



AGENDA

PRE-PROPOSAL MEETING

SOLICITATION NO. 20-030

FACILITIES LANDSCAPING SERVICES

WEDNESDAY, MARCH 18, 2020 – 10:00AM

****In an effort to address COVID-19 concerns, the BGJWSC has set up a conference call line for the mandatory pre-bid meeting to be held on Wednesday, March 18, 2020.**

It is the preference of the JWSC that all potential proposers for this RFP call into the conference line for this pre-bid meeting instead of attending in person.

If it is your firm's intention to submit a proposal for this RFP, please send an email to Christa Free at cfree@bgjwsc.org prior to the March 18 10:00am start time so that you are counted as present for the meeting. A roll call will also be taken at the pre-bid meeting of those that have called in.

Please use the conference line information below:

- Call-in Number: 888-204-5987
- Access Code: 5863965

WELCOME

Sign-in Sheet – Please sign mandatory sign in sheet.

Self-Introduction - BGJWSC Staff

Roll Call for Call-in Attendees

PROJECT DESCRIPTION AND SCOPE

The Brunswick-Glynn Joint Water & Sewer Commission (JWSC) wishes to receive Requests for Proposals (“RFP”) for landscaping services for its various building and lift station locations. A site list is provided. The JWSC has need for a turn-key service provider to provide such landscaping services to bring the grounds of the designated facilities to an Acceptable Standard and maintain them to such standard throughout the year.

The JWSC currently maintains one hundred and eighty-eight (188) facilities within its jurisdictional area, which includes all of Glynn County. All but one (1) service locations are currently being serviced on a bi-weekly (every two weeks) basis. One (1) administrative office location (with two

(2) separate service addresses on bid form) requires special consideration as it is the customer service center for JWSC ratepayers and will require a weekly schedule for the delivery of services. Three (3) of these facilities are wastewater treatment plants covering several acres of property. Potential bidders are asked to pay additional consideration to these aspects of the services requested as they evaluate the project scope and submit their proposals.

The Contract for Services may be amended to add or delete sites as necessary or required and will be subject to written confirmation by both parties at an agreed upon increase or reduction in cost.

ANTICIPATED PROJECT SCHEDULE

| ACTION | COMPLETION DATE |
|--|--|
| Issue RFP | Tuesday, March 3, 2020 |
| <i>MANDATORY</i> Pre-Proposal Meeting / Conference Call | Wednesday, March 18, 2020 – 10:00 a.m. EST |
| Deadline for Questions via email | Friday, March 20, 2020 – 5:00 p.m. EST |
| Responses to Questions, Final Addendum Issued | No later than Friday, March 27, 2020 |
| Proposals Due | Tuesday, April 7, 2020 – NOON EST |
| Committee Reviews and Commission Approval | Week of April 13, 2020 |
| Contract Execution / Start of Services | No later than June 1, 2020 |

PROPOSAL SUBMISSION REQUIREMENTS

Additional information and clarifications desired by a Proposer shall be requested from the BGJWSC in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each Proposer. Every request for such clarification shall be in writing (email) addressed to Pamela Crosby at pcrosby@bgjwsc.org. Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and not binding.

Addenda issued to Proposers prior to the date of receipt of Proposals shall become a part of the RFP and Proposals shall include the work described in the Addenda. **The deadline for questions related to this procurement is 5:00 p.m. EST on Friday, March 20, 2020. All questions should be submitted via email to the Procurement contact at pcrosby@bgjwsc.org.** No inquiry received within five days of the date fixed for the submission of Proposals will be given consideration. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Proposers, no later than five days prior to the date fixed for the submission of Proposals.

All proposals shall include a completed Section E Service Cost Schedule (see attached). Please submit an original plus three (3) copies and one (1) electronic version (USB or CD) of the proposal. Each proposal should be prepared simply and economically, providing straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

Proposals are due by 12:00 noon (EST) on Tuesday, April 7, 2020 at the JWSC Offices located at 1703 Gloucester Street, Brunswick, GA 31520. Mandatory label required on outside of envelope: “Request for Proposals No. 20-030 Facilities Landscaping Services for the BGJWSC”

Proposals are due by the time and on the date listed above. Proposals may be hand-delivered or sent via registered mail/overnight services. Electronic submissions will not be accepted.

ALL LATE PROPOSALS FOR WHATEVER REASON WILL BE RETURNED UNOPENED.

TECHNICAL PROPOSAL EVALUATION AND RANKING

| Item | Appraisal Points associated with item |
|---|--|
| Completeness and Thoroughness of Response to RFP (all items recognized and addressed in proposal) | 0 - 20 |
| Staff and Equipment Resources Available to Perform the Requested Work | 0 - 20 |
| Experience and References of Proposer and Qualifications of Staff to Manage Account | 0 - 20 |
| Cost of Monthly Service | 0 - 40 |
| Total Possible Points | 100 |

REVIEW ADDENDA ISSUED TO DATE

- Addendum #1 dated March 12, 2020
- Addendum #2 dated March 13, 2020
- Addendum #3 dated March 16, 2020

INFORMAL QUESTION AND ANSWER SESSION

This agenda and minutes of this meeting will be issued to all registered plan holders by addendum and posted on the BGJWSC website. Verbal responses to questions are non-binding and offered as a courtesy. Formal responses will only be issued in response to written questions issued by addendum to all registered plan holders in accordance with the contract documents.

Written questions will be accepted until 5:00 p. m. EST on Friday, March 20, 2020. Please submit via email to Pamela Crosby, pcrosby@bgjwsc.org

SITE VISIT

There will be no formal staff led site visit for this solicitation. Firms are encouraged to use the site list provided to perform their own independent site visits.

ADJOURN