REQUEST FOR PROPOSALS

OPERATION, MAINTENANCE, BILLING AND COLLECTING COMBINED WATER AND SEWER DEPARTMENT CITY OF PASS CHRISTIAN, MS

You are invited to submit a proposal in accordance with this request to the Mayor and Board of Aldermen of the City of Pass Christian, MS, 200 West Scenic Drive., Pass Christian, MS 39571, not later than 4:00 PM on the 11th day of January, 2019.

A contract will be offered to the contractor whose proposal is within the competitive range as determined to be the most advantageous to the City, considering the price, financial and legal responsibility, technology, qualifications, experience, capacity to perform, past performance, familiarity with the City's facilities and operations, and other relevant factors.

The scope of the services that the contractor shall be required to furnish for the operation, maintenance, billing and collections of the combined water and sewer department shall be as described in the proposed contracts, one for the operation and maintenance and one for the billing and collections, on file in the office of the City Clerk. The City intends to provide office space and all office equipment and resources for the operation of the utility billing and collection function and contractor will be responsible for providing all vehicles and specialized equipment for the operations and maintenance function of the department, all as more particularly provided in the proposed contracts. Any contractor may direct written questions to the City Clerk to obtain a more detailed description of the above services. All questions must be received at least ten working days prior to the proposal submittal date. All responses by the City to these questions will be available for inspection and copying at the office of the City Clerk by any interested contractor. Contact with the City's elected officials during the solicitation process is expressly prohibited and any intentional violation may result in the disqualification of any prospective contractor.

The contracts will be on a lump sum basis with monthly payments to be made by the City. The contract term shall be for thirty-six months, but the contracts shall be subject to ratification or cancellation by the new administration at the end of the remainder of the term of office of the current administration. The Contract will also include an option to renew the contract for a one-year period.

Contractors should submit their proposals for the operations and maintenance contract and the billing and collections contracts both separately and as one proposal for all functions and operations of the combined water and sewer department. The City reserves the right to award the contracts separately or as one contract for all functions and operations.

Those desiring consideration of their proposals must submit same by the time and date provided above, clearly marked as a proposal for the combined water and sewer department, and acknowledge on the face of the envelope any addendums and provide their current State Certificate of Responsibility number, if applicable. At a minimum any prospective contractor should include the following in their proposals:

1. Qualifications, Capacity to Perform, and Experience. List of qualifications of each staff person who will be assigned to the project, including a full resume of the project manager. Also, a detailed history of the experience of the firm and the assigned employees involving similar project activities previously undertaken. Experience in the public sector will be preferred.

2. List of vehicles and other specialized equipment available to perform the work. All contractors must indicate whether the listed vehicles and equipment are owned or leased by the contractor or to be acquired. The City reserves the right to inspect all such equipment and vehicles at a location to be designated in Harrison County, MS.

3. Past or Pending Litigation and claims. All contractors must provide a detailed account of all past and pending litigation or claims involving their past performance with similar project activities.

4. Certifications. All contractors must provide current copies of all certifications required by law to operate the City's facilities and perform this work.

5. References. All contractors must provide the name, address, and telephone numbers of at least three references who have worked with the contractor or their staff on similar projects.

6. Financial Capacity. All contractors shall submit adequate documentation of their financial capacity to perform the work.

7. Familiarity with the City's facilities and operations. All contractors must provide documentation of their familiarity of the City's facilities and operations. Questions regarding the City's wastewater collection and water production and distribution operation and facilities must be emailed to the City Clerk, Marian Gest, at mgest@pass-christian.com.

Negotiations will be conducted to determine a mutually satisfactory contract or contracts with the contractor(s) submitting the most qualified proposal(s) taking into account all factors stated herein and any other relevant factor the City deems in its discretion that should be considered. If the initial negotiations with the first contractor selected are unsuccessful, the City will commence negotiations with other contractors who have submitted proposals according to the rank as determined by the governing authorities of the City in their sole discretion. Price will be only one of the factors considered by the City in making its decision in this regard. All potential contractors will be required to attend a pre-award conference with the City's designee to discuss the proposed contract(s) and to receive further information from the contractors regarding the factors to be considered in the selection process.

The City reserves the right to reject any and all proposals and to waive any irregularities or informalities in the in the proposed bidding and selection process. No performance or bid bond will be required. The City is an equal opportunity employer. No proposal may be withdrawn without the consent of the City for sixty days after the proposals are opened.

Marian Gest, City Clerk