

**REQUEST FOR PROPOSALS (RFP)
FOR GRASS MAINTENANCE AND TRASH AND DEBRIS SERVICES**

PURPOSE

The St. Louis Development Corporation is seeking proposals from qualified companies for grass maintenance and trash and debris services.

SCOPE OF SERVICES

The nature of the services required will be as follows:

Grass maintenance and trash and debris removal on approximately 8,000 vacant lots and 2,500 buildings including the Gatewood Gardens Cemetery located at 7212 & 7335 Gravois owned by the owned by the Land Reutilization Authority (“LRA”), the Planned Industrial Expansion Authority (“PIEA”), and the Land Clearance for Redevelopment Authority (“LCRA”), (all properties are located within the St. Louis City Limits) These services are needed from January 1 to December 31 of each year for a 2 year contract. Bid should be calculated on an annualized basis.

The grass maintenance services consist of string trimming for vacant buildings and agricultural cutting on vacant lots on a routine basis and at least 6 -7 cuts on the cemetery, especially in advance of holidays (Easter, Mother’s Day, Father’s Day, Memorial Day, etc.) and responding to all complaints filed with the city, LRA, PIEA, LCRA or elected officials regarding yard maintenance service issues. Grass maintenance is typically performed from March through October and trash and debris services are required throughout the calendar year.

RESPONSES

Companies desiring to submit a proposal should provide SLDC with the following information in writing and may include any additional information the company considers pertinent.

1. Qualifications and experience of professionals who will work on this project.
2. Company branch locations.
3. Capacity and ability of contractor to carry out the work in a timely manner.
4. Ability of contractor to obtain City of St. Louis Central Business Clearance. (Must have current City Business License and all City taxes must be current).
5. Financial capacity and resources of the contractor to meet the obligations incidental to the work.

GENERAL INFORMATION

Contractor will be responsible for the following:

1. Liability Insurance naming the City of St. Louis, St. Louis Development Corporation, LRA, LCRA and PIEA as additionally insured with limits of \$2,750,000.00 for all claims arising out of a single accident or occurrence and \$425,000.00 for any one person in a single accident or occurrence.
2. Worker’s Compensation.
3. Permits, if required.
4. Removal and hauling of debris, if applicable.
5. Supplying of all of needed equipment to fulfill the contract.
6. Compliance with all federal, state and local laws, ordinances and regulations including Executive Orders of the Mayor of the City of St. Louis.
7. Contractors must take affirmative action to ensure employees and applicants for employment are not discriminated against because of race, creed, color, national origin, age, gender or sexual orientation.
8. All proposals are to be submitted pursuant to the terms and conditions in this request.

MBE/WBE PARTICIPATION

It is the policy of the City of St. Louis that the effects of identified discrimination against minority business enterprises and women’s business enterprises within its jurisdiction be eradicated as part of the overall City business and economic development strategy. The City shall implement this policy by the establishment of a goal of at least 25% certified minority business enterprise participation, and at least 5% certified women’s business enterprise participation in contracts and purchases where city funds are expended.

LIVING WAGE

Contractors submitting responses are advised that the City’s Living Wage Ordinance Number 65597 and associated regulations apply to contract with a total value of over \$50,000 in and twelve month period. This contract is included in the scope of the Living Wage Ordinance. Further information on the City’s Living Wage Ordinance is available at: http://www.mwdbe.org/living_wage/

RESERVATION OF RIGHTS

SLDC reserves the right to reject any or all responses; to select one or more respondents; to void the RFP and the review process and/or terminate negotiations at any time and to revise any conditions and stipulations contained herein.

THE SELECTED CONTRACTOR SHALL BE EXPECTED TO AGREE TO A CONTRACT CONTAINING THE FOLLOWING PROVISIONS:

- A. Termination Clause: Either party may terminate this contract should either party fail to perform under the terms and agreements of subject contract, provided a 30 day written notice is given by either party.
- B. Access Clause: Contractor agrees that the Community Development Administration, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to HUD programs for the purpose of making audits, examinations, excerpts and transcriptions.
- C. Equal Employment Opportunity Clause: Contractor agrees to comply with E.O. 11246, "Equal Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."
- D. Rights to Inventions Clause: Contractor must comply with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business firms Under Government Grants Contracts and Cooperative Agreements," and implementation regulations issues by HUD.
- E. Debarment and Suspension Clause: Contractor must ensure that no contract shall be made to parties listed on the General Services Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O, 12549 and 12689, Debarment and Suspension, as set forth at 24 CFR part 24.
- F. Interest of Parties Clause: Contractor shall not allow or permit conflict of interests to exist.
- G. Compliance with Local Laws: Contractor shall comply with all applicable laws, ordinances and codes of the State of Missouri and the City of St. Louis. Contractor shall hold the City of St. Louis harmless with respect to any damages arising from any tort done in performing any of the work included in this contract.
- H. Drug-Free Work Place Requirements: Contractor and any subcontractor of Contractor shall be required to provide a drug – free workplace.

To View the map of agency owned properties contact Doretha Nickson-Harris at 314-657-3755 or e-mail Harrisd@StLouis-MO.gov to schedule an appointment or to request the map in PDF format.

Sealed bids are due by **3:00 p.m. April 8, 2016**, at the offices of SLDC, 1520 Market Street, Real Estate Department, St. Louis. MO 63103. Bids should be clearly marked “RFP for Grass Maintenance and Trash and Debris Service” and addressed to the attention of Ms. Doretha Nickson-Harris.

The funding of this project, is financed in part through a grant from the Department of Housing and Urban Development and the Community Development Administration under the provision of Title 1 of the Housing and Community Development Act of 1974 (Pub. L 93-383 42 USC 5301 et seq) and/or HOME Title II of the National Affordable Housing Act of 1990, as amended (Public Law 101-625).