

# REQUEST FOR PROPOSALS

FOR

## LANDSCAPING, PROPERTY MAINTENANCE, SNOW-REMOVAL & DEBRIS-REMOVAL SERVICES

Issued by the St. Louis County Port Authority

Proposals Due By:

**3:00 PM on Friday February 9, 2024**

St. Louis County Port Authority  
c/o St. Louis Economic Development Partnership

ATTN: Erika Castillo  
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(314) 615-7663

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## Introduction

The St. Louis County Port Authority (the “Port”) was established pursuant to Chapter 68 of the Missouri Revised Statutes for the purpose of promoting the general welfare, promoting development, encouraging private capital investment by fostering the creation of industrial facilities and industrial parks, endeavoring to increase the volume of commerce, and promoting the establishment of a foreign trade zone within the port district, which includes all of St. Louis County, Missouri. The St. Louis Economic Development Partnership (the “Partnership”) assists with staffing the Port.

Consistent with its organizational purposes, the Port owns certain real property parcels in St. Louis County, Missouri, which require landscaping, maintenance, snow-removal, and debris-removal services (the “Services”). It is the Port’s goal to ensure that all properties are maintained in a safe and aesthetically acceptable condition so that the properties enhance the surrounding community.

The Port issues this Request for Proposals (the “RFP”) from qualified contractors to provide the Services for a one-year period with two successive options for the Port, at its sole discretion, to renew for terms of one year each. The contract issued pursuant to this RFP may include a period of up to three (3) years.

## Scope of Services

The Port seeks landscaping, maintenance, snow-removal, and debris-removal services for multiple, scattered parcels located in St. Louis County, Missouri. The parcels and a description of the minimum requested Services are set forth below. Proponents are responsible for familiarizing themselves with the parcels listed below and their current conditions, including the scope and quantity of existing dumped debris at the North Market Street, St. Charles Rock Road, and E. Arlee properties. It should be noted that many of these parcels periodically experience dumping. It is the expectation that the selected firm(s) will inspect for dumping during the normal course of maintaining the properties and notify the Port of any issues. To address sporadic debris removal, proposals should include disposal cost on a per load basis. The Services identified below shall be provided as directed by representatives of the Port.

<u>PARCEL ID NUMBER</u>	<u>ADDRESS</u>	<u>DESCRIPTION OF SERVICES</u>
N/A	<u>Jamestown Mall</u> : Approx. 140-acre site	Cut back, trim, and mow all grassed and planted areas. Remove and dispose of debris, including trash and discarded building material.
26G231122	152 Lemay Ferry Rd	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested. Remove snow from pedestrian walkways, as needed and requested.
26G230509	135 Lemay Ferry Rd	Cut grass, control weeds on any paved areas, and remove litter. Inspect for

		dumping. Remove dumped debris, as requested.
26G231184	133 Lemay Ferry Rd	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested. Remove snow from pedestrian walkways, as needed and requested.
26G231195	133 A Lemay Ferry Rd	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested. Remove snow from pedestrian walkways, as needed and requested.
26G230536	115 - 121 Lemay Ferry Rd	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested. Remove snow from pedestrian walkways, as needed and requested.
26G230527	125 Lemay Ferry Rd	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested. Remove snow from pedestrian walkways, as needed and requested.
26G230545	8534 Idaho Ave	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested.
N/A	<u>Lemay Streetscape:</u> Lemay Ferry Road from intersection with Military Road to Hoffmeister Ave	Cut grass along sidewalk and both sides of street, remove and dispose of trash, provide rain garden maintenance/weed control, and monitor and weekly dispose of waste in trash containers. Note condition of rain gardens, fencing, and lighting and notify Port of any damage.
27G220011	598 E. Arlee – approx. 26-acre, vacant site south of River City Casino, at E. Hoffmeister & River City Casino Blvd.	Upon Port Authority Request - Cut back, trim, and mow all parcels., as requested. Inspect the property every 2 weeks and notify the Port forof dumping on the access roads. Port must authorize . Removale and disposale of debris, including trash and discarded building materials, as requested.
16H530010	6900 North Market	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested.

16H421066	6823 St. Charles Rock Road	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested. Remove snow from pedestrian walkways, as needed and requested
16H420274	6825 St. Charles Rock Road	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested.
16H440074	7120 North Market	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested.
16H420928	7100 North Market	Cut grass, control weeds on any paved areas, and remove litter. Inspect for dumping. Remove dumped debris, as requested.

The Port may, from time to time, add properties to be serviced, request a quote for additional work, or remove one or more properties/services listed above. The contractor is responsible for providing all tools and equipment required for the performance of the Services at the contractor’s sole expense.

**Proposal Content**

Proposals must include, at a minimum, the following information:

1. Experience. Provide a description of the contractor’s history and experience in performing similar lawn care and debris removal services. The proposal should include a list of properties for which the contractor provided similar services during the previous year.
2. Approach and Availability. Provide a description of the firm’s approach and a statement of the firm’s availability to provide the Services. The approach should include the frequency of cuts and height to be maintained, weed control and general servicing of the parcels including planted areas, the likely duration and time frame for the services, and any details that provide a clearer understanding of the services proposed. Staff anticipates that the majority of parcels will require mowing every two weeks.
3. Minority Participation. Provide a description of the firm’s approach to minority participation in providing the Services.

4. Work Authorization Affidavit. Complete the Work Authorization Affidavit, attached hereto as **Attachment 1**, and provide all required supporting documentation identified in **Attachment 1**.
5. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for the Services, for up to a three (3) year period:
  - A. It is anticipated that a maximum not to exceed amount will be established for these services and that the contract will be for a one-year term with two successive options for the Port to renew for terms of one year each. **Pricing should be provided for a three (3) year period, including the initial year as well as the two additional option years.**
  - B. **To allow the Port the option of removing certain individual parcels from the Services, please provide an itemized statement of all fees, expenses, and costs to be charged in the performance of the Services on a per-parcel basis.** Additionally, as noted above, proposals should include a per load cost for as-needed debris removal.
  - C. When based on an hourly rate, provide the hourly rates to be charged for each individual who would perform the Services and a general description of how the work will be allocated.

### Selection Criteria

Proposals submitted will be reviewed by staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. History and experience of the contractor in providing similar lawn care and debris removal services as described above;
2. Availability and approach to provide the Services;
3. Approach to diversity, equity, and inclusion;
4. Submission of a completed Work Authorization Affidavit and all associated documentation identified in **Attachment 1**;
5. Cost; and
6. Responsiveness to the RFP categories.

The St. Louis County Port Authority actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Port does not discriminate on the basis of race, color, religion, creed, sex,

sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

### **Terms and Conditions**

The following terms and conditions apply to all proposals:

1. The Port reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of the project; to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Port also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
2. This RFP does not commit the Port to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Port as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Port, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

## Submission of Proposals

**To be considered, proposals must be received no later than **Friday, February 9, 2024, at 3:00 PM CST**. Proposals received after the deadline identified above will not be considered.**

### Schedule

RFP Published	January 18-19, 2024
Questions Submitted by	Friday, January 26, 2024
Questions Answered	Wednesday, January 31, 2024
Submission of Proposals by	Friday, February 9, 2024

Questions about this RFP should be sent by email to [ecastillo@stlpartnership.com](mailto:ecastillo@stlpartnership.com). Any answers to questions will be provided to all interested parties and will be released as an addendum to this RFP on the Partnership's website, <https://stlpartnership.com/rfp-rfq/>, on the date indicated above.

Electronic proposals should be sent by email to [ecastillo@stlpartnership.com](mailto:ecastillo@stlpartnership.com).

St. Louis County Port Authority  
c/o St. Louis Economic Development Partnership  
Attn: Erika Castillo  
120 S. Central Ave., Suite 200  
St. Louis, Missouri 63105  
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## ATTACHMENT 1

### **INSTRUCTIONS FOR COMPLIANCE WITH SECTION 285.530 RSMo.**

Missouri Revised Statutes Section 285.530(2) requires recipients of contracts with political subdivisions of the State of Missouri, such as the St. Louis County Port Authority, in excess of \$5,000 to provide an affidavit and documentation showing that the contracting party participates in a federal work authorization program with respect to employees working on the contracted services. Please consult the directions below and the form attached hereto regarding this requirement.

#### **Business Entities, Individuals, or Sole Proprietorships**

Pursuant to 285.530(2) RSMo., provided above, business entities, including self-employed individuals, awarded contracts with the St. Louis County Port Authority in excess of \$5,000 must affirm their enrollment and participation in a federal work authorization program with respect to the employees working on the contracted services by:

1. Submitting a completed, notarized copy of the “Work Authorization Affidavit for Business Entities” form, attached hereto; and
2. Providing documentation affirming the business entity’s enrollment and participation in a “federal work authorization program” (see definition below) with respect to the employees that are working in connection with the contracted services.

As used herein, the term “federal work authorization program” means an electronic verification of work authorization program or any equivalent federal work authorization program operated by the United States Department of Homeland Security. For example, the E-Verify program is a widely-used, internet-based worker verification program operated by the Department of Homeland Security.

Information on the E-Verify program may be found at [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) or at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) by clicking on the E-Verify icon near the bottom of the page. The memorandum of understanding associated with the E-Verify program may be used to demonstrate enrollment and participation and must include, at a minimum, the following: 1) a valid, completed copy of the first page identifying the employer, and (2) a valid, completed copy of the signature page signed by the employer and the Department of Homeland Security.

#### **Failure to Comply**

Compliance with Section 285.530(2) RSMo. is required for all contracts with the St. Louis County Port Authority in excess of \$5,000. If a business entity that is awarded a contract does not complete and return the required documents and/or affidavits to the St. Louis County Port Authority as part of the contract, this failure will be deemed a breach of the terms of such contract. The St. Louis County Port Authority has the right to refuse to honor any contracts, both present and future, with any business entity that does not provide the affidavits or documents



required by 285.530(2) RSMo. to the St. Louis County Port Authority. Pursuant to Section 208.009 R.S.Mo., no contract for any amount shall be awarded to any individual by St. Louis County without documents showing proof of that person's citizenship or lawful presence, or by individual affidavit averring to the individual's citizenship or lawful presence in the United States.

