

CITY OF HOUSTON
DEPARTMENT OF NEIGHBORHOODS
S30-Q24470
NOTICE OF REQUEST FOR QUALIFICATION

**STRATEGIC
PURCHASING DIVISION**
901 Bagby Street, Concourse
Level
Houston, Texas 77002

GENERAL INSTRUCTIONS, TERMS & CONDITIONS

The City of Houston's Department of Neighborhoods is soliciting services from qualified contractors to perform maintenance on equipment and tools for use in the cleaning and clearing of lots as described in the Scope of Work/Services

Prospective contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Richard Morris at richard.morris@houstontx.gov. The deadline for submitting questions is March 15, 2013. **No questions will be accepted after deadline.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Scope of Work/Services below. If you believe that your company/organization meets the minimum requirements as outlined in the Scope of Work/Services of the RFQ, please submit your response to Richard Morris, Procurement Specialist, via one of the methods listed below by **March 26, 2013 at 3pm CDT.** **No proposals will be accepted after deadline.**

E-mail: (Preferred Method): richard.morris@houstontx.gov

Mail:
City of Houston
Strategic Purchasing Division (Suite B500, Room B506)
901 Bagby Street
Houston, Texas 77002

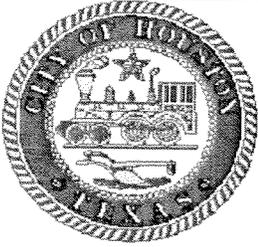
SCOPE OF WORK/SERVICES

The Department of Neighborhoods anticipates selecting firms, based upon their qualifications, to be known as the "Qualified Contractors List".

1.0 STATEMENT OF WORK

- 1.1 Contractor shall establish and maintain a business operation to supply, assign and maintain tools and equipment for use in the cleaning and clearing of lots identified by the Director as well as the abatement of graffiti on properties identified by the Director. Contractors shall dispense equipment to City employees, neighborhood organizations, probationers and civic organization as approved by the City. Contractors shall coordinate the use of volunteers in City-designated clean-up campaigns. Contractors shall respond to citizens, volunteers, and/or neighborhood organization inquiries regarding program participation and coordinate the mowing of lots. Contractor shall not coordinate the clearing of lots on private property or abatement of graffiti on private property without prior approval of the Director.

2.0 INTENT



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2.1 It is the intent of these specifications to negotiate a fixed-price service contract for the coordination of services related to graffiti removal, mowing, and the pick-up and removal of items of debris and litter as illustrated by bottles, cans, paper, tires, and similar debris and litter, from private and public properties in the City of Houston, Harris County.

2.2 The City shall, from time to time, issue additional regulations as needed to the Contractor, to provide clarity of contract services required as a result of administrative, policy or ordinance change.

3.0 EQUIPMENT

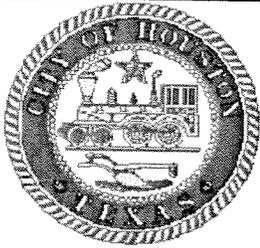
3.1 The City shall make available for the Contractor's use, graffiti removal equipment, and lawn mowing and debris removal equipment currently owned by the City. All equipment must carry the appropriate City of Houston asset inventory tags. The City shall provide a location for the storage of equipment to be used under this contract. All additional supplies, materials, repair or replacement parts, equipment or tools used or furnished by the Contractor to perform the work specified herein shall be of the type, quality, and size customarily used in the trade for such work. The Contractor at the Contractor's expense shall replace any such items deemed unsuitable by the City. The City will not be responsible for damage to or loss of supplies, materials, tools, equipment or personal property belonging to the Contractor or his/her employees. Contractor is responsible for the maintenance of all equipment to be used under this contract.

3.2 Equipment and supplies made available to the Contractor by the City or purchased under the contract shall remain the property of the City of Houston. Before Contractor purchases any equipment or supplies on behalf of the City. The Contractor shall solicit three telephone bids and purchase any equipment or supplies at the best available price. However, if the purchase/quote price were to exceed \$15,000.00 the Contractor must seek prior written approval from the Director. The equipment and remaining supplies shall be returned to the City within 30 days following the termination of the contract, unless the Director extends that time period. Non-repairable equipment shall be disposed of in accordance with City policy.

4.0 MINIMUM EQUIPMENT AND SUPPLY REQUIREMENTS

4.1 Contractor shall provide and/or maintain the following minimum equipment and supplies when performing services under the terms of this Agreement:

- 4.1.1 Lawn Mowers
- 4.1.2 Weed eaters and cords
- 4.1.3 Gloves
- 4.1.4 Weed Cutter



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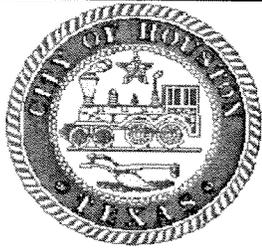
- 4.1.5 Rakes
- 4.1.6 Loppers
- 4.1.7 Push Brooms
- 4.1.8 Gas Cans
- 4.1.9 Goggles
- 4.1.10 Oil Mix
- 4.1.11 Miscellaneous equipment parts (including but not limited to) tires, spark plugs
- 4.1.12 Miscellaneous paint supplies (including but not limited to) paint rollers, trays, brushes, etc.
- 4.1.13 Safety vests
- 4.1.14 Safety Cones
- 4.1.15 First Aid Kits
- 4.1.16 Hard Hats

5.0 MINIMUM REQUIRED MANPOWER

- 5.1 Contractor shall employ at all times a sufficient number of capable and qualified employees to enable the Contractor to properly, adequately, safely and economically manage, operate and generally perform the scope of work under these specifications.
- 5.2 All matters pertaining to the employment, supervision, compensation, promotion and discharge of such employees are the responsibility of the Contractor. The City of Houston Purchasing Agent may require dismissal from work on this contract any employee who is deemed incompetent or is identified as a potential threat to the health, safety, security, general well being or operational mission of this contract. Each employee of the Contractor shall be a citizen of the United States or an alien who has been lawfully admitted for permanent residence as evidence by Alien Registration Receipt Card Form 1-51.

6.0 CONTRACTOR WORK ASSIGNMENTS

- 6.1 Contractor shall coordinate the distribution of equipment for the abatement of weeded lots and removal of graffiti on properties selected by the Director.
- 6.2 Technical Specifications
 - 6.2.1 The Contractor shall deliver the following specifications to program participants.
 - a. Grass or weeds shall be cut to a height of approximately three inches, depending on the work order and type of terrain.
 - b. Bag debris and place on the curbside for collection.
 - c. If there are no concrete curbs and gutters, and where there are any drainage ditches, bridges, or culverts along any public ways adjoining any property, such ditches, bridges, or culverts shall be cleared and the same restrictions of height held applicable to the main portions of the property in question.



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- d. If the property has a concrete slab or foundation, program participants shall mow around the slab or foundation. Program participant shall also cut grass, weeds, and other plants growing through cracks in the foundation or slab. All loose building materials are to be considered as trash/rubbish/debris and the Program participants shall clear and place materials at the curbside of the property, unless otherwise directed by the Contractor.

7.0 INSPECTION AND ACCEPTANCE

- 7.1 The participants' work shall be performed under general inspection and oversight of the Contractor.

8.0 SITE INSPECTIONS

- 8.1 The City reserves the right to make on-site inspections at any and all work sites, or at Contractor's premises to insure Contractor is providing a sufficient quantity of equipment and labor necessary to perform the work.

9.0 DEFICIENCIES/REMEDIES/PENALTIES

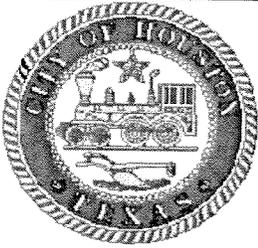
- 9.1 The City shall have the right to monitor and apprise the Contractor or its agent(s) of any deficiencies related to the performance of work or deficiencies related to work orders. The City shall document the type or extent of deficiencies by sufficient written inspection reports and inform the Contractor of work that remains to be done to achieve compliance with work specifications. The Contractor shall notify program participants to correct any noted deficiencies within two (2) working days of being notified.

10.0 SAFETY

- 10.1 All equipment used for performance of services shall meet O.S.H.A. standards, and be licensed and inspected as required by applicable law. The City of Houston does not make any determination as to O.S.H.A. standards, licenses, and/or inspections. Copies of all applicable O.S.H.A. regulations can be obtained from the Department of Labor.

11.0 M/WBE Compliance:

- 11.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances. Contractor shall make good faith efforts to award subcontracts or supply Agreements in at least 11% of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the Mayor's Office of Business Opportunity (MOBO) and will comply with them.
- 11.2 Contractor shall require written subcontracts with all M/WBE subcontractors and shall submit all disputes with M/WBEs to binding arbitration to be conducted in Houston, Texas if directed to do so by



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the OBO Director.

12.0 Submission of Qualifications

12.1 The City of Houston's Department of Neighborhoods is requesting qualified contractor(s) for volunteer clean up services to submit their qualifications. To qualify for the contract award, the contractor(s) **MUST** at a minimum, should include:

- Provide a specific statement of qualifications (SOQ) for this RFQ. The length of the submittal document shall not exceed 10 pages (single sided). The SOQ shall state the contractor's qualifications and experience in the area of volunteer clean up services on neighborhood lots.
- Provide an explanation of the contractor's understanding of the work that must be accomplished via this RFQ and the proposed approach detailing the steps that will be utilized to meet this RFQ's intent including services offered and equipment list.
- Provide an organizational chart of proposed staff roles, resumes, licenses, designations, certifications, as applicable. Moreover, the contractor must provide a copy of its current equipment inventory list and/or leased equipment.
- Provide a written statement acknowledging the City's M/WBE Program and contractor's willingness to make a good-faith effort in utilizing a certified M/WBE sub-contractor for 11% of work for the contract awarded by the City
- Provide a minimum of three sample works similar to the requirements of the scope of work.

Additionally, the documents listed below must be provided with the proposal:

TABLE 1 - REQUIRED FORMS
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Drug Forms
PoP 1a Pay or Play Acknowledgment Form
Contractor Questionnaire

*** All forms can be downloaded from the following link:**



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http://purchasing.houstontx.gov/solicitation_forms.html Offeror will be able to click and print each required document from this site.

13.0 Qualification Evaluation Criteria:

13.1 In evaluating the submitted SOQ's, the following criteria will be used when evaluating the RFQ responses and are listed in the order of importance to the City of Houston:

EVALUATION CRITERIA	Possible Points
1.0 Experience, Abilities and Qualifications. Evidence of the firm's ability to perform the work, as indicated by experience in performing similar types of services, licenses, and staff's professional and technical competence, as evidenced by the samples provided in the submittal. Provide an annual report of number of projects, social impact and company's metrics.	60
2.0 Equipment. Full list of all items either owned, maintained or otherwise possessed by company. Additional projection of items needed, lost or replaced will be submitted annually.	25
3.0 M/WBE. 11% The selected firms must be in agreement to meet M/WBE goals and objectives.	10
4.0 Conformance. Conformance to the RFQ requirements.	5
TOTAL POINTS	100

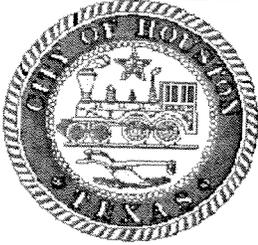
- * Hire Houston First Preference Points
 - City Business = five (5) extra percentage points
 - Local Business = three (3) extra percentage points
 - Non-City and Non-Local Business will receive zero (0) extra percentage points

- **HIRE HOUSTON FIRST:**

- **Designation as a City Business or Local Business**

To be designated as a City or Local Business for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a bidder or proposer must submit the **Hire Houston First Application and Affidavit ("HHF Affidavit")** to the Director of the Mayor's Office of Business Opportunities and receive notice that the submission has been approved prior to award of a contract. Bidders are encouraged to secure a designation prior to submission of a bid or proposal if at all possible.

Download the HHF Affidavit from the Office of Business Opportunities Webpage at the City of



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Houston e-Government Website at the following location:

www.houstontx.gov/obo/moreforms/hirehoustonfirststaffidavit.pdf

Submit the completed application forms to: Mayor's Office of Business Opportunity, One Stop Business Center, 900 Bagby St., Public Level, Houston, TX 77002. Applications may be submitted via e-mail to HHF-MOBO@houstontx.gov or faxed to 832.393.0952.

Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative - Pursuant to Chapter --- of the Local Government Code

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

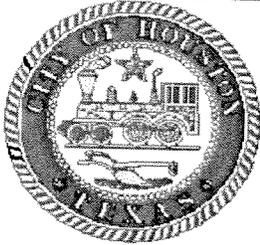
- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
- **FIVE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "CITY BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES
- UNLESS THE USER DEPARTMENT DETERMINES THAT AN AWARD TO THE LOCAL OR CITY BUSINESS WOULD UNDULY INTERFERE WITH CONTRACT NEEDS, AS PROVIDED IN SECTION 15-181 OF THE CODE.

Award of Procurement Pursuant to a Request for Proposal, Best Value Solicitation or Alternative--- Pursuant to Chapter 15 of the City Code of Ordinances

IN EVALUATION OF A PROPOSAL SUBMITTED UNDER ANY OF THE ABOVE PROCUREMENT METHODS, THE CITY SHALL AWARD EXTRA POINTS EQUAL TO

- **THREE PERCENT** OF THE TOTAL EVALUATION POINTS AVAILABLE TO A "LOCAL BUSINESS," AS DEFINED IN SECTION 15-176 OF THE CITY OF HOUSTON CODE OF ORDINANCES, AND
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12.2 SELECTION PROCESS



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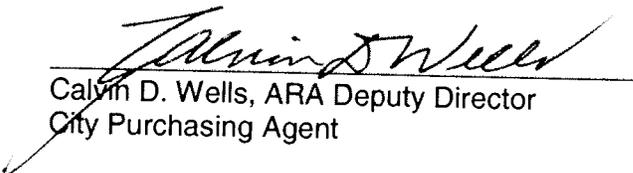
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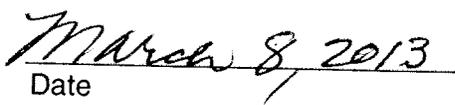
12.2.1 The award of this agreement will be made to the best respondent(s) offering the response which best meets the needs of the City. The City may make investigations, as it deems necessary, to determine the capabilities of each respondent. Therefore, the respondent shall furnish to the City such data as the City may request for this purpose. The City reserves the right to reject any offer if the evidence submitted by or the investigation of the respondent fails to satisfy the City or the respondent is deemed unqualified to provide the services contemplated.

12.2.2 The City of Houston has sole discretion and reserves the right to cancel this RFQ, or to reject any or all SOQ received prior to contract award.

13.0 LOBBYING AND OTHER FORMS OF INFLUENCE PROHIBITED

13.1 Neither Offeror(s) nor any person acting on Offeror(s)'s behalf shall attempt to influence the outcome of the contract award by the offer, presentation or promise of gratuities, favors, or anything of value to any member of the RFQ evaluation committee, any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Buyer identified on the first page of the RFQ. Upon issuance of the RFQ through the pre-award phase and up to the award of a contract, aside from Offeror's formal response to the RFQ, communications publically made during the official pre-submittal conference, written requests for clarification during the period officially designated for such purpose by the City Buyer and communications during an oral interview, scheduled at the request of and for the benefit of the RFQ evaluation committee, if any, neither Offeror(s) nor persons acting on their behalf shall communicate with any member of the RFQ evaluation committee, appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the contract award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Offeror. However, nothing in this paragraph shall prevent Offeror from making public statements to the City Council body convened for a regularly scheduled session after the RFQ evaluation committee has made its official selection and presented same to Council for action.


Calvin D. Wells, ARA Deputy Director
City Purchasing Agent


Date