtain an interpretation and/or clarification, whether relating to specifications or requirements,

which shall be made in writing and be addressed to the City Manager. The deadline for asking interpretations, clarifications or questions shall be 12:00 PM NOON, CT, on Wednesday, July 05, 2023. All responses to such will be given to the Proposers in writing no later than 5:00 PM, CT, on Tuesday, July 11, 2023. Any interpretation or clarification given in accordance with such request and pursuant to this provision shall be made only by the City Manager, with the advice of the City Council and City Attorney, and shall be in writing, with copies forwarded to all parties requesting bid specifications. No oral interpretation, instruction or information given by any employee or agent of the City shall be binding. The City reserves the right to officially modify or cancel this RFP after issuance. Such modifications shall be made only by written addendum furnished by the City Manager, an acknowledgement of which must be submitted with the Respondent’s proposal. The City Manager may be contacted as follows:

Paula Yancey, City Manager

3330 Hwy 90

Gautier, MS 39553

Telephone: 228-497-8000

Fax: 228-497-8028

Email: lreddix@gautier-ms.gov

Before submitting any proposal, the Proposer should (a) inspect the area of the proposed work within City of Gautier city limits, and (b) arrive at a clear understanding of the conditions under which the Services are to be provided. Each Proposer should also be prepared to respond to the Request for Proposals for alternative services. The estimated quantities listed herein are solely for the purposes of comparison and evaluation of proposals.

A proposal/bid security in the form of a certified or cashier’s check or bid bond by a corporate surety licensed to do business in Mississippi and acceptable to the City, in the sum of $50,000.00 shall be required to be submitted with the proposal. The bonds required must be accompanied by a certificate of the surety certifying that the Agent who executed the bond was authorized to bind the surety company as of the date of the bond and qualified to do business in the State of Mississippi.

The City of Gautier encourages minority and women owned businesses to submit proposals.

June 20, 2023

Paula Yancey

City Manager

City of Gautier, MS

Publication Dates:

Sun Herald: June 25th and July 2nd, 2023