

Request for Proposal (RFP)

Hancock County Port & Harbor Commission

Invitation: The Hancock County Port and Harbor Commission (HCPHC) is soliciting proposals from qualified companies interested in providing **Cleaning Services** for properties owned and operated by the Commission. Persons or companies with relevant experience and qualifications are encouraged to submit.

Scope of Services: The HCPHC is seeking the services of an experienced person or company to perform scheduled Cleaning services for properties owned and operated by the Commission. A Detailed Information Packet about this RFP can be obtained via email by contacting Felicity Arcement (FArcement@hcp hc.ms). Persons or companies submitting proposals will be expected to provide all labor, materials, tools, equipment, and cleaning solutions/chemicals required for the services outlined in the Detailed Information Packet. Site visit dates and times are outlined in the Detailed Information Packet.

Submission Requirements: Persons or companies submitting proposals for these services should use the Proposal Form included in the Detailed Scope information referenced above. **One (1) original proposal and seven (7) copies** should be delivered to the office of **Hancock County Port & Harbor Commission at 706 Hwy 90, Waveland, Mississippi, 39576 (P.O. Box 2267, Bay St. Louis, MS 39521), no later than 4:00 p.m. on Wednesday, April 1, 2015.** The outside of the package should be clearly marked "**Hancock County Port and Harbor Commission Cleaning Services**". Electronic or faxed copies will not be considered. Proposals received after the date and time indicated will not be considered.

Selection Criteria: A selection committee will use the following criteria and point system when evaluating the proposals:

- a. Proposed Schedule of Rates and Charges – 30 points
- b. Qualifications of company employees – 20 points
- c. Experience with similar contracts – 20 points
- d. Capacity to perform the work – 20 points
- e. Geographic proximity to HCPHC properties – 10 points

Contract Information: HCPHC intends to award a one (1) year agreement for Cleaning Services, with the option to renew the agreement for two (2), one-year periods. The specific terms of the agreement will be negotiated based upon proposals received.

HCPHC reserves the right to waive irregularities and informalities in the submittal and evaluation process. HCPHC 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: _____

Harry J. Farve, Secretary
Hancock County Port and Harbor Commission

DATES OF PUBLICATION:

March 14, 2015

March 21, 2015