

REQUEST FOR PROPOSAL (RFP)
DeBaliviere Place Special Business District
Groundskeeping and Seasonal Landscaping Installation and Maintenance

Proposals must be submitted no later than **5:00 pm on February 28th, 2020**. Proposals must include all requested materials to be considered (bid, previous experience, references, etc.). Proposals may be submitted only in the following ways:

Emailed to Annette@pcd-stl.org

OR

Mailed or hand-delivered to the following address:

DeBaliviere Place Special Business District
c/o Annette Pendilton
4512 Manchester Avenue, Suite 100
St. Louis, MO 63110

If you have any questions concerning the RFP, please contact Annette Pendilton at (314) 262-4082 or annette@pcd-stl.org

Section I: INTRODUCTION

The DeBaliviere Place Special Business District is seeking proposals from qualified agencies to provide (A) Groundskeeping and (B) Seasonal Landscaping and Maintenance. Selection of the successful agency will be made based on evaluation and determination of the ability of the responding agency to deliver quality service in a cost-effective manner. The term of the contract will be a two-year period ending.

Agencies may bid on Groundskeeping and or Seasonal Landscaping and Maintenance services cited in Section III: Scope of Services. This 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
4. Communication and Reporting
5. Cost Proposal per Occurrence and Invoicing

6. Value Added Features

The DeBaliviere Place'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 Bidders must hold a valid St. Louis (City) business license 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 two (2) year period unless terminated by either party with a written notice thirty (30) days in advance.

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 the standards of both DeBaliviere Place Board and its Administrator.

A copy of Agency's workers' compensation insurance per the State of Missouri and \$1M certificate of general liability coverage which names DeBaliviere Place Special Business District as additionally insured will be made addendums to the contract.

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 DeBaliviere Place Special Business District.

Section III: SCOPE OF SERVICES

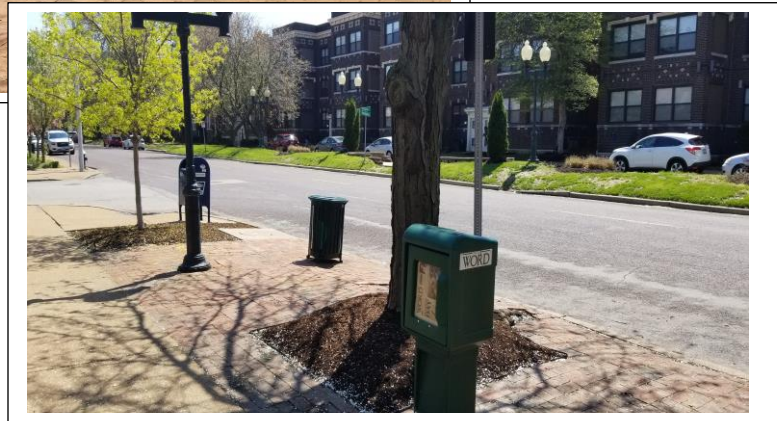
Seasonal Landscaping Installation and Maintenance: (see attached service area map)

Lasater Fountain:

- a. Mulching once a year during spring.
- b. Plant, replace, and maintaining of annual flowers that drought resistant where needed - twice a year spring and fall.
- c. Weeding and clean up twice a month.
- d. Tree wells to be cleaned and maintained twice a month, north side of the street.



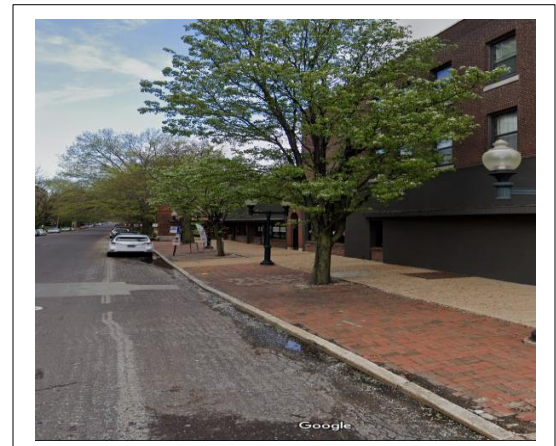
**Lasater Fountain located at
Pershing and Clara**



Pershing Entrance:

- a. Mulching once a year during spring.
- b. Weeding and cleaning up twice a month.
- c. Planting that drought resistant (as needed)

**District Entrance at
Pershing and Union**



Section IV: INSTRUCTIONS TO BIDDERS

Questions should be addressed to Annette Pendilton at Annette@pcd-stl.org or 314-262-4082.

Proposals should 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; include the name, title and contact information of the staff directly responsible for management and supervision of this project.
- 2 Personnel Selection Process** – Describe staff recruitment, selection and vetting.
- 3 Cost Proposal** – Agencies may propose one or both Groundskeeping and Landscape & Maintenance. Include billing rates per occurrence and a total cost for the service to be considered.
- 4 Invoicing** – Propose invoicing frequency, procedures, and applicable discounts.
- 5 Value-Added Features** – Indicate features or programs not covered elsewhere in the response which is 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 DeBaliviere Place SBD. Include reference name, address, and contact number.