

REQUEST FOR PROPOSAL (RFP)

For banners

Proposals must be submitted by no later than 5:00 P.M. January 8th, 2021. Proposals must include all requested materials to be considered: services offered, cost proposal, time turn around, references, etc. Proposals may be submitted in the following ways:

Emailed to annette@pcd-stl.org

Or

Mailed or hand-delivered to the following address:

The Grove Community Improvement District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions, please contact Annette Pendilton at 314-535-5311.

Section I: INTRODUCTION

The Grove Community Improvement District (CID) is seeking proposals from qualified agencies to build and install 45 banners on the pedestrian light poles along Manchester Avenue. Company must include any permits, licenses, and other documentation that will be needed by the City of St. Louis.

Agencies must bid on all services listed below. The RFP establishes information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

The Grove CID's Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any or all bids or amend the scope of the project. All Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

Note: The Grove CID is **tax-exempt**.

Section II: SCOPE OF SERVICES



1. Provide pricing to create and install 45 18x36 banners to hang on pedestrian light poles in the Grove.
2. Must include banners, fixtures, and labor for the creation and installation.
3. Any permitting, licenses, insurance coverage and warranties MUST be included in proposal.
4. Maintenance proposal should be included.

Section III: INSTRUCTIONS TO BIDDERS

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

1 Services Offered with Detailed Description

- Provide a detailed description of methodology for design and build.
- Provide a detailed description for the installation process with mention of permitting requirements.
- Provide estimated length of lifetime for banners.
- List any warranties included.
- Describe materials used.

2 Project Timeline

- Provide an estimated time until completion once awarded a contract.
- Describe the agency's labor capacity to deliver on the project in a timely manner.
- Describe the agency's process for reporting on the status of the project.

3 Cost Proposal and Invoicing

- Provide cost and invoicing procedures for:
 - Design and build of banners
 - Installation of banners
 - Regular maintenance of banners for five years
 - Any permits included
- Cost should exclude tax

4 Company Background, Past Work, and References

- Provide a brief Agency history. Explain ownership and include name and title of the personnel who would be directly responsible for the management and local supervision of this project.
- Describe Agency's efforts regarding diversity, equity, and inclusion.
- Describe Agency's environmental impact considerations.
- Provide a brief description of relevant past experience on similar projects.
- Provide at least three (3) past client references. Include reference name, address, and contact number.

5 Value-Added Features

- Indicate features or programs not covered elsewhere in the response which are offered to enhance your Agency's ability to effectively carry out this project.