

**NOTICE OF REQUEST FOR PROPOSALS
HANCOCK COUNTY – QUALIFIED SERVICES
FOR MAINTENANCE OF COUNTY-OWNED RECREATION FACILITIES**

The Hancock County Board of Supervisors is seeking services from qualified persons or companies to perform maintenance and upkeep of County-owned recreation facilities.

The Information Packet for this Request for Proposals may be downloaded from the Hancock County website (www.HancockCounty.gov) or may be obtained by contacting the Hancock County Board of Supervisor's Office at [854](#) Highway 90, Suite A, Bay St. Louis, MS 39520, (228) 467-0172.

Qualifications should be submitted by 10:00 a.m. on November 7, 2016 to:
Hancock County – Recreation Facility Maintenance and Upkeep
Attn: Kathy Brooks, Board Secretary
854 Highway 90, Suite A
Bay St. Louis, MS 39520

All questions regarding the area to be permitted should be submitted to Maureen Anderson, Board Secretary, via email at Maureen.Anderson@co.hancock.ms.us.

Prospective vendors should submit a Proposal demonstrating the ability and capacity to perform the services required by the Board of Supervisors. Persons or companies interested should submit one (1) original proposal and seven (7) copies to the office of Hancock County Board of Supervisors at the address given above. Proposals must be submitted no later than 10:00 a.m., on November 7, 2016. Proposals should be submitted in a sealed envelope and the outside of the package should be clearly marked "Hancock County Board of Supervisors – Proposal for Recreation Facility Maintenance and Upkeep." Electronic or faxed copies will not be considered. Proposals received after the date and time indicated will not be considered.

Factors considered in selection of persons or companies to perform required work will be (1) capacity to perform the work; (2) experience with similar contracts; (3) cost for work to be performed; and (4) geographic proximity to Hancock County.

The Hancock County Board of Supervisors is legally required to comply with the Mississippi Public Records Act (*Miss. Code Ann. §§ 25-61-1 et seq. (1972, as amended)*). Any submittals as a result of this RFP should clearly identify information contained therein that is proprietary in nature.

The Hancock County Board of Supervisors reserves the right to waive irregularities and informalities in the submittal and evaluation process. The Board also reserves the right to reject all persons/companies, decline to proceed with the selection, request additional information or to make inquiries to verify qualifications. By submitting a proposal, all proposers waive any right to seek damages or relief from Hancock County not selecting the proposal in whole or part.

Maureen Anderson
Hancock County Board of Supervisors Secretary

REQUEST FOR PROPOSALS – RECREATION FACILITY MAINTENANCE AND UPKEEP

FOR

HANCOCK COUNTY, MISSISSIPPI

INTRODUCTION

The Hancock County Board of Supervisors is currently accepting proposals from qualified contractors/providers interested in providing maintenance and upkeep for some or all of the following Hancock County Recreation Facilities:

- Kiln Baseball Fields
- Necaise Crossing Baseball Fields
- Dedeaux Baseball Fields
- Hancock County Sportsplex (adjacent to Kiln Baseball Fields)
- Leetown Football Field
- North Hancock Football Field
- Lakeshore Recreation Facility
- Pearlington Football Field
- Various Playgrounds throughout Hancock County

SCOPE OF WORK

The specific maintenance tasks to be performed by contractor will be assigned by the Hancock County Recreation Director one week in advance and will be monitored by a County representative. The selected contractor will assign a representative who will serve as a point of contact to receive work assignments from the Recreation Director. The contractor must provide an employee on-site six days a week and must provide the County with a cell phone number to contact that employee anytime the company is working for the County.

Potential contractors may individually site visits to the work locations by contacting Kevin Ladner, Hancock County's Recreation Director, via email at:

Kevin.Ladner@co.hancock.ms.us

See Attachment A - Scope of Work for detailed listing of duties.

See Attachment B – Work Locations for description of work sites.

PROPOSAL SPECIFICATIONS:

The proposal will include all costs for supervision, insurance, overhead, profit, fuel, equipment, fertilizers and chemicals, etc. Required insurance will include Worker's Compensation and Employer's Liability, Comprehensive General Liability and Automobile Liability in amounts not less than \$500,000 for any one person, \$500,000 for any one accident, and \$300,000 for property damage, and Excess Liability Umbrella Insurance in the amount of not less than \$2,000,000. If awarded, contracts under this RFP will be for an initial one (1) year period, with not more than five (5) one year renewal periods.

The Hancock County Board of Supervisors wishes to receive proposals for the limited purpose of providing the maintenance of the Hancock County Ball Fields. The following information must be included in any proposal submitted to assist in the County's selection of potential contractors/providers:

1. References: Provide a listing of similar contracts performed and provide references for each contract.
2. Equipment: Provide a listing of equipment that will be utilized to fulfill the terms of this agreement. This equipment MUST include the required equipment itemized below to be considered a valid submittal.
3. Required Equipment and Supplies: To be obtained from Parks and Recreation Director.
4. Hancock County will provide necessary paper products for restroom facilities

SELECTION PROCESS

Interested parties are advised that the County shall at all times reserve the right to reject any or all proposals, award a partial proposal, award more than one contract, waive any informalities or irregularities, and withdraw the RFP if it is deemed within the best interest of the County to do so. The County reserves the right to terminate any services at their discretion within the terms of the established independent contractor agreement.

The selection process may require additional submittals and a 30-minute interview/presentation by the selected contractor/provider. Selections will be based on the following:

- Experience: Experience in successfully performing contracts of similar scope. References will be contacted.

- Capacity to Perform: Capacity of the company to successfully perform the scope of work with the workforce and equipment available.
- Cost: Cost associated with performance of work outlined in this RFP.
- Proximity: Geographic proximity to the sites included in the contract.

Proposals will be ranked from most advantageous to least advantageous to Hancock County. The County will enter into contract negotiations with the highest ranked firm. If acceptable contract terms cannot be reached, the County will then enter into the negotiations with next highest ranked firm, and so on, until acceptable terms are reached. All contracts must contain an indemnity and hold harmless provision whereby the contractor/provider holds harmless and indemnifies the County for claims against the County resulting from the contractor/providers services.

INSTRUCTIONS

Submission Requirements:

The complete original proposal must be received by the Hancock County Board of Supervisors at 854 Highway 90, Bay St. Louis, MS, 39520, no later than 10:00 a.m., on November 7, 2016. Proposals should be submitted in a sealed envelope and the outside of the package should be clearly marked "Hancock County Board of Supervisors – Proposal for Recreation Facility Maintenance and Upkeep." Electronic or faxed copies will not be considered. Proposals received after the date and time indicated will not be considered.

Proposers should include one (1) original proposal and five (5) copies in the sealed envelope. The proposal shall include all documents necessary to support the proposal. Contractors/providers are responsible for the actual delivery of proposals by the date and time indicated above.

Proposal Format: Proposals must include the following information at a minimum:

- a. Completed proposed cost form signed by the legally responsible party.
- b. Items requested in the Proposal Specifications section.
- c. All information requested in the Request for Proposal (RFP) document.

It is the sole responsibility of the contractor/provider to ensure that they have received the entire Request for Proposal. Contractors/providers on record with the Board of Supervisor's office as

having received a copy of the Information Packet will be notified of any changes in the specifications.

No verbal or written information which is obtained other than through this RFP or its addenda, shall be binding on Hancock County.

Right of Rejection and Clarification: The Hancock County Board of Supervisors reserves the right to reject any and all proposals and to request clarification of information from any contractor/provider. There is no obligation for Hancock County to enter into a contract on the basis of any proposal submitted in response to this document.

Request for Additional Information: Prior to the final selection, contractors/providers may be required to submit additional information or make oral presentations, which the County may deem necessary to further evaluate the contractor/provider's qualifications.

Denial of Reimbursement: Hancock County will not reimburse contractors/providers for any costs in any way related to this request for proposals or any response thereto.

Right of Negotiation: Hancock County reserves the right to negotiate the exact terms and conditions of the contract with the selected contractor/provider.

Rights to Submitted Materials: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by contractor/provider shall become the property of Hancock County when received. All submittals become public records after submittals are opened. Any proprietary information contained therein should be clearly marked as such.

Contacts: Contractors/providers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this RFP should be directed to Maureen Anderson via email (Maureen.Anderson@co.hancock.ms.us). Site visits of the work locations should be coordinated with the Kevin Ladner, Hancock County's Recreation Director, via email Kevin.Ladner@co.hancock.ms.us.

Contract Term: The initial term of the contract shall be for a period of one (1) year with not more than five (5) one year renewal periods.

Termination of Contract: Hancock County may cancel the agreement at any time for any reason by providing the contractor with sixty (60) days written notice. In the event this Agreement is

terminated by the City, Ball Field Maintenance contractor shall be paid for all services rendered through the date of termination.

Compliance with Laws: In connection with the furnishing of supplies or performance of work under the contract, the contractor/provider agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts permitted to be awarded hereunder.

INSURANCE

HISTORY: Contractor/provider shall include any denials of past insurance coverage and will include all costs for supervision, insurance, overhead, profit, fuel, etc. Required insurance will include Worker's Compensation and Employer's Liability.

Ball field maintenance contractors/providers shall procure and maintain the following insurance coverage:

Coverage

- (a) General Liability and Automobile Liability \$500,000
- (b) Property Damage \$300,000
- (c) Excess Liability Umbrella Insurance \$2,000,000

The County shall be notified within two (2) days by the contractor/provider in the event that a contractor/provider insurance coverage is terminated or modified in any way. In the event of a cancellation of the contractor/provider's insurance coverage, such contractor/provider shall be prohibited from providing services until such coverage has been reinstated. Failure to do so will be considered a breach of contract and will render the contract null and void.

COST PROPOSAL FORM

I have read and understand the requirements of this proposal. I agree to provide the required services in accordance with this proposal. I agree to furnish the services as described in the RFP except where specific exception has been taken at the following costs:

Hancock County Sportsplex

Annual Lump Sum price for Daily, Weekly and Monthly Services: _____

Annual Lump Sum price for Fertilization and Turf Maintenance: _____

Other Sports Fields throughout Hancock County

Annual Lump Sum price for required services at **Kiln Ballfields**: _____

Annual Lump Sum price for required services at **Necaise Ballfields**: _____

Annual Lump Sum price for required services at **Dedeaux Ballfields**: _____

Annual Lump Sum price for required services at **Leetown Ballfields**: _____

Annual Lump Sum price for required services at **North Hancock Ballfield**: _____

Annual Lump Sum price for required services at **Lakeshore Ballfields**: _____

Annual Lump Sum price for required services at **Pearlington Ballfield**: _____

Playgrounds/Arena

Annual Lump Sum price for required services at **Rev. Sams**: _____

Annual Lump Sum price for required services at **Lakeshore**: _____

Annual Lump Sum price for required services at **Clermont**: _____

Annual Lump Sum price for required services at **Catahoula**: _____

Annual Lump Sum price for required services at **Arena**: _____

Annual Lump Sum price for required services at **Rocky Hill Splash Pad:** _____

Annual Lump Sum price for required services at **Fenton Playground:** _____

ADDENDA

Receipt of Addenda Nos. _____ is hereby acknowledged.

Respectfully submitted,

Contractor/Provider

LEGAL STATUS OF PROPOSER: _____

DATE: _____

NOTE: The legal status of the proposal, whether as an individual, partnership or corporation, must be indicated above, and all pertinent information as required of the Request for Proposal must be furnished.

ATTACHMENT A: SCOPE OF WORK

Hancock County SportsPlex (18324 Highway 43, Kiln, MS 39556)

Property consists of: 4-300' Ballfields
1-200' Ballfield
Surrounding/Common Areas

1. Daily

- a. Check and empty trash cans
- b. Mow grass 2-3 times per week depending on season
- c. Drag fields after mowing.
- d. Pick up debris and trash on fields, drainage areas and roadside
- e. Prep fields for all activities
- f. Measure and paint/chalk lines for sport specific events (if applicable)
- g. Place and move goals to safe and proper positions (if applicable)
- h. Rake, tamp and maintain pitching mounds and batters boxes (if applicable)
- i. Spike and mat infield (if applicable)
- j. Fix, maintain and repair sports equipment/goals (if applicable)
- k. Check status of fields (fill holes & smooth playing surface, if applicable)
- l. Schedule light timers for events

2. Weekly

- a. Weed-eat fence lines and blow off debris from fences, dugouts, bike path and walk ways.
- b. Add clay and turface as needed to box
- c. Rake field lips
- d. Mow drainage & common areas
- e. Assemble, disassemble, maintain, and store equipment depending on sport seasons
- f. Check and maintain irrigation system
 - i. Report any issues
 - ii. Repair minor leaks
 - iii. Replace broken heads
 - iv. Schedule timers for watering levels
- g. Inspect repair and maintain picnic tables, bleachers, shade structures, and windscreens
- h. Monitor/maintain water fountains
- i. Maintain a clean and organized shop

3. Monthly
 - a. Spray for weeds underneath bleachers, in shell and batting cages and along fences lines.
 - b. Trim vegetation (including fence line)
 - c. Hose down dugouts and spot paint as needed
 - d. Spray and maintain drainage areas
 - e. Spray for ants along walkways, bike path and fields
 - f. Inventory stock and supplies
 - g. Test ball field lights report any issues
 - h. Check hours on equipment
 - i. Edge/drag cores after aeration/water infield
 - j. Drainage - keep clear and free of vegetation
 - k. Other tasks as assigned

4. Quarterly
 - a. Fertilization /Turf Maintenance

Other Sports Fields throughout Hancock County

1. Mow grass on the field and in surrounding areas as follows
 - i. Weekly: April – September
 - ii. Monthly: October – March
2. Drag fields after mowing
3. Pick up debris and trash on fields, drainage areas and roadside
4. Check status of fields (fill holes & smooth playing surface, if applicable)
5. Add clay and field conditioner to infields as necessary
6. Weed-eat fence lines and blow off debris from fences, dugouts, bike path and walk ways.
7. Daily – check and empty cans
8. Fertilization
9. Spray for ants

Playgrounds

1. Mow grass as follows
 - i. Weekly: April – September
 - ii. Monthly: October – March
2. Pick up debris and trash on playgrounds and surrounding areas
3. Weed-eat fence lines and blow off debris from fences and walk ways.
4. Daily – check and empty cans
5. Spray for ants

ATTACHMENT B: WORK LOCATIONS

Kiln Ballfields (18324 Highway 43, Kiln, MS 39556)

1-300' Ballfield
3- 200' Ballfields
Surrounding Areas

Necaise Ballfields (30380 Highway 603, Perkinston, MS 39573)

2-300' Ballfields
1-200'
Surrounding Areas

Dedeaux Ballfields (1089 Road 350, Kiln, MS 39556)

2-300' Ballfields
1-200'
Surrounding Areas

Leetown Ballfields (28251 Berry Patch Road, Picayune, MS 39466)

1-Football Field
Surrounding Areas

North Hancock (Adjacent to Rocky Hill Splash Pad - 7025 Cuevas Town Road, Kiln, MS 39556)

1-Football Field
Surrounding Areas

Lakeshore Ballfields (6221 Lower Bay Road, Bay St. Louis, MS 39520)

1-300' Baseball Field

1-Football Field

Surrounding Areas

Pearlington Ballfield (6098 1st Avenue, Pearlington, MS 39572)

1-Football Field

Playgrounds/Arena

Lakeshore (6595 Lakeshore Road, Bay St. Louis, MS 39520)

Rev. Sams

Clermont (Located next to the Clermont Harbor Volunteer Fire Department - 5272 Clermont Boulevard, Bay St. Louis, MS 39520)

Catahoula (21190 Highway 43, Picayune, MS 39466)

Arena (4184 Kiln Delisle Road, Kiln, MS 39556)

Rocky Hill Splash Pad (7025 Cuevas Town Road, Kiln, MS 39556)

Fenton Playground