

**Akwesasne Mohawk Casino**

# Request for Proposal: Landscape and Maintenance

**March 9, 2012**

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I.

**PROPOSAL INSTRUCTIONS:**

2012 Landscaping Project

Located at: 873 State Route 37, Hogansburg, NY 13655

The Akwesasne Mohawk Casino, LLC. (herein after referred to as "AMC") invites your company to submit a proposal in accordance with this Request for Proposal (RFP). Your response to this request will be evaluated to determine the qualifications of your firm. Proposals must adhere to the format and content of this RFP. Proposals will not be evaluated unless all parts requested are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration. The successful bidder shall be required to enter into a landscape maintenance agreement based on the specifications outlined in this RFP.

In order to qualify for the work in this project, bidders must submit all information requested. All proposals must be received by 4:00pm March 29, 2012. Bids may be submitted to the AMC Administration Building (Speedway Plaza) located at 921 State Route 37, Akwesasne, NY 13655, prior to the time and date listed above. The bids shall be sealed.

All proposals must remain in effect for at least 30 days from submittal. AMC has the sole discretion to: (a) reject any and all bid proposals, and (b) renegotiate the modification of any and all proposals with any bidder in whatever manner it deems in its best interests. There is no guarantee, either expressed or implied, that award of a landscaping contract will be made to any firm. All bids and accompanying documentation shall become the property of AMC. Bids may not be submitted by facsimile transmission nor other telecommunication or electronic means. Failure to submit a bid by the deadline specified will result in the rejection of the bid. Time extensions will not be granted. You may withdraw your bid from consideration by AMC only with written notification that the proposal is to be withdrawn.

All bids shall be legible and comply in all regards with the requirements described in the Scope of Work and shall include the following: (see pages 9-14).

- **Estimated cost of plants, materials, and supplies necessary for installation.**
- **Hourly cost of labor for regular maintenance.**
- **References exhibiting previous experience in similar projects.**

Please include two (2) copies of your proposal when submitting your bid.

All bids must be signed in ink on the blank spaces provided herein. Sealed bids must be submitted, bearing on the outside the name and address of the bidding party, the name of the project for which the bid is submitted, and must include pages eight (8) and nine (9) with required contracting party signatures. The bid must be enclosed in a sealed envelope addressed to:

Purchasing Department  
ATTN: Brooke Moreau  
PO Box 1179  
Akwesasne, NY 13655

Bids may also be hand delivered to the AMC Administration/HR building located at 921 State Route 37, Akwesasne, NY 13655 (Speedway Plaza, next to Verizon Wireless).

All questions concerning the bid package shall be raised prior to the final submission date. All questions must be in writing and should be addressed to Brooke Moreau, Purchasing Manager at the address listed above, sent via email ([bmoreau@mohawkasino.com](mailto:bmoreau@mohawkasino.com)), or faxed to 518-358-3590.

II.

**PURPOSE AND KEY OBJECTIVE:**

The intent is to maintain a Class A appearance of the property as determined by the Facilities Director. The Contractor shall maintain such appearance. Any discrepancies in the understanding of this clause shall be resolved in a manner as determined by the Director of Facilities.

III.

**SCOPE OF WORK:**

The Landscape Maintenance Contractor (herein after called the "Contractor") shall perform in accordance with all stated intents, specifications and stipulations contained or referenced herein.

Each bidder shall be responsible for researching the existing conditions and matters that affect the cost or performance of the services.

The Contractor shall come up with their own landscape design for each of the designated areas as listed below (and shown in pictures to follow) for the three changing seasons (Spring, Summer, and Fall) with color schemes that compliment the architectural décor of the building, surrounding natural and structural elements, and/or art pieces. Flower selection shall include a mixture of both Annuals and Perennials. Landscape design and materials suggested must be clearly defined.

•Marquee sign

-59.5' x 17'

•Turtle area in front of Valet drop off

-53' x 13.5'

•Eagle display

-25.5' x 16'

•West Main Entrance

-55' x 38'

•Cascades Entrance (to be landscaped in the summer/fall)

-46' x 5'

The Contractor shall furnish all plants, flowers, labor, equipment, supplies, and services required to install and maintain the landscape in an attractive condition throughout the contract period. Maintenance of plant materials shall include but are not limited to weeding, pruning, fertilizing, and cleanup. It is the responsibility of the Contractor to have adequate equipment and staff to perform the specified services under the contract. In the event of a mechanical breakdown of equipment, the Contractor will be expected to provide backup services as required under the terms of the contract.

The Contractor shall inspect landscaped areas for indications of pest problems and advise the AMC Facilities Director of such problems.

The AMC may request additional information, samples, or presentations in support of proposals. Additionally, AMC may perform an interview with contractors under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.

Due to ongoing construction on AMC property, some areas may be inaccessible during certain seasons. Therefore, it is required that the bids be broken down by area and by season (see pages 9-14).

#### **PROPERTY TOURS:**

Before submitting a bid, each bidder shall have the opportunity to thoroughly examine the property and fully understand the conditions that may affect the work proposed. Failure to inspect the Sites in no way relieves the successful contractor from the necessity of furnishing materials or performing any labor necessary for the satisfactory completion of the work.

Property tours have been established for the dates of **March 21-23, 2012**. All bidders are invited to tour the property at that time. Each bidder will be allowed to ask questions and will be provided with property information. Inquiries for specific information will not be entertained prior to the aforementioned tours. To schedule a tour on these dates, please call Paul Francis, Director of Facilities at 518-358-2222 ext. 2176.

#### **IV.**

#### **TERMS AND CONDITIONS:**

The term of this agreement shall be for a period of six (6) months.

#### **Payment**

The Contractor shall commence work upon the issuance of a signed contract, issuance of a Purchase Order [number], and verification of insurance requirements through October 30, 2012.

- The AMC will make payments based on a negotiated payment schedule. Each billing must be accompanied by a progress report.
- The successful vendor will supply the AMC with an Invoice for services. All invoices must reference the Purchase Order to which they pertain.
- No invoice will be processed for payment until the Facilities Director has approved the progress report and accompanying invoice. The invoice must show:
  - Hours spent on a specific deliverable during the billing period; and
  - Hourly rates for the workers.

All invoices should be directed to:

Akwesasne Mohawk Casino  
Attn: Accounts Payable Department  
873 State Route 37  
Akwesasne, NY 13655

## **Insurance Requirements**

The Vendor, at its sole cost and expense, shall provide proof of insurance, upon execution of this Agreement by submitting a Certificate of Liability Insurance to AMC. As a minimum, the Vendor shall provide and maintain the following coverage and limits, and identify AMC as an additional insured on such Certificate:

### **Worker's Compensation Insurance:**

The Vendor shall provide and maintain statutory Worker's Compensation Insurance and Employers' Liability coverage for all of its employees who will be engaged in the performance of this agreement, including special coverage extensions where applicable, as required by the laws of New York. Employers' Liability limits of \$1,000,000.00 per each accident or occupational sickness or disease shall be required.

### **Commercial General Liability Insurance:**

The Vendor shall provide and maintain Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and/or aggregate combined single limit.

### **Automobile Liability Insurance:**

The Vendor shall provide and maintain Automobile Liability Insurance with limits of liability of not less than \$1,000,000.00 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned, non-owned and all hired vehicles.

### **Requirements:**

Providing and maintaining adequate insurance coverage is a material obligation of the Vendor and is of the essence of this agreement. All such insurance shall comply with laws of New York State. Insurance shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in New York State. The Vendor shall comply, at all times, with the terms of such insurance policy(s) and all requirements of the insurer under such insurance policy(s), except as they may conflict with the laws of New York State or this agreement. The prescribed limits of coverage within each insurance policy(s) maintained by the Vendor shall not be interpreted as limiting the Vendor's liability and contractual obligations under this agreement.

*If awarded the service contract, the Contractor shall produce copies of these insurances, with the Akwesasne Mohawk Casino, LLC. named as additional insured and certificate holder.*

A sign-in/out procedure will be maintained by the AMC and agreed upon by Contractor for each service incident.

## **Termination**

If either party wish to cancel this agreement for services, written notice thirty (30) days in advance will be required of either party.

## **V.**

### **RFP TIMELINE:**

Requests for proposals released	Friday, March 9, 2012
Property tours	Wednesday, March 21, 2012 - Friday March 23, 2012
Proposals due	Thursday, March 29, 2012
Award contract	Monday, April 2, 2012
Project plan commences	Wednesday, April 4, 2012

## VI.

### PROPOSAL OUTLINE AND EVALUATION:

- A. Evaluation Procedure:** Proposals received that conform to the proposal instructions and deemed to be responsive will be evaluated. The evaluation will take place using the evaluation criteria identified in the following section. Interviews/presentations may be requested prior to final selection of one firm.
- B. Evaluation Criteria:** This section provides a description of the criteria which will be used in the evaluation of the proposals submitted.

#### **Project Scope of Work and Approach**

- |  |     |
|--|-----|
| 1. Demonstration of understanding project objectives | 25% |
| •Proposed deliverables and methodology/design        |     |

#### **Project Staffing Experience**

- |  |     |
|--|-----|
| 2. Project experience  | 25% |
| •References exhibiting previous experience in similar projects |     |

#### **Cost Proposal**

- |  |      |
|--|------|
| 3. Projected cost of proposed work plan/approach | 50%  |
| •Commitment to budget and schedule parameters    |      |
|  | 100% |

VII.

**PROPOSAL ACCEPTANCE SIGNATURE SHEET**

(Please type or print clearly in ink only)

**\*\*\*\*TO BE COMPLETED BY THE BIDDER AND SUBMITTED WITH PROPOSAL\*\*\*\***

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in **RFP2011-5**.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as Representative for the Firm:

\_\_\_\_\_

Complete Legal Name of Firm: \_\_\_\_\_

Remit to Address: \_\_\_\_\_

Fed ID No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (type/print): \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cellular: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

To receive consideration for award, this **Signature Sheet** must be returned to the Akwesasne Mohawk Casino Purchasing Department, as it shall be part of your response.



VIII.

**BID BREAKDOWN:** Landscaping Project Please provide your estimate for each designated area in the sections below.

1. **INSTALLATION - MARQUEE SIGN AREA:**

**SPRING 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**SUMMER 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**FALL 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**2. INSTALLATION – TURTLE SCULPTURE AREA:**

**SPRING 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**SUMMER 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**FALL 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**3. INSTALLATION – EAGLE SCULPTURE AREA:**

**SPRING 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**SUMMER 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**FALL 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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4. **INSTALLATION – WEST MAIN ENTRANCE:**

**SPRING 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**SUMMER 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**FALL 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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5. **INSTALLATION – CASCADES ENTRANCE:**

**SUMMER 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**FALL 2012**

Plants/Flowers for installation \$ \_\_\_\_\_

Materials for installation \$ \_\_\_\_\_

Labor Installation \$ \_\_\_\_\_

**TOTAL INSTALLATION - LUMP SUM BID** \$ \_\_\_\_\_

Explanation of design and vegetation/materials used: (may be submitted separately if more space is needed)

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**GRAND TOTAL: INSTALLATION OF ALL 5 AREAS** \$ \_\_\_\_\_

**UPKEEP AND MAINTENANCE:** (weeding, pruning, fertilizing, and cleanup)

Time and materials to be reimbursed on an as-needed basis.

Hourly rate for maintenance: \$\_\_\_\_\_ per hour

Suggested Maintenance schedule: \_\_\_\_\_

**REFERENCES:** (projects of similar nature)

1) \_\_\_\_\_ Phone: \_\_\_\_\_

2) \_\_\_\_\_ Phone: \_\_\_\_\_

3) \_\_\_\_\_ Phone: \_\_\_\_\_

If you are interested in placing a bid, a site tour will be available March 21-23, 2012. Please contact the Facilities Department at (518)-358-2222 ext. 4059 to schedule an appointment during this time.

**IX. PHOTOS**



**TURTLE SCULPTURE AREA**  
53' x 13.5'



**EAGLE DISPLAY/SCULPTURE AREA**  
25.5' x 16'



**MARQUEE SIGN**

59.5' x17'



**LEFT SIDE OF WEST MAIN ENTRANCE**





**RIGHT SIDE OF WEST MAIN ENTRANCE**  
55' x 38' (combined left and right sides)



**CASCADES ENTRANCE**  
46' x 5'