

The Grove Community Improvement District

4512 Manchester Avenue, Suite 100
St. Louis, MO 63110
Phone: 314-535-5311
Annette@pcd-stl.org

REQUEST FOR PROPOSAL (RFP) Cleaning and Maintenance

Proposals must be submitted by no later than 5:00 P.M. Friday May 11th, 2018. Proposals must include all requested materials to be considered (bid, previous experience, references, etc...). Proposals can be 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 provide litter pick-up, trash removal, weed abatement, parking lot maintenance, and plant watering. 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 contract will run from July 1, 2018 to June 30, 2019, with an option to extend the contract term up to three (3) years.

Agencies may bid on any, or all, of the services listed below. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as 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 following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Management Approach
- 3 Personnel Selection Process

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- 4 Communication and Reporting
- 5 Cost Proposal and Invoicing
- 6 Value Added Features

The Grove CID's Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All of the 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.

Section II: CONTRACT TERMS

The term of this contract shall be for a one (1) year period unless terminated by either party with thirty (30) days written notice. The CID has the option to extend the contract term for up to three (3) years.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

Agency shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both The Grove Community Improvement District's and Agency's standards.

Agency will be required to produce appropriate workers' compensation insurance per the State of Missouri and general liability coverage and name the Grove CID as additionally insured.

Agency is responsible for the daily personal appearance of crews.

Agency shall administer all cost accounting and billing relative to this contract.

Agency shall respond as necessary to accommodate additional hours or services as may be requested by The Grove Community Improvement District.

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Section III: SCOPE OF SERVICES

- 1) Remove litter and debris along Manchester, Cadet, Newstead, Oakland, Tower Grove, Arco, Boyle, Kentucky, Talmage, Sarah, Hemp, Papin, Chouteau & Vandeventer from building/lot to street (see map for detail).
 - a. **Cold Weather Schedule:**
 - i. November – February
 - ii. 2 times weekly
 - iii. Approximately 35 occurrences
 - b. **Warm Weather Schedule:**
 - i. March – October
 - ii. 3 times weekly
 - iii. Approximately 104 occurrences



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- 2) Pick up all litter and debris at Treasurer's parking lot (4247 Manchester), Family Care Health Center parking lot (4352 Manchester) and Archway Sales parking lot (see map for detail).
 - a. **Cold Weather Schedule:**
 - i. November – February
 - ii. 2 times weekly
 - iii. Approximately 35 occurrences
 - b. **Warm Weather Schedule:**
 - i. March – October
 - ii. 3 times weekly
 - iii. Approximately 104 occurrences



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- 3) Remove litter from trash cans (approximately 20) and replace with new liner bags along Manchester, Cadet, Newstead, Oakland, Tower Grove, Arco, Boyle, Kentucky, Talmage, Sarah, Hemp, Papin, Chouteau & Vandeventer from building/lot to street (see map for detail).
 - a. **Cold Weather Schedule:**
 - i. November – February
 - ii. 2 times weekly
 - iii. Approximately 35 occurrences
 - b. **Warm Weather Schedule:**
 - i. March – October
 - ii. 3 times weekly
 - iii. Approximately 104 occurrences



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4) Spray for and remove weeds in sidewalks, gutters, tree wells, planter beds and sewer lids along Manchester, Cadet, Newstead, Oakland, Tower Grove, Arco, Boyle, Kentucky, Talmage, Sarah, Hemp, Papin, Chouteau & Vandeventer from building/lot to street (see map for detail).

a. **Schedule:**

- i. April – September
- ii. 2 times monthly
- iii. Approximately 12 occurrences



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The Grove Community Improvement District would like the following services provided on an as-needed basis. Agencies are invited to bid, but contracts may or may not be issued. Please detail cost per occurrence.

5) Graffiti removal from planters, poles and other hard surfaces along Manchester, Cadet, Newstead, Oakland, Tower Grove, Arco, Boyle, Kentucky, Talmage, Sarah, Hemp, Papin, Chouteau & Vandeventer

a. **Schedule:**

- i. July-June
- ii. As needed

6) Water trees/planter beds throughout the district along Manchester, Cadet, Newstead, Oakland, Tower Grove, Arco, Boyle, Kentucky, Talmage, Sarah, Hemp, Papin, Chouteau & Vandeventer

a. **Schedule:**

- i. March-October
- ii. As needed

7) Remove posters/stickers/flyers from poles and other hard surfaces along Manchester, Cadet, Newstead, Oakland, Tower Grove, Arco, Boyle, Kentucky, Talmage, Sarah, Hemp, Papin, Chouteau & Vandeventer

a. **Schedule:**

- i. July-June
 - ii. As needed
-

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Section IV: 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 Company History and Organization

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.

2 Management Approach

Describe in detail how your Agency will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the supervision of account.

3 Personnel Selection Process

Describe how recruitment and selection of employees is accomplished.

4 Cost Proposal and Invoicing

Provide billing rates per instance. Propose invoicing frequency, procedures, and applicable discounts.

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.

6 References

Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to the Grove Community Improvement District. Include reference name, address, and contact number.