

**Fabrication & Installation of 47 Light Pole Banners Within the Boundaries of the  
Holly Hills Special Business District**

**Request for Proposals (RFP)**

Due Date: February 7, 2024 Time: 5:00 p.m. CT

Proposals may be submitted in advance.

Proposals submitted after the due date and time will not be eligible for consideration. Submit proposal responses by PDF to [HollyHillsSBD@gmail.com](mailto:HollyHillsSBD@gmail.com).

For consideration, proposals must meet all requirements as instructed in this RFP.

## **Section I: INTRODUCTION/BRIEF DESCRIPTION**

The Holly Hills Special Business District (SBD) seeks proposals from qualified firms for the fabrication and installation of forty-seven (47) light pole banners. These banners will be permanently mounted on light poles throughout the Holly Hills Special Business District.

The winning agency is expected to follow the specifications laid out by the Ten8 Design Group, and the Holly Hills SBD Beautification Committee.

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

The Holly Hills SBD Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any or all proposals or amend the scope of the project. All Bidders must be duly licensed or otherwise can perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

## **Section II: SCOPE OF SERVICES**

The Vendor must provide the following services to include at a minimum:

- Work with Ten8 to fabricate two banner designs, using materials that will best hold up to environmental exposures over time.
- Installation of completed banners on light poles located on Holly Hills Blvd, Grand Blvd, Bates St, Morgan Ford Rd and Loughborough Av.
- Install banners in accordance with city regulations on height requirements.

- Warranty

- Minimum 3-Year warranty on workmanship

### Section III: Banner Graphics

Current banner



Proposed banner installed



**Section IV: INSTRUCTIONS TO BIDDERS** - Vendor must follow all instructions and requirements in this RFP.

Proposals are to address the following items in the response:

- Provide a brief Vendor history including years of experience, ownership information, and name and title of the personnel who would be directly responsible for the management and local supervision of this project.
- Provide at least three (3) past client references. Include reference name, address, email, and contact number.
- Indicate features or programs not covered elsewhere in the response which are offered to enhance Vendor's ability to effectively carry out this project.
- Any and all questions must be e-mailed to HollyHillsSBD@gmail.com by 5:00 pm, February 2, 2024. Responses to all questions will be posted at [www.hollyhillssbd.com](http://www.hollyhillssbd.com) as soon as possible after the question due date.

## **Section V: EVALUATION**

Proposals will be evaluated based on the following: 1) Vendor meeting proposal instructions and requirements, 2) Technical response evaluation criteria, 3) Price Evaluations shall be conducted in an impartial, objective, and professional manner.

The technical evaluation and price are evaluated on a points-based scoring system.

### Technical Evaluation

The possible technical points for this RFP evaluation are listed in the table below both by criteria point value and total points.

Evaluation Criteria	Possible Pts
Describe vendor capacity to deliver project deliverables in a timely manner including estimated timeline, allowance for revisions and labor capacity.	80
Describe vendor experience in sign fabrication and installation and provide examples	100
Describe the agency's communication and reporting process for project status updates and reports.	60
<b>Total Technical Points Possible</b>	<b>240</b>

### Price Evaluation

Total possible price points: **60**

Vendors will be awarded price points based on the following formula: Maximum Price Points X (Lowest Price/Vendor's Price) = Total Price Points Median Planter Construction Project Price:  
\$ \_\_\_\_\_

In addition, include in Vendor response a breakdown of project costs including labor and applicable fees, and description of desired invoicing procedures. The cost estimate must be inclusive of all RFP requirements.

**MAXIMUM NUMBER OF EVALUATION POINTS: Technical and Price Points possible total 300 points.**

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