

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
SEPTEMBER 17, 2013**

**RESOLUTION NO. 2013-45**

**WHEREAS**, there are funds allocated in the General Operating Fund to provide for landscape maintenance services at various vacant properties; and

**WHEREAS**, HANO issued Request for Proposal No. 13-913-33 to procure one or more contractors to provide landscape maintenance services at various vacant properties; and

**WHEREAS**, HANO conducted evaluations of the three (3) proposals submitted in response to the solicitation, establishing Cantrese's Interior & Exterior Services, Inc., Imperial Drive Resident Council and B. W. Cooper Resident Management Corporation (RMC) as eligible respondents; and

**WHEREAS**, HANO has successfully completed due diligence verification on each of the respondents; and

**WHEREAS**, it is recommended that approval be given to award a contract in the amount of \$72,600.00 per year to Cantrese's Interior & Exterior to provide landscape maintenance services at the St. Thomas off site vacant properties and a contract in the amount of \$76,140.00 per year to provide landscape maintenance services at the Lower Ninth Ward Cluster of vacant properties. It is further recommended that approval be given to award a contract in an amount not to exceed \$144,000.00 per year to the Imperial Drive Resident Council to provide landscape maintenance services at the Iberville Housing Community. Upon notification from HANO, landscape maintenance services at the Iberville Housing Community will be reduced in accordance with the demolition progress schedule throughout the duration of the contract. Finally, it is recommended that approval be given to award a contract in the amount of \$108,120.00 per year to the B. W. Cooper Resident Management Corporation (RMC) to provide landscape maintenance services at the New Orleans East Cluster of vacant properties.


**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of a contract to Cantrese's Interior & Exterior Services in the amount of \$72,600.00 per year to provide landscape maintenance services at the St. Thomas Off Site Vacant Properties and in the amount of \$76,140.00 to provide landscape maintenance services at the Lower Ninth Ward Cluster of vacant properties. Be it further resolved that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of a contract to the Imperial Drive Resident Council in an amount not to exceed \$144,000.00 per year to provide landscape maintenance services at the Iberville Housing Community. Upon notification from HANO, landscape maintenance services at the Iberville Housing Community will be reduced in accordance with the demolition progress schedule throughout the duration of the contract. Finally, the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of a contract to the

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B. W. Cooper Resident Management Corporation (RMC) in the amount of \$108,120.00 per year to provide landscape maintenance services at the New Orleans East Cluster of vacant properties.

**Executed this 17<sup>th</sup> day of September, 2013**

**APPROVAL:**



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



**September 17, 2013**

**MEMORANDUM**

**To: David Gilmore  
Administrative Receiver  
Chairman, Board of Commissioners**

**From: Audrey Plessy  
Interim Procurement Manager**

**Re: Request for Proposals No. 13-913-33  
Landscape Maintenance Services at Various Vacant Properties**

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The Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) on Wednesday, July 31, 2013 for the purpose of procuring one or more companies to provide landscape maintenance services at various vacant properties, pursuant to Request for Proposals Number 13-913-33. Services were procured using the alternative procurement process, pursuant to 24 CFR Part 963, whereby proposals are solicited from qualified businesses owned in substantial part by HANO residents.

The proposal package was prepared and distributed by the Department of Procurement and Contracts. The RFP was advertised for a total of sixteen (16) days. The advertisement was published in the Times-Picayune on Wednesday, July 31, 2013 and Wednesday, August 7, 2013. Three (3) proposals were received in response to the solicitation on Thursday August 15, 2013 from the following companies:

Cantrese's Interior & Exterior Services, Inc.  
Imperial Drive Resident Council  
B. W. Cooper Resident Management Corporation (RMC)

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, August 22, 2013, the evaluation committee convened and was given an overview of the scope of services, and instructed in the proper procedure for proposal evaluation. Upon completion of the training, the committee commenced with Stage I of the evaluation process, which consisted of a review of the technical information in the written proposals. The ranking of the respondents is as follows:

Name	Technical Proposal (100 Points)
Cantrese's Interior & Exterior Services, Inc.	78
Imperial Drive Resident Council	71
B. W. Cooper Resident Management Corporation (RMC)	68

A committee decision was made to forgo Stage II of the evaluation process and enter into negotiations with all three firms in order to arrive at agreeable contract amounts that have been determined to be fair and reasonable in comparison to the in-house cost estimates and industry standards.

In accordance with the evaluation procedures outlined in the RFP, due diligence reviews were conducted on the three companies. The reviews consisted of reference verifications, whereby references were contacted to respond to questions regarding the previous performance of the contractors. Additionally, the List of Parties Excluded from Federal Procurement and Non Procurement Programs was checked to ensure that the contractors are not debarred from participation in federally funded contracts. Results from the due diligence reviews indicate that the respondents are responsible and capable of providing the services required in the RFP.

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. As such, it is recommended that a contract be awarded to Cantrese's Interior & Exterior Services, Inc. in the amount of \$72,600.00 per year to provide landscape maintenance services at the St. Thomas off site vacant properties, and a contract in the amount of \$76,140.00 per year to provide landscape maintenance services at the Lower Ninth Ward Cluster of vacant properties. It is further recommended that a contract be awarded to the Imperial Drive Resident Council in an amount not to exceed \$144,000.00 per year to provide landscape maintenance services at the Iberville Housing Community. Upon notification from HANO, landscape maintenance services at the Iberville Housing Community will be reduced in accordance with the demolition progress schedule throughout the duration of the contract. Finally, it is recommended that a contract be awarded in the amount of \$108,120.00 per year to the B. W. Cooper Resident Management Corporation (RMC) to provide landscape maintenance services at the New Orleans East Cluster of vacant properties.