

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
March 13, 2012**

RESOLUTION No. 2012-09

WHEREAS, there are funds allocated in the 2012 Fiscal Year Operating Budget for the provision of grass cutting services at Desire; and

WHEREAS, HANO issued Request for Proposals (RFP) Number #11-913-09 to procure grass cutting services at Desire on December 16, 2011 and received submissions from thirteen (13) respondents on January 10, 2012; and

WHEREAS, HANO conducted evaluations of proposals submitted by each firm, establishing Sunshine Landscaping as the highest ranking firm; and

WHEREAS, HANO has successfully completed due diligence verification on Sunshine Landscaping; and

WHEREAS, it is recommended that a contract be awarded to Sunshine Landscaping to provide grass cutting services at Desire in the amount of \$168,000.00 per year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans authorizes the award of a contract to Sunshine Landscaping to provide grass cutting services at Desire in the amount of \$168,000.00 per year.

Executed this 13th day of March, 2012.

APPROVAL:



**DAVID GILMORE
ADMINISTRATIVE RECEIVER
CHAIRMAN, BOARD OF COMMISSIONERS**



Housing Authority of New Orleans

March 13, 2012

MEMORANDUM

**To: David Gilmore
Board of Commissioners**

**From: Angela Anderson
Director of Procurement and Contracts**

**Re: Grass Cutting Services at Desire
RFP #11-913-09**

The Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) on Friday, December 16, 2011 for the purpose of procuring Grass Cutting Services at Desire for HANO, pursuant to Request for Proposals Number 11-913-09.

The proposal package was prepared by the Department of Procurement and Contracts. The RFP was advertised for a total of twenty-five (25) days. The advertisement was published in the Times-Picayune on Friday, December 16, Thursday, December 22, and Wednesday, December 28, 2011. Finally, the solicitation, in its entirety, was posted on the HANO website on Friday, December 16, 2011 and made available to the public for download. A total of thirteen (13) proposals were received on Tuesday, January 10, 2012 from the following firms:

- Audubon Lawn Maintenance
- B.W. Cooper Resident Mgt.
- C-C Industries
- Dison Enterprises
- Eric & Sons Lawn Service
- Irwin Trucking
- K & B Construction
- K & M Industrial
- Little Computer Solutions
- MARSH Green Maintenance LLC
- Q & M Landscaping
- Simmons & Simmons
- Sunshine Landscaping.

In accordance with the evaluation process outlined in the RFP, an evaluation committee was established to review the proposals received in response to the solicitation. On Thursday, January 26, 2012, the evaluation committee met and was given an overview of the scope of services, and instructed on the proper procedure for proposal evaluation. Upon completion of the training, the committee scored the proposals and ranked the respondents as follows:

Name	Total (100 Points)
Sunshine Landscaping	82
B. W. Cooper Resident Management	79
Q & M Landscaping	59
Little Computer Solutions	59
Simmons & Simmons	51
Dison Enterprises	48
Eric & Sons Lawn Service	45
Audubon Lawn Maintenance	45
C – C Industries	45
K & B Construction	40
Marsh Green Maintenance	37
K & M Industrial	32.5
Irwin Trucking	22

In determining the scores, the committee discussed each proposal in detail. The committee was able to reach consensus on all scores. Following the Stage I evaluation process, the evaluation committee decide to short list the top four ranked respondents. The committee developed a list of questions, specific to the shortlisted companies and on February 1, 2012, the evaluation committee requested a Best and Final Offer from:

- Sunshine Landscaping
- B.W. Cooper RMC
- Q & M Landscaping
- Little Computer Solutions Inc.

The evaluation committee reconvened on Tuesday, February 3, 2012 and commenced with the Stage II evaluation and scoring of the shortlisted companies' Best and Final Offers using the same criteria that were used during Stage I evaluations. The results of Stage II evaluations are as follows:

Name	Total (100 Points)	Pricing
Sunshine Landscaping	90	\$7,000.00
B. W. Cooper	84	\$7,499.00
Little Computer Solutions	62	\$9,200.00
Q & M Landscaping	50	\$12,500.00

The committee concluded that the price submitted by Sunshine Landscaping is a fair and reasonable cost to provide grass cutting services at Desire and it was below the cost estimate.

In accordance with the evaluation plan outlined in the RFP, a due diligence review was conducted on Sunshine Landscaping, the highest ranked respondent to the solicitation. The review consisted of a reference verification, whereby HANO Asset Management personnel were contacted to respond to questions regarding the previous performance of the contractor. Additionally, the List of Parties Excluded from Federal Procurement and Non Procurement Programs was checked to ensure that the contractor is not debarred from participation in federally funded contracts. Further, the Louisiana Secretary of State website was checked to determine if the contractor is in good standing. Results from the due diligence review indicate that the respondent is responsible.

Sunshine Landscaping is a DBE and has submitted certification attesting that they agree to address in good faith HANO's requirements relative to employment and training of Section 3 residents and plans to hire and train three (3) residents.

I hereby certify that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. I further certify that Sunshine Landscaping submitted the highest ranked proposal in response to the solicitation. As such, it is recommended that approval be given to award a contract to Sunshine Landscaping provide Grass Cutting Services at Desire in the amount of \$168,000.00 per year.