

V. PROJECT DESCRIPTION AND SCOPE OF WORK

The contractor should provide the following information in response to this solicitation.

A. PROJECT OVERVIEW

The Nebraska Game and Parks Commission (the Commission) is soliciting proposals for a Contractor to provide maintenance and oversight of the Memphis State Recreation Area.

The mission of the Commission is the stewardship of the state's fish, wildlife, park, and outdoor recreation resources in the best long-term interests of the people and those resources. The Commission strives to establish, maintain and enhance fish, wildlife, park and outdoor recreational opportunities in a professional manner. The Nebraska State Recreation Areas are to provide quality recreational opportunities through management and conservation of Nebraska's resources.

B. PROJECT ENVIRONMENT

Memphis State Recreation Area is a 163-acre state recreation area located 8 miles northwest of Ashland, NE. It offers: eighteen (18) fifty (50)-Amp electrical sites, seventy-eight (78) basic sites, seventy (70) primitive sites, one (1) group camp site, hiking, picnicking and wildlife viewing. The area has a forty-eight (48)-acre lake stocked with a variety of fish for fishing. Boats are allowed on the lake but are not to exceed five (5) mph.

C. PROJECT REQUIREMENTS

The purpose of this RFP is to provide custodial maintenance, grounds keeping, and oversight of the Memphis State Recreation Area to preserve, protect, and operate the area in the best interest of the people and resources.

D. SCOPE OF WORK

1. Equipment & Supplies

- a. Contractor will provide, maintain, and insure all items of equipment (mowers, tractors, trimmers, vehicles, etc.) and material supplies (gas, oil, cleaning agents, safety equipment, etc.) necessary to carry out the assigned duties/services outlined in the RFP. An inventory list of the Contractor's equipment must be provided to the Commission. Contractor to send any changes to inventory to the Commission upon occurrence.

2. Staffing

- a. Contractor will hire, train, assign and compensate employees to conduct the services outlined in the RFP. Contractor's staff will not be considered employees of the Commission. Contractor is responsible for following hiring guidelines including all employees and subcontractors signed agreements that adhere to a drug free workplace, and following Employment guidelines established by the U.S Department of Labor.

3. Obligations assigned to the Commission

- a. Designate areas of the property to be mowed and trimmed.
- b. Provide flowers and shrubs for landscaping of designated sites; provide chemicals for control of vegetation lumber, hardware and paint needed for repairs
- c. Provide access to the locked and fenced storage area located on the property for storing Contractor's equipment and supplies.
- d. Assist with major repairs to facilities or clean-up of property as a result of vandalism, storm events or other unforeseen events as requested.
- e. Provide bathroom tissue, stools, urinals, and paper holders for restroom maintenance, paint for repainting of park facilities.
- f. Provide campground collection envelopes.
- g. Provide replacement fire rings and waist high grills as determined by Commission staff.
- h. Provide new regulatory and informative signs as needed.
- i. Monitor and regulate the levels of the lake.
- j. Following weather events, grade park roads that cannot be maintained by Contractor's equipment as needed.
- k. Provide contact information for use by the Contractor.
- l. Conduct water testing and winterization of wells and trailer dump station.
- m. Monthly inspection of property for safety issues.
- n. Weed and pest control chemicals will be provided by the Commission.
- o. The Commission must approve all weed control decisions.
- p. Bedding plants will be provided by the Commission.
- q. The Commission will provide all needed toilet paper, trash bags and EPA approved sanitizer/disinfectant.

E. TECHNICAL SPECIFICATIONS

1. Park Grounds – Please see Attachment A – Memphis Mowing Map and Attachment B – Memphis SRA Contract Map
 - a. Mowing
 - i. All pre-designated areas of the park will be mowed (approximately 32 total acres), including the dike leading to the diversion dam;
 - ii. Mowing will begin on or about April 15 and will conclude on or about October 15th annually;
 - iii. Approximately 17-20 scheduled efforts, weather dependent are needed. Scheduled mowing shall occur approximately:
 - a) 10 days apart from April 15th – June 15th ;
 - b) every two (2) weeks after June 15th and through October 15th; and,
 - c) Mowing must be completed between 8:00 am – 6:00 pm CT.
 - iv. The dike must be mowed in conjunction with the regular mowing;
 - v. No mowing is to be done on the designated wildlife area; and,
 - vi. Grass length will be checked regularly and if needed the Commission may ask for mowing to be completed within a forty-eight (48) hour window.
 - vii. All equipment and supplies for mowing will be provided by the Contractor unless otherwise identified.
 - b. Trimming
 - i. Grass, undesired trees, and weeds around buildings, shorelines, guard posts, mature trees, signs, fishing access structures, and other locations within the State Recreation Area’s designated boundaries must be trimmed;
 - ii. Will be completed weekly as needed 15-20 scheduled efforts; and,
 - iii. Shorelines tend to be very wet and may require special equipment to achieve proper trim height. These areas must be trimmed or easy fishing access for area guests.
 - iv. All equipment and supplies for trimming will be provided by the Contractor unless otherwise identified.
 - c. Boundary Fencing
 - i. Inspect boundary fences, remove weeds, woody vegetation and debris from fences.
 - ii. Repair minor damage to fences when needed
 - iii. Report major repairs needed to Commission staff.
 - iv. All equipment and supplies for maintaining boundary fencing will be provided by the Contractor unless otherwise identified.
 - d. Landscaping
 - i. Establish and maintain flower and shrub beds; including weeding and watering of the beds;
 - ii. Pick up and dispose of small limbs and woody debris, weeding of shrub/flower beds, trimming of nuisance vegetation from lake shores;
 - iii. Remove tree limbs and woody debris from the park area following storm events;
 - iv. Remove Debris to an onsite location for disposal; and,
 - v. Wood materials cannot be sold.
 - vi. All equipment and supplies for landscaping will be provided by the Contractor unless otherwise identified.
 - e. Weed Control
 - i. Control can be manual or by chemical means. Vegetation and/or noxious weed control (weeds designated as noxious in the State of Nebraska: please see Attachment C – Noxious Weeds), must be completed within the State Recreation Area’s designated boundaries.
 - a) If the Contractor determines that a chemical means of control is needed, the Contractor must notify the Commission in advance and describe the area in need of control and means of chemical application.
 - ii. Contractor must either possess a valid Nebraska Pesticide Applicator’s license with an O4 endorsement or carry out chemical applications under the supervision of a Commission employee who holds a Nebraska Pesticide Applicator Permit.
 - iii. The Contractor shall only use chemical agents provided by the Commission. All chemicals approved for application to target weeds will be applied per chemical’s manufacturer instructions. The Commission will provide proper applicators if needed.

- iv. All containers used for chemical application must be either be stored or rinsed and disposed of following pesticide applicators license procedures. All partially used containers must be properly stored.
- v. Contractor will take every precaution to prevent chemical drift off park property.
- vi. The use of chemical control agents is prohibited within twenty (20) feet of the Memphis Lake shoreline unless the control is pre-authorized and carried out under the supervision of the Commission Any noxious or undesirable weed control within the twenty (20) foot zone must be done manually.
- vii. All equipment and supplies for weed control will be provided by the Contractor unless otherwise identified.

2. Restrooms/RV Dump Station

a. Restroom

- i. Restroom facilities located on the park property are to be cleaned/sanitized and maintained on a daily basis; sweeping, mopping, disinfecting, removing trash from receptacles, spraying for wasps, deodorizing and restocking with supplies.
- ii. The definition of "clean", for the purposes of this proposal, shall mean that any surface would be free of dust, of any foreign matter. That the area would be free of any trash, litter, or other material not an inherent part of the area or its function.
- iii. The Commission will periodically inspect facilities for cleanliness.
- iv. All equipment and supplies for maintaining restrooms will be provided by the Contractor unless otherwise identified.

b. RV Dump Station Inspection

- i. Daily visual inspections of the RV Dump Station;
- ii. Daily removal of trash from each vault toilet trash receptacle; and,
- iii. Maintain grass, flower, shrubs and weeds around dump station.

c. RV Dump Station Pumping

- i. RV Dump Septic will be pumped twice a year Mid-June and Mid-September. Any additional pumping required will be the Contractor's responsibility. RV Dump Station will be pumped by a certified/licensed agent, with all pumped material hauled from the property and disposed of in a licensed sanitation facility.
- ii. Vault Toilet Pumping will take place twice a year, Mid-June and Mid-September. Any additional pumping required will be the Contractor's responsibility. Pumping of designated five (5) vault toilets by a certified/licensed agent, with all pumped material hauled from the property and disposed of in a licensed sanitation facility.
- iii. All equipment and supplies for pumping RV Dump Station and Vault toilets will be provided by the Contractor unless otherwise identified.
- iv. All subcontractors must be approved by the Commission.

3. Facility Maintenance

- a. Daily inspection, scheduled maintenance and repairs to park facilities, and roads to prevent safety and physical hazards, including but not limited to;
 - i. cleaning of fire pits and waist high grills,
 - ii. filling of holes and eroded areas in both roadways and camping areas,
 - iii. repairing broken picnic tables,
 - iv. painting of facilities,
 - v. repairing or replacing damaged park signs.
 - vi. All equipment and supplies for facility maintenance will be provided by the Contractor unless otherwise identified.

4. Trash Removal

- a. Placement of garbage dumpster and gathering of litter from the grounds, shorelines, and restrooms. Service can be done by Contractor or by an agent of the Contractor, but disposal must be at a State of Nebraska approved, licensed landfill. This service shall include at a minimum:
 - i. Providing a minimum of seven (7), two (2)-yard capacity dumpsters at designated collection points and scheduling for a minimum of once a week collection (Monday or Tuesday) during the months of April 1 through November 1.
 - ii. Providing a minimum of three (3), two (2)-yard capacity dumpsters at designated collection points and scheduling for a minimum of monthly collection during the remaining contracted months.
 - iii. Memorial Day, Fourth of July and Labor Day require one extra pickup, along with any other special events planned by the Commission.

- iv. All equipment and supplies for trash removal will be provided by the Contractor unless otherwise identified.

5. Campground Registration, Fee collection, Accounting and Reporting

- a. Monitoring of campgrounds to verify registration for overnight camping and park entry. Specific duties to include:
 - i. Daily monitoring of the park and communication with guests to encourage registration and payment for campsites and compliance with park entry permit requirement.

ALL FEE COLLECTION ACCOUNTING AND REPORTING WILL BE COMPLETED BY NEBRASKA GAME & PARKS STAFF

6. Special Events

- a. Work with Commission Staff to coordinate, implement, and/or promote special events, interpretive activities or programs designed to educate or entertain park visitors. Examples of such events are but not limited to, youth development activities, fishing clinics, birding activities, etc.
- b. Contractor may choose to develop special events at the SRA. All events, activities, or programs must be approved in advance by the Commission.

7. Facilitate Compliance with Park Rules and Policies

- a. Routine patrolling of park grounds to monitor for undesirable activities and safety issues.
 - i. Regarding law violations, the expectation is that Contractor will only make casual contact with guest when there is no threat to the Contractor's well-being.
 - ii. If a threat is perceived the Contractor shall only observe the situation, not intervene, and promptly report specific information to proper authorities.
 - iii. The Contractor or Contractor's agents are not to imply or represent themselves as law enforcement officials of the Commission.
- b. Immediate reporting of violations of law, hazardous situations, accidents or injuries to the proper authorities, medical providers and the Commission.
- c. Complete list of official Nebraska Game and Parks Regulations for the Parks Division is listed below from the following link.

[http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Game and Parks Commission/Title-163/Chapter-5.pdf](http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Game%20and%20Parks%20Commission/Title-163/Chapter-5.pdf)

- d. Suggested guidelines for reporting are:
 - i. Law Violations
 - a) If an emergency exists; (i.e. assault, theft in progress)
 - 1). Contact sequence until resolved – 911, Saunders County Sheriff, Commission's local Conservation Officer(s) (CO), Commission staff. If/when resolved by Sheriff or CO, Contractor must give a courtesy call to Commission staff.
 - b) If no emergency exists; (i.e. fishing violation, vandalism, loud party)
 - 1). Contact sequence – Commission's local CO, Commission staff.
 - ii. Accidents or Injuries
 - a) If an emergency exists; (i.e. life threatening)
 - 1). Contact sequence – 911 or local medical providers, follow-up report to the Commission staff.
 - 2). If no emergency exists; (i.e. non-life threatening, minor auto accident)
 - a. Contact sequence – Commission's local CO, Commission staff.
 - iii. Weather Events
 - a) Expectation is that guests are monitoring weather alerts.
 - b) Report storm related issues or damages to Commission staff after event.
 - iv. Hazardous Conditions on the property; (i.e. hanging limbs, high water)
 - a) If an emergency exists attempt to isolate the affected area.
 - 1). Contact sequence – Commission staff via telephone.
 - b) If no emergency exists;
 - 1). Contact sequence – Commission staff via email or phone.

8. **Miscellaneous**

- a. Related and anticipated duties necessary for the safe operation of the property for guests and employees of the Commission and Contractor; any related duties agreed to by both parties as deemed necessary to the proper function of the property.
- b. The Contractor shall not make any alterations to the park or park facilities without first getting written approval from the Commission.
- c. It is understood that the services provided shall be performed by the Contractor or their agent(s). Any agent(s) of the Contractor hired as part of this Contract must be approved by the Commission prior to performance of such services.

F. **BIDDER REQUIREMENTS**

1. The following are requested of each bidder for informational purposes only.

- a. Provide a list of potential subcontractors that will be secured to pump septic and for trash removal.

Bidder Response:	Waste Connections of NE, Lincoln, NE
A&M Rumping Services, Itasca, NE	

- i. Describe the necessary equipment bidder owns, has access to, or can obtain/lease to perform the assigned work, including the year, make, and model of the equipment. (mower, tractor, weed trimmers, chain saws, vehicles, etc.)

Bidder Response: Bobcat/skid loader w/bucket, forks, auger, flat bed trailer, 2 Hustler zero turn mowers w/66 inch decks, chain saw, weed trimmer, 2001 F250 pickup, shovels, rakes, brooms, golf cart weed loppers, cleaning supplies, mop buckets
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G. **DELIVERABLES**

See State Cost Proposal

Form A
Bidder Proposal Point of Contact
Request for Proposal Number 6570 Z1

Form A should be completed and submitted with each response to this solicitation. This is intended to provide the State with information on the bidder's name and address, and the specific person(s) who are responsible for preparation of the bidder's response.

Preparation of Response Contact Information	
Bidder Name:	Boarding House Farms, Inc.
Bidder Address:	457 County Rd 13 Ceresco, NE 68017
Contact Person & Title:	Mark Celesky - President
E-mail Address:	bhf@speednet.com
Telephone Number (Office):	NA
Telephone Number (Cellular):	402-432-4695
Fax Number:	NA

Each bidder should also designate a specific contact person who will be responsible for responding to the State if any clarifications of the bidder's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Communication with the State Contact Information	
Bidder Name:	Boarding House Farms, Inc.
Bidder Address:	457 County Rd 13 Ceresco, NE 68017
Contact Person & Title:	Mark Celesky - President
E-mail Address:	bhf@speednet.com
Telephone Number (Office):	NA
Telephone Number (Cellular):	402-432-4695
Fax Number:	NA

REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request for Proposal for Contractual Services form, the bidder guarantees compliance with the procedures stated in this Solicitation, and agrees to the terms and conditions unless otherwise indicated in writing and certifies that bidder maintains a drug free work place.


Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat § 73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

MC NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation.

_____ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

_____ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. §71-8611 and wish to have preference considered in the award of this contract.

FORM MUST BE SIGNED USING AN INDELIBLE METHOD OR VIA DOCUSIGN

FIRM:	Boarding House Farms, Inc.
COMPLETE ADDRESS:	457 County Road 13, Ceresco, NE 68017
TELEPHONE NUMBER:	402-432-4695
FAX NUMBER:	N/A
DATE:	9/13/2021
SIGNATURE:	
TYPED NAME & TITLE OF SIGNER:	Mark Celesky - President

6570 Z1 Cost Proposal

Bidders Name:

Boarding House Farms, Inc.

The Maintenance and Oversight of the Memphis State Recreation Area outlined in this RFP will be from April 1st through October 31st of each year of the contract. The commission will manage the Park from November 1st through March 31st.

M&O cost per Month	Quantity	Initial Award Year One and Year Two Total
\$7,571.43	14	\$106,000

M&O cost per Month	Quantity	Renewal 1 Year Three Total
\$7,928.57	7	\$55,500

M&O cost per Month	Quantity	Renewal 2 Year Four Total
\$8,285.71	7	\$58,000

M&O cost per Month	Quantity	Renewal 3 Year Five Total
\$8,500	7	\$59,500