

**MANCHESTER•BOSTON REGIONAL AIRPORT**

**REQUEST FOR PROPOSALS**

**INTERIOR LANDSCAPING SERVICES**

**APRIL, 2018**

**TABLE OF CONTENTS**

**REQUEST FOR PROPOSALS**  
**INTERIOR LANDSCAPING SERVICES**

	<b>Page</b>
SECTION 1.00 - Proposals Requested .....	5
SECTION 2.00 – General Information .....	5
2.01    Definitions .....	5
2.02    Introduction and Background .....	6
2.03    Manchester•Boston Regional Airport .....	6
2.04    Security Requirements .....	6
SECTION 3.00 - Instructions .....	7
3.01    Proposal Content and Organization .....	7
3.02    Minimum Qualifications .....	8
3.03    Operation Requirements .....	8
3.04    Proposal Deposit .....	9
3.05    Airport Contact .....	9
3.06    Responsibility for Proposal .....	10
3.07    Proprietary Data .....	10
3.08    Signature on Proposal Form .....	10
3.09    Proposals from Disadvantaged Business Enterprises (DBE) .....	11
3.10    Proposal Submittal .....	11
3.11    Proposal Deadline .....	11
3.12    Tour & Pre-Proposal Meeting .....	11
SECTION 4.00 – Post Submittal Events .....	11
4.01    Evaluation of Proposals .....	11
4.02    Proposal Selection .....	12
4.03    Disqualification .....	12
4.04    Notice of Acceptance of Proposals .....	12
Exhibit 1 .....	13
Exhibit 2 .....	14
Exhibit 3 .....	15
Exhibit 4 .....	16
SECTION 5.00 – Schedule .....	17
5.01    Schedule of Events .....	17

Exhibit 5 .....	18
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## **LIST OF EXHIBITS**

FY18-805-56

### **REQUEST FOR PROPOSALS**

#### **INTERIOR LANDSCAPING SERVICES**

- EXHIBIT 1** Floor Plan - First Floor - Bag Belt, Concourse and Meet and Greet Area
- EXHIBIT 2** Floor Plan – Second Floor - Atrium, Pedestrian Bridge and Concourse Areas
- EXHIBIT 3** Floor Plan – Third Floor – Observation and Administration Areas
- EXHIBIT 4** Floor Plan – Rental Car Facility
- EXHIBIT 5** Description of Minimum Work

# **REQUEST FOR PROPOSALS**

## **Manchester•Boston Regional Airport**

### **NOTICE INVITING PROPOSALS FOR INTERIOR LANDSCAPING SERVICES**

**FY18-805-56**

#### **SECTION 1.00 - PROPOSALS REQUESTED**

The CITY OF MANCHESTER, NEW HAMPSHIRE operating through the Manchester•Boston Regional Airport (hereinafter called the Airport) hereby solicits proposals from qualified firms (hereinafter called either the Company or Companies) interested in providing interior landscaping services for Manchester•Boston Regional Airport. The City which owns and operates the Airport through its Department of Aviation, will accept and review Proposals from Companies and select one (1) Company to provide interior landscaping services at various points throughout the terminal (reference Exhibits 1-3). The successful Company shall enter into a four (4) year service contract with the Airport with three (3) 2-year options upon mutual agreement with renegotiated terms.

#### **SECTION 2.00 - GENERAL INFORMATION**

**2.01 DEFINITIONS** - the following terms and definitions will apply throughout this Request for Proposals.

<b>"Airport"</b>	means Manchester•Boston Regional Airport located in the City of Manchester and Town of Londonderry, New Hampshire.
<b>"City"</b>	for the purposes of this document, "City" broadly describes the City of Manchester and the entity that conducts this solicitation process, and owns the improvements described in Section 2.01 herein.
<b>"Company(s)"</b>	refers to those who respond to the Request for Proposals.
<b>"Director"</b>	refers to the Airport Director who has responsibility for the overall day-to-day management and administration of the Airport.
<b>"RFP"</b>	means Request for Proposal.
<b>"Proposal(s)"</b>	refers to responses to the RFP.
<b>"Vendor"</b>	means the successful Company.

## 2.02 INTRODUCTION AND BACKGROUND

Manchester•Boston Regional Airport is a Small Hub airport located in Manchester, New Hampshire.

The Airport Terminal consists of approximately 308,000 SF. We currently display 125+ blooming plants which are rotated approximately 12 times per year. In addition, Manchester•Boston Regional Airport maintains many large trees, hanging planters and numerous movable/permanent planters, all containing plant specimens that range from 8-14 inches in size.

## 2.03 MANCHESTER•BOSTON REGIONAL AIRPORT

<b>Owner:</b>	City of Manchester, New Hampshire
<b>Location:</b>	City of Manchester (County of Hillsborough) and Town of Londonderry (County of Rockingham) State of New Hampshire, located approximately four and one-half (4.5) miles southeast of the downtown Manchester business district.
<b>Identifier:</b>	MHT
<b>Operator:</b>	City of Manchester, Department of Aviation. Airport staff is responsible for the operation of MHT.
<b>Classification:</b>	Small Hub - Air Carrier.

## 2.04 SECURITY REQUIREMENTS

All personnel assigned to airport responsibilities will be required to obtain an Airport issued Security Identification (ID) Badge and will be responsible for adhering to all security procedures. ID Badge fees are \$45.00 per individual and the cost should be included in the proposal.

Company must identify a Manager or Supervisor who will act in the capacity of Authorized Signer for oversight of Airport ID Badge Applications and as a company conduit to the Airport Security Office. Authorized Signers must attend a training session which will identify their role and responsibilities. This training session is approximately two hours in duration and by appointment.

Company personnel seeking an Airport ID Badge must undergo a fingerprint based Criminal History Records Check and a Security Threat Assessment administered by the Transportation Security Administration (TSA). Personnel must complete an Airport ID Badge Application

and provide necessary identification documents as required by the TSA. Disclosure of a disqualifying criminal offense, as defined by TSA security regulations or the Airport, will disqualify a candidate from receiving an Airport ID Badge which is required for this position. Airport ID Badge applicants are also required to attend an Interactive Computer Based Security Training Program. Training is usually completed within two hours and is available 24/7 at the Airport.

At the beginning of each work shift, company personnel assigned to the secure or sterile areas of the airport are required to submit themselves and their possessions for inspection at the airport's Worker Checkpoint or the TSA Passenger Screening Checkpoint. Failure to comply will result in a worker's badge suspension or revocation.

Only personnel with Escort Authority may escort non-badged workers with a business need into security sensitive areas. Anyone who needs to be escorted must be vetted through the Airport Communications Center after providing required identification and a completed Gate Pass Application.

Tool security is of paramount importance in security sensitive areas of the airport. The Company will be responsible for security of their work area and tools.

The Company will be responsible for any security related violations or financial penalties levied against the Company or Manchester•Boston Regional Airport by TSA, as a result of negligence on the part of the Company or its agents.

Security will be further discussed as appropriate with the selected Company.

## **SECTION 3.00 - INSTRUCTIONS**

### **3.01 PROPOSAL CONTENT AND ORGANIZATION**

- a. Information and instructions necessary for Companies to submit Proposals to the Airport regarding the interior landscaping services agreement are contained within this Request for Proposals.
- b. Please read all of the following instructions and documents carefully and check your Proposal package immediately upon receipt to ensure that you have in your possession all the necessary documents.
- c. The Airport will not be responsible for any oral instructions or clarifications of the Proposal documents or the Proposal procedure.
- d. All costs associated with the preparation and submission of any Proposal shall be borne entirely by the Company.

- e. The RFP Package consists of the following elements:

Exhibit 1 - Floor Plan – First Floor – Bag Belt, Concourse and Meet and Greet area

Exhibit 2 - Floor Plan – Second Floor – Atrium, Pedestrian Bridge &  
Concourse areas

Exhibit 3 – Floor Plan – Third Floor – Observation & Administration areas

Exhibit 4 – Floor Plan – Rental Car Facility

Exhibit 5 – Description of Minimum Work

- f. All information requested in the Proposal document must be furnished by the Company. Statements must be complete, and in the format requested. Omission, inaccuracy, or misstatement shall be cause for rejection of the Proposal.

**3.02 MINIMUM QUALIFICATIONS** - In order for a Company's Proposal to be considered by the City, a proposer must maintain a minimum of three accounts of similar size and facility type as compared to Manchester•Boston Regional Airport.

### **3.03 PROPOSAL SPECIFICATIONS**

1. The Company shall provide certain interior landscaping services at locations throughout the Terminal as shown in Exhibits "1-3". Description of work and standards expected from Company are outlined in Exhibit "4".
2. The Company shall provide the Company's proposed cleaning/maintenance schedule.
3. The Company shall identify who will accomplish the necessary maintenance.
4. The Company shall provide detailed information regarding its pest management program. Company shall discuss methods used to eradicate pest problems and shall identify person responsible for program and that person's credentials.
5. Highlights of the insurance requirements include the following:
  - During the installation period, the Company and all subcontractors must maintain \$1,000,000 of insurance coverage for injury or death in any one occurrence and for damage to property in any one accident.
  - \$1,000,000 of comprehensive commercial general liability insurance is required throughout the term of the service contract.

- \$1,000,000 of excess liability insurance is required throughout the term of the service contract.
  - Worker's compensation or employer's liability insurance is required throughout the term of the contract, as applicable.
  - \$1,000,000 of comprehensive automobile liability insurance for all owned, non-owned and hired vehicles used by Company is required throughout the term of the contract.
  - An indemnification of the City and Manchester•Boston Regional Airport is required.
  - The City of Manchester and the Manchester•Boston Regional Airport must be named as additional insureds on all insurance certificates with cancellation notification.
6. The City expressly reserves the right to alter, amend, or modify the terms of this contract without prior notice and the right to revoke its intent to enter into any legal agreements with prospective Companies.
  7. For the services outlined in the Description of Minimum Work (reference Exhibit "4"), the Company shall propose a fee structure outlined in a Proposal.
  8. In consideration for the proposed fees, the Company shall provide a superior level of service in maintaining the Airport's interior landscaping system. Company shall ensure the general health and appearance of all plantings. It is understood that upon commencement of services, Company shall be responsible for all pre-existing plantings and shall at its own expense, maintain, treat and replace as necessary all such pre-existing plantings.
  9. In order to provide these interior landscaping services, the selected Company shall enter into a four (4) year contract with the Airport with three (3) two (2) - year options within fourteen (14) days of award by the Airport.

**3.04 PROPOSAL DEPOSIT** - No Proposal deposit is required to participate in this Request for Proposals.

**3.05 AIRPORT CONTACT** - Inquiries on all matters pertaining to this Request for Proposals or the process should be directed to:

Carlton E. Braley Jr., A.A.E.  
 Assistant Director, Operations and Facilities  
 Manchester•Boston Regional Airport  
 1 Airport Road  
 Suite 300  
 Manchester, NH 03103  
 Telephone: 603/624-6539



email: cbraley@flymanchester.com

Inquiries shall be limited to this proposal package, or questions related to clarification of the contents of this proposal package. All clarifications will be supplied to all proposers.

### **3.06 RESPONSIBILITY FOR PROPOSAL**

Each Company is responsible for carefully examining the terms and conditions set forth in this Request for Proposals, for making an inspection of the terminal facilities, and for otherwise judging for itself all the circumstances and conditions affecting the Company's Proposal. Submission of a Proposal shall be conclusive evidence that the Company has made such examinations and investigations.

Failure on the part of the Company to make such examination and to investigate fully and thoroughly shall not be grounds for any declaration that the Company did not understand the conditions of the Proposal. The Airport makes no warranties or guarantees of any type whatsoever concerning any aspect of Company's Proposal.

**3.07 PROPRIETARY DATA** - The Airport does not anticipate the receipt of proprietary data/material related to this Request for Proposal. However, if the Company provides same, the Airport will handle in strictest confidence all material received in response to this Request for Proposals designated "proprietary". The Airport will, upon request of the Company, enter a confidentiality agreement with the Company that will pertain to the content of the Company's Proposal defined as proprietary and will apply throughout the period during which the Airport is reviewing and evaluating Company's Proposal.

The Airport requires that the Company(s) handle in confidence any information or data received from the Airport which may be construed as proprietary to the City's ownership and management of Manchester•Boston Regional Airport.

### **3.08 SIGNATURE ON PROPOSAL**

- a. An individual duly authorized to represent and lawfully act on behalf of the Company must date and sign, in ink, at the end of the Proposal. The legal name of the Company must be typed above the signature of the representative.
- b. If the Company is a corporation, the Proposal must be signed by an authorized officer(s), the title of the officer(s) signing the Proposal must be shown, and the corporate seal must be affixed to the Proposal. All signatures must be notarized.
- c. If the Company is a partnership, the Proposal must be signed by an authorized general partner(s), using the term "Member of Firm" or "Partner". Signature must be notarized.

- d. If the Company is an individual, the Proposal must be signed by and in the full name of the Company, using the term "doing business as (insert appropriate business name)", or "sole owner". Signature must be notarized.

**3.09 PROPOSALS FROM DISADVANTAGED BUSINESS ENTERPRISES (DBE)** - The City of Manchester has developed a DBE Plan in accordance with regulations of the United States Department of Transportation (DOT) that specify goals for involvement of disadvantaged business enterprises. The City has received several grants for development at Manchester•Boston Regional Airport under DOT's Airport Improvement Program and as a condition of the grant agreement, the City signed an assurance that it will comply with the provisions of DOT's DBE program. The City of Manchester has established a DBE participation goal of 2%.

**3.10 PROPOSAL SUBMITTAL** - Companies shall abide by all the procedures set forth in the Request for Proposal in the preparation and submission of their Proposal. Each Company must include six (6) copies of the Proposal and supporting documentation. Mail or deliver this material to:

Carlton E. Braley Jr., A.A.E.  
Assistant Director, Operations and Facilities  
Manchester•Boston Regional Airport  
1 Airport Road  
Suite 300  
Manchester, NH 03103

The Proposal documents must be enclosed in a sealed envelope and state the Company's name and be clearly marked "**Interior Landscaping Services**" on the bottom right.

Proposals may be withdrawn by the Company prior to the deadline date and time established for receiving Proposals.

**3.11 PROPOSAL DEADLINE** - Proposals must be received at the address provided in Section 3.10 herein no later than 1:00 p.m. on Wednesday, June 13, 2018.

**3.12 TOUR & PRE-PROPOSAL MEETING** - A mandatory pre-proposal meeting is scheduled for Tuesday, May 16, 2018, at 2PM in the Airport Administration Office. Company must be properly represented at this meeting in order to submit a Proposal. Tours of the facilities are available - interested company(s) should contact the Airport representative listed in Section 3.10 for an informal tour of the facilities.

## **SECTION 4.00 - POST SUBMITTAL EVENTS**

**4.01 EVALUATION OF PROPOSALS** - The Airport will use evaluation criteria it judges most appropriate to the review process and the relative importance of this criteria will be determined at the sole discretion of the Airport. No Company shall have any cause of action

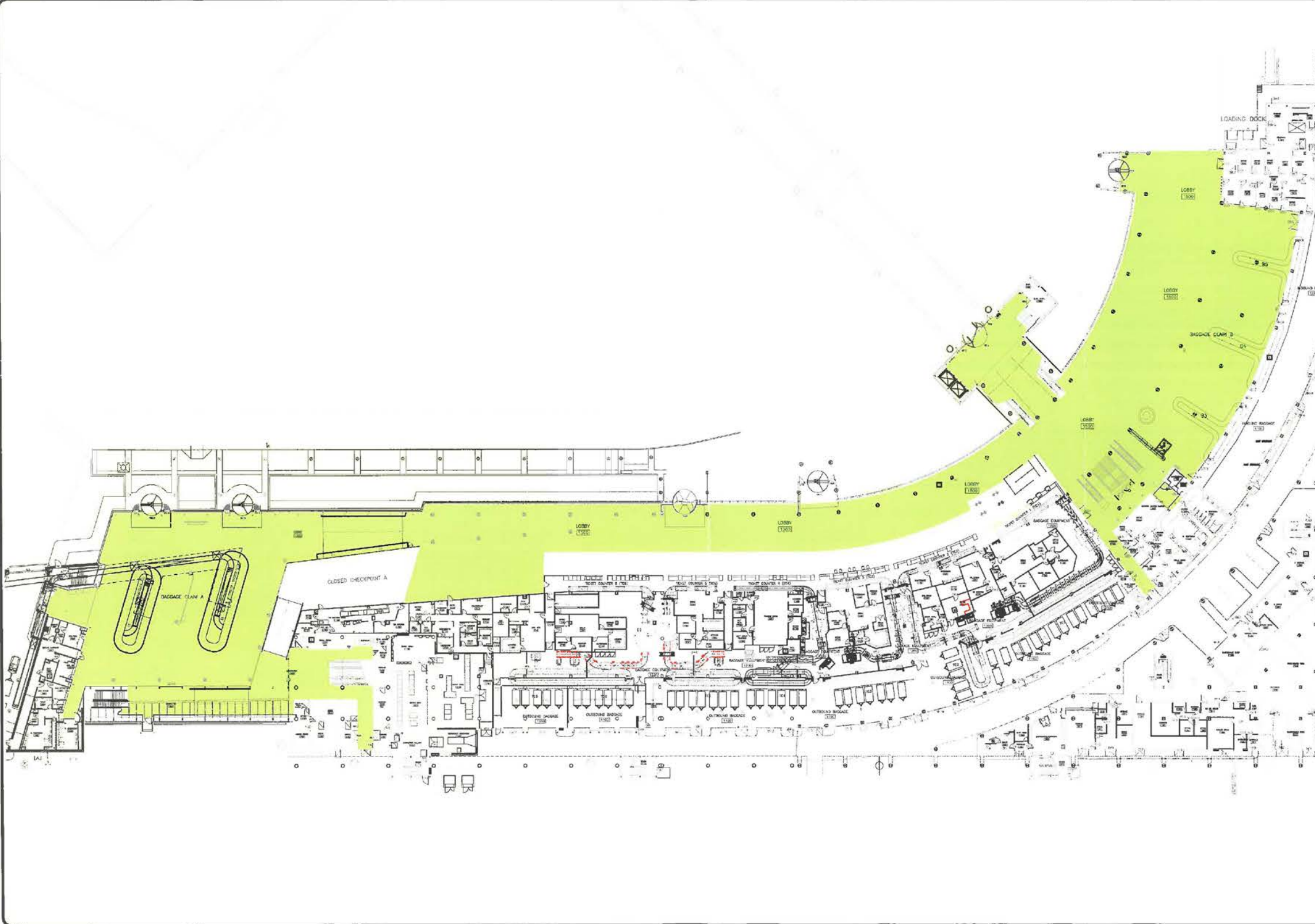
against the City or its Department of Aviation arising out of a failure to secure an interior landscaping services contract with the Airport, failure by Airport to consider a Company's Proposal, or the methods by which the Airport evaluated Proposals received. The selection of the prospective Company and the decision to engage in negotiations with that Company shall be at the sole discretion of the Airport.

**4.02 PROPOSAL SELECTION** - The Airport intends to select one (1) Proposal for interior landscaping services, but reserves the right to accept none of the Proposals, to negotiate for modification of any Proposal with the mutual consent of the Company, to accept the Proposal which, in the judgement of the Airport, shall be deemed the most advantageous to the Airport, to waive any of the requirements of the proposal procedures explained in this document, and/or to proceed in any other manner deemed to be in the Airport's best interest. Airport reserves the right to retain all copies of Proposals submitted by prospective Companies.

**4.03 DISQUALIFICATION** - Although not intended to be an inclusive list of causes for disqualification, any one or more of the following, among others, may be considered sufficient for disqualification of a Company and the rejection of the Proposal:

- a. Evidence of collusion among Companies.
- b. Submitting a Proposal that is incomplete, obscure or which contains irregularities, inaccuracies, or misstatements.
- c. Lack of business skills or financial resources necessary to successfully provide sufficient interior landscaping services as revealed by either financial statements or experience.
- d. Lack of responsibility as shown by past history, references, or other factors.
- e. Default or termination of other contracts or agreements.
- f. Other causes as the Airport deems appropriate at the Airport's sole and absolute discretion.

**4.04 NOTICE OF ACCEPTANCE OF PROPOSAL** - Upon the Airport's selection of a Proposal, the selected Company will be notified not later than Wednesday, July 2, 2018 by telephone, then Certified Mail, Return Receipt Requested, of the selection to provide interior landscaping services. Such notification shall be accompanied by the service contract to be executed. By Wednesday, July 16, 2018, the selected Company must execute and return to the Airport the service contract along with required insurance certificates/performance bonds. Should the selected Company fail or refuse to so perform, the Airport reserves the right and shall be free to revoke such selection and to select another Company.



DATE JOURNAL & BUILDINGS TERMINAL TERMINAL PROJECTS PUBLIC AREAS/ULFR as of Saved Date [Data Xref] cng, 3/20/2018 9:54:56 AM

**Manchester • Boston Regional Airport  
Manchester, New Hampshire  
Main Terminal  
1st Level**

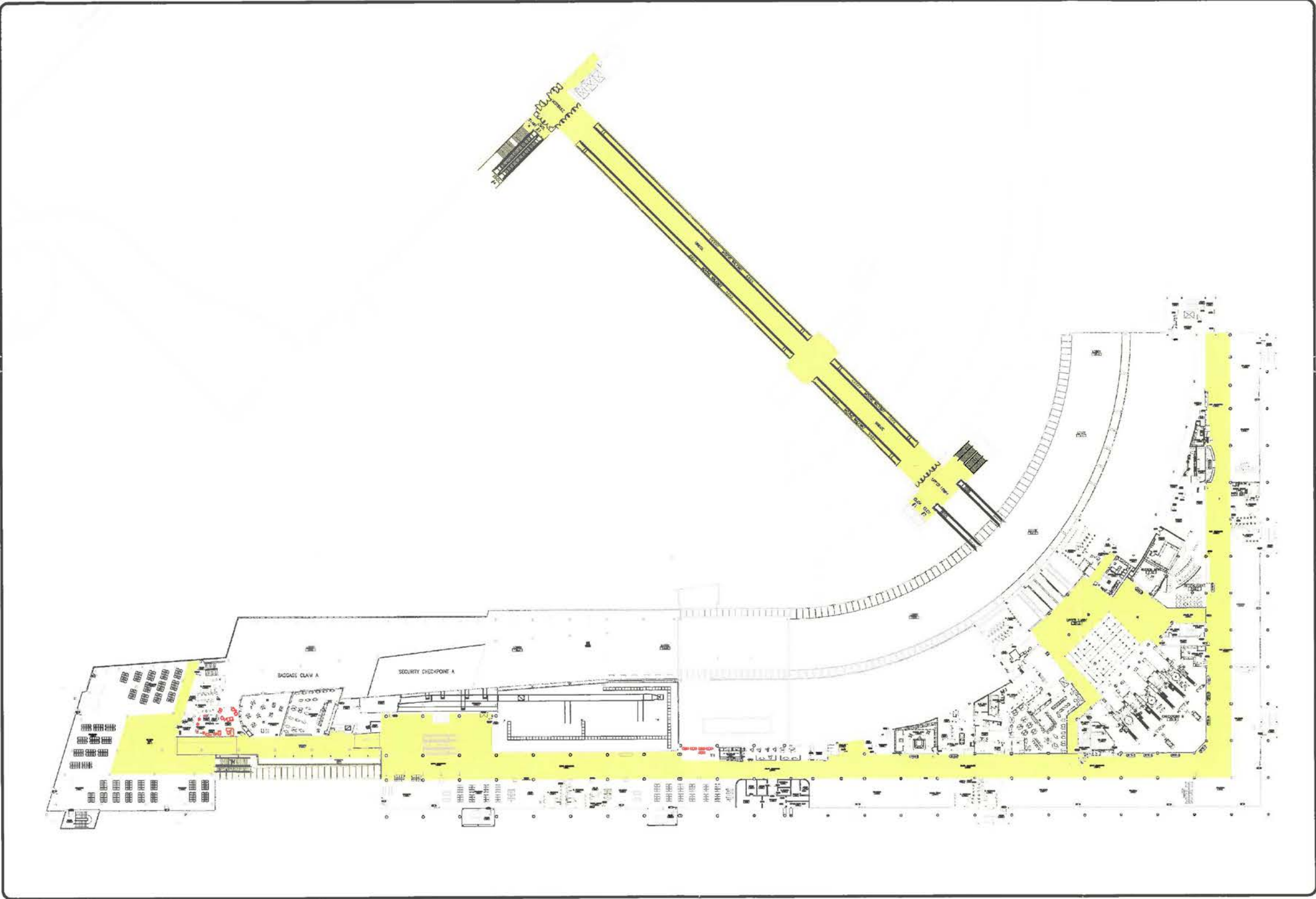
**MANCHESTER • BOSTON  
REGIONAL AIRPORT**

One Airport Road, Suite 300  
Manchester, New Hampshire 03103  
[www.flymanchester.com](http://www.flymanchester.com)

SCALE:	nts
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3/20/18	1

INTERIOR & BUILDING TERMINAL NAMED PROJECTS/TERMINAL Public Area/Doc # as of Saved Date: 3/20/2018 1:51:24 PM

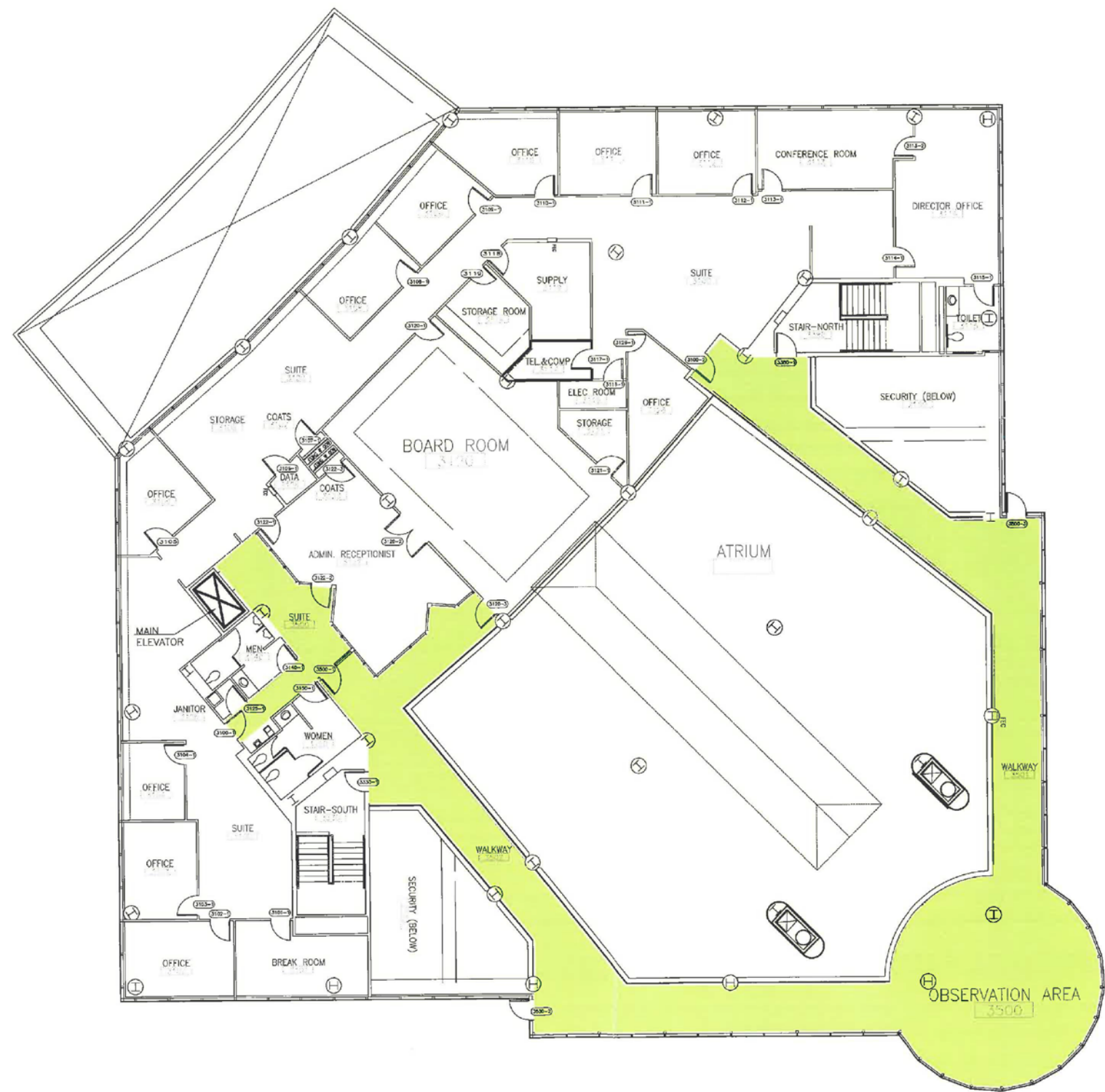
EXHIBIT 2



Manchester • Boston Regional Airport  
Manchester, New Hampshire  
Main Terminal  
2nd Level

 MANCHESTER • BOSTON REGIONAL AIRPORT One Airport Road, Suite 300 Manchester, New Hampshire 03103 www.tymacenter.com	SCALE:	ms
	DATE:	3/20/18
	FIGURE:	2





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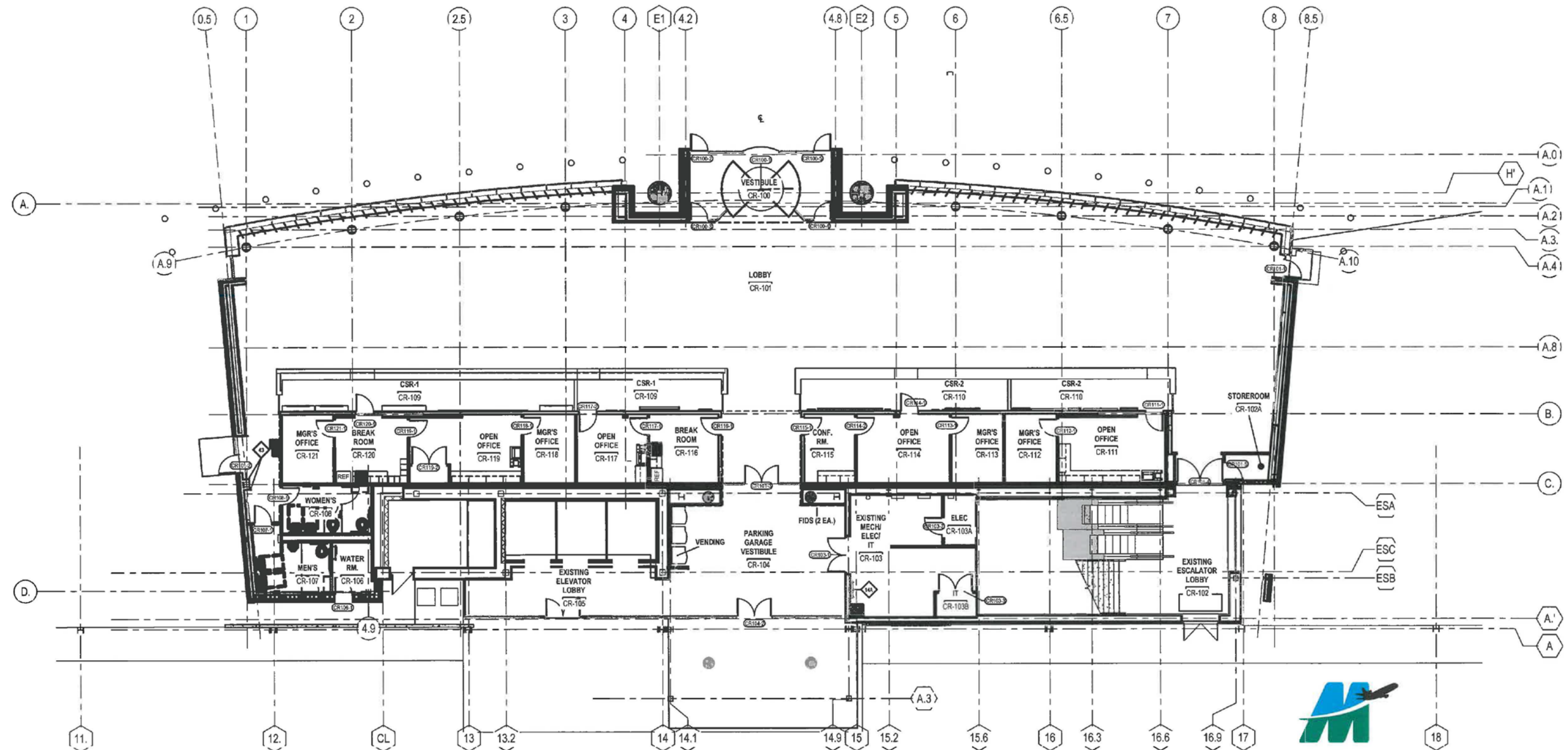
MANCHESTER • BOSTON REGIONAL AIRPORT  The Airport Road, Suite 500 Manchester, New Hampshire 03103 www.flymanchester.com		SCALE:	nts
Manchester • Boston Regional Airport Manchester, New Hampshire Main Terminal 3rd Level		DATE:	FIGURE:
		3/20/18	3

EXHIBIT 4



## **SECTION 5.00 - SCHEDULE**

### **5.01 SCHEDULE OF EVENTS**

Proposals Due	Wednesday, June 13, 2018, 1:00 p.m.
Selection of Company	Monday, July 2, 2018
Notify All Companies	Thursday, July 12, 2018
Execution/Return of Agreements	Monday, July 16, 2018
Service Commencement Date	August 2018 (negotiable)



## EXHIBIT 5

### **Guaranteed Maintenance Program for Interior Landscaping:**

- All live foliage plants will be continuously kept watered, trimmed, pruned, free of pests, cleaned and shined on maintenance visits, on a very proactive basis.
- Plants that begin to fail, are replaced on a very proactive basis within 5 to 7 working days.
- All plants are guaranteed to look and stay healthy all of the time, or will be replaced.
- Any and all, new and/or replacement plants that are brought in, are only the finest, fullest and lush new foliage that will enhance the environment.

### **Maintenance Program with Replacement Guarantee:**

A Complete Plant Care Maintenance with replacement guarantee.

A Flowering Plant Rotation Program (See next page)

- Minimum – 78 rotations

### **Recommended Program for color to include:**

- Rotation of 6” Bromeliads choosing best of crop;  
*Vriesea – Guzmania – Aechea – Bromeliad Gardens*
- Rotation of 6” Flowering Plants choosing best of crop;  
*Calandivia – Gerber Daisy – Minirose – Begonia – Caladium – Kalanchoe  
Chrysanthemum – Poinsettias*
- Flower choice depending on availability of best of crop and time of year.

### **Approximate Rotation Schedule (Week Of):**

January 1	Bromeliad Variety	August 29	Flowering Plant Variety
February 7	Flowering Plant Variety	September 12	Bromeliad Variety
February 21	Bromeliad Variety	October 20	Bromeliad Variety
April 10	Flowering Plant Variety	Dec 5 – 12	Poinsettia
April 25	Bromeliad Variety	Dec 16 – 21	Poinsettia
June 15	Bromeliad Variety		