

The Grove Community Improvement District

4512 Manchester Avenue, Suite 100

St. Louis, MO 63110

Phone: 314-535-5311

REQUEST FOR PROPOSAL (RFP) Maintenance of Light Art Installations and Grove Signs

Proposals must be submitted by no later than 5:00 P.M. Tuesday May 7, 2019. Proposals must include all requested materials to be considered: services offered, cost proposal, 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 Pendilto at 314-535-5311.

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Section I: INTRODUCTION

The Grove Community Improvement District (CID) is seeking proposals from qualified agencies to provide ongoing maintenance of the two light art installations and two Grove entryway signs in the Grove CID. The scope of services would consist of ongoing maintenance of the installations, as well as a semi-annual inspection of all four installations for safety and functionality. 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 1st, 2019 to June 30th, 2020.

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 following specific criteria will be evaluated and must be addressed in the proposal:

- 1. Services Offered with Detailed Description:**
 - a. **Ongoing maintenance** of two light art installations and two Grove entry signs.
 - b. **Semi-annual inspection** of light art installations and Grove entry signs for safety and functionality.
- 2. Cost Proposal and Invoicing.**
- 3. Company History, Past Work, and References.**
- 4. 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 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.

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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.

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.

Section III: SCOPE OF SERVICES

- 1) **Provide ongoing maintenance** of two "Globe" light art installations and two Grove entryway signs, as needed.
- 2) **Perform semi-annual inspections** (every 6 months) of the two light art installations and two Grove entryway signs.
 - a. Inspection for safety and functionality of installations.
 - b. Report on status of two light art installations and two Grove entryway signs to the Administrator of the Grove CID.
 - c. Perform maintenance as needed with Grove CID approval.

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Location of "Globe" Light Art Installations

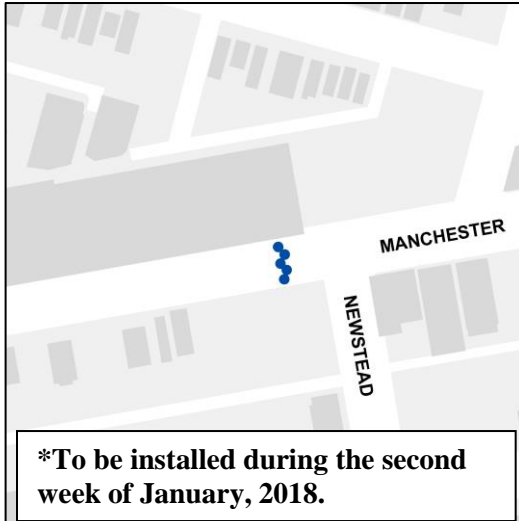


Photo of "Globe" Light Art Installations



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Location of Grove Entry Signs

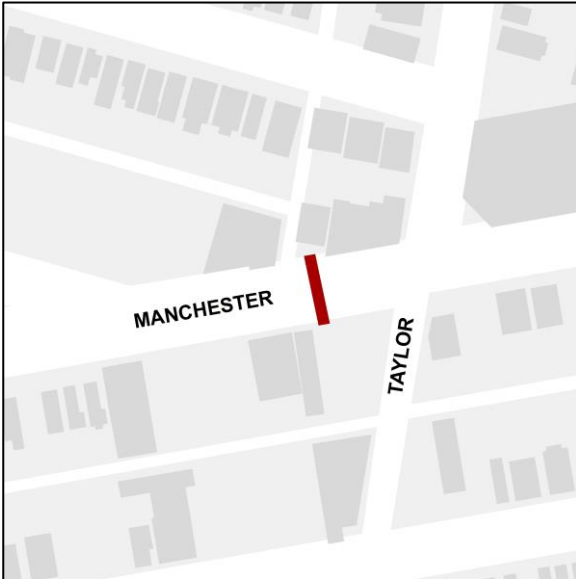


Photo of Grove Entry Signs



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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 Services Offered with Detailed Description

- Provide a detailed description of all services offered. All bids must cover ongoing maintenance and semi-annual inspections of the two “Globe” light art installations and two Grove entry signs.
- Describe the agency’s process for reporting on the status of all installations post-inspection.

2 Cost Proposal and Invoicing

- Provide billing rates per instance of semi-annual inspection, as well as rates for most commonly required maintenance. Propose invoicing frequency and procedures.

3 Company History, 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.
- Provide a brief description of relevant past experience on similar projects.
- Provide at least three (3) past client references, including reference name, address, and contact number.

4 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.