



Request for Proposals
for
Downtown Garbage & Graffiti Removal
&
Light Pole Program Maintenance

Contract Period – 5/1/23 – 5/31/25

1. Objective/Purpose

This Request for Proposals (RFP) is to obtain proposals and qualifications from interested parties to provide:

- garbage removal within the downtown historic district in Livingston
- light pole banner and snowflake light installation/removal/switchout; and
- graffiti removal.

This RFP process is designed to aid the Livingston Business Improvement Board (LBID) Board in selecting one contractor to provide consistent, high-quality services within the District for a two-year contracted period.

2. Key Dates

Submission Deadline: April 20, 2023

Selection Notification: April 25, 2023

Contracted Dates of Services: May 1, 2023 – May 31, 2025

3. Background

The LBID enhances the vitality of downtown Livingston by facilitating commerce, enhancing streetscapes, conducting maintenance, and improving security and safety. The LBID seeks to be one of the driving forces behind a successful business district which preserves our historic downtown, enriches our culture and continues to improve and maintain the physical appearance and aesthetics of the District in order to continue to attract long-term and viable businesses, invigorate community activity and enhance visitor experiences.

Listed as boasting one of the top fifteen most beautiful Main Streets across America by *Architectural Digest*, Livingston is a bustling town with rustic charm. Best expressed through distinctive cultural activities, a strong community of creative artists and an ever-growing food and drink scene, a large number of eclectic businesses line the unique streets of this classy railroad town.

Serving the historic downtown Livingston commercial district since 2011, the LBID has been working for many years to enhance the District by providing funding for summer flower baskets; design, creation and placement of banners; trash receptacle emptying and maintenance; graffiti removal services; and, program and project contributions to community events, catering to visitors and residents. In 2020, LBID joined forces with the Livingston Convention & Visitors Bureau and Tourism Business Improvement District to coordinate, collaborate and enhance services to our community benefiting residents and visitors alike.



Figure 1. LBID Boundaries

Downtown Garbage Removal: As part of the overall vision and mission of LBID, services are contracted to ensure the sidewalk garbage receptacles located within the District are not overflowing, are in good condition and are clean. The contractor is allowed to dispose of the full trash bags free of charge in a City of Livingston commercial size garbage bin (a code for the combination lock is provided). While the services to collect and discard the full garbage liners is busiest in the summer months, the service hours decrease for garbage can emptying in the months of October through April. The goal is to keep all receptacles less than $\frac{3}{4}$ full at any given time, in any season. During the busy season this is daily and during events and heavy traffic days, twice daily.

Downtown District Graffiti Removal; While conducting other district business like garbage removal, the contractor will monitor the district 2-3 times per week for graffiti, especially in the alley. Remove the graffiti at the earliest possible time, within 24 hours, to reduce incidents of other individuals adding to the graffiti. Contractor may invoice the district for graffiti removal supplies. If the graffiti is extensive, the contractor may authorize additional labor, materials, and time with LBID Executive Director or Board.

Banner Program: Since 2017, LBID has contracted services to hang vinyl banners that are attached to brackets on select light posts, in and leading into the district. Banners are generally changed on the first week of each month, but not necessarily every month. The finished-size of the banners is 24 inches by 36 inches; constructed with 22 oz or heavier double-sided, outdoor banner material; and printed on both sides. Banners are printed with UV resistant outdoor ink and have 3-inch double-stitched sleeves for the upper and lower banner bracket arms. When banners promoting events for the downtown area are not displayed, LBID displays a seasonal series of downtown Livingston banners. The banners are kept in our storage unit.

The LBID has developed this RFP in order to provide an opportunity for all landscape and related specialty and maintenance contractors within the Park County area to submit a proposal to enter a contract with the LBID to assist with the basic functions associated with maintenance and upkeep of downtown garbage receptacles, graffiti mitigation, and light poles/banner rotation.

4. Minimum Service / Work Expectations

This proposal is for a two-year contract period. The following services are required:

The contractor is provided with a LBID work vehicle used to carry full trash bags from the downtown receptacles to the transfer station and to transport banners and a ladder to hang banners and snowflake lights. Garbage and banner maintenance is best done in early morning (or evening) hours to maximize access when parking and traffic downtown is less heavy.

Note: on occasion there will be grants or additional services proposed to the contractor, and if the contractor has the time and desire to add these to their tasks, they will be paid by other funding sources on separate invoices.

Garbage Receptacles:

1. Inspection and removal of garbage/full liner bags from garbage receptacle liners located within the District – this includes the American Bank garbage can which is a different receptacle style than all other District receptacles.
2. Removal of any area trash that is on the ground or near the garbage receptacles while maintenance and removal of garbage bin liner bags is taking place.
3. Replacement of garbage bin liner bags (replacement liner bags should be purchased and charged to LBID account at Riverside Hardware).
4. Inspection of receptacles and bins for any broken liner bins, missing parts, loose screws, etc. and report of any issues to the LBID Chair or Director. LBID will coordinate with the contractor, City and Urban Renewal Agency (URA) for needed bin maintenance, replacement or additional bins in high traffic areas.

Inspection and removal of garbage/full liners from bins and replacement of liners needs to occur several times per month, during every month of the year. Trash accumulation in the receptacles is much less during the months of October through May and service hours invoiced during those months should reflect a lesser amount of time spent maintaining receptacles.

Graffiti:

1. Monitoring the district, especially alleys and other tagging targets, for graffiti 2-3 per week year round.
2. Removal of graffiti at the earliest possible time, within 24 hours. Occasional delays may occur when freezing temperatures and active precipitation prevent the chemicals from working and paint from drying.
3. If the graffiti is extensive, the contractor may authorize additional labor, materials, and time with LBID Executive Director or Board. Historically, graffiti removal has taken 15-25 hours per year.

Banners:

1. Coordination with Executive Director or board member on scheduling of banner display/hanging and removal for paid contracts with local businesses and organizations. Organizations pay \$1/day per banner so installation needs to be on the first day of their contracts (usually the first day of the month though the end of one or several months).
2. Installation, switchout and/or removal of banners.
3. Storing clean banners in an organized and easy to inventory manner in the LBID's storage unit.

Invoicing:

LBID funds for District programs and projects are derived from tax dollars paid by property owners within the defined District. As a board appointed by the City of Livingston to manage the LBID tax dollars, it is a requirement of the City of Livingston that detailed invoices be submitted for services provided. Invoicing **requirements** include:

- Invoices submitted for the previous month's work on a monthly basis.
- Invoice submitted by the 5th of each month in order for payment to be made to the contractor by mid-month.
- Invoices **must include** number of hours worked; detailed description of services provided; categorization of labor to banner, snowflake light, graffiti or garbage receptacle maintenance; labor rates (which could vary for different service categories); total by category; and, total invoice amount. The invoice may include fuel for the LBID truck, LBID truck maintenance as needed, and graffiti abatement supplies.
- Contractors are encouraged to prepare a brief summary of work (a summer quarter and a winter quarter, with amount of garbage hauled, banner changes, number of graffiti tags removed) to present to the Board so they may understand the scope of the work being done and discuss any changes/expansions of District maintenance.

5. Mandatory Requirements for Proposal Submission

- **In one page or less:** Outline/profile of the business – i.e. provide business address and full legal name, summary of business, business' mission, professional experience, etc.
- **In three pages or less:** Portfolio of previous work; photos of previous work are encouraged.
- **In one page or less:** At least three references with email and phone number of references provided – references will be contacted.
- **In two pages or less:**
 - Acknowledgement of the ability to provide and adhere to each of the service expectations listed in **Section 4** (two sentences or less).
 - Acknowledgement of ability to comply with invoicing requirements described in **Section 4** (two sentences or less).
 - Proposal of hourly rate (also if different hourly rate per service category; graffiti removal, banner maintenance and garbage receptacles).
 - Proposed amount of time for each service category (graffiti, banners and garbage receptacles). For garbage receptacles, this can be broken down into a month by month proposal based on the most busy months and the least busy months. For banners, this can be detailed based upon the amount of time proposed to take down banners, replace with other banners and coordination of storage of the banners that were taken down.

- Proposed upper limit on total maximum amount to be invoiced to LBID per contract year based per service category (graffiti, banners and garbage receptacles).

An example of how this section should be detailed includes:

*ABC Company acknowledges its ability to provide and adhere to each of the service expectations listed in **Section 4** of the RFP.*

*ABC Company acknowledges the ability to comply with invoicing requirements described in **Section 4** of the RFP.*

ABC Company proposes the following hourly rate per service category during the two year contract period:

<i>Graffiti</i>	<i>\$30/hour</i>
<i>Banners</i>	<i>\$25/hour</i>
<i>Garbage</i>	<i>\$30/hour</i>

ABC Company proposes the following amount of time per service category per contract year:

<i>Graffiti</i>	<i>12 hours per month maximum</i>
<i>Banners</i>	<i>10 hours maximum per switchout</i>
<i>Garbage</i>	<i>June 1st – September 30th - 40 hours per month maximum</i> <i>October 1st – May 31st – 10 hours per month maximum</i>

ABC Company proposes a maximum upper limit of no more than \$10,000 invoiced to LBID in a one-year contract period for garbage and graffiti maintenance services. ABC Company proposes a maximum upper limit of no more than \$300 invoiced to LBID per banner or Snowflake lights switchout request.

- **In two pages or less:** Additional proposal items as needed to accurately portray ability to provide terms of this RFP.
- **Additional requirements:**

Copies of the following items are required before contracts will be fully executed between LBID and the Contactor. All certificates and licenses must be current.

- **Current (Unexpired) Copy of Workers Compensation and Employer’s Liability:**
\$1,000,000 each accident for bodily injury by accident
- **Current (Unexpired) Copy of General Liability Insurance (CGL):**

Commercial general liability on an occurrence coverage form. The limits of liability shall not be less than:

\$1,000,000 each occurrence (combined single limit for bodily injury and property damage);

\$1,000,000 for personal and advertising injury liability;

\$1,000,000 aggregate on products and completed operations;

\$2,000,000 general aggregate.

Upon Award of a Contract, an Additional Insured Endorsement will be required to include the City of Livingston and the LBID.

6. Submission Guidelines

Questions can be emailed to LBID at info@DowntownLivingston.org; the deadline for all questions is April 15, 2023 and they will be answered as soon as possible.

Please email your completed RFP response to: info@DowntownLivingston.org or if you prefer to mail hard copies, send three copies to:

LBID; PO Box 284; Livingston, MT 59047

with: MAINTENANCE PROPOSAL below the address

All submissions must be made by 5:00pm on Thursday, April 20, 2023.

7. Evaluation / Award Process

Following the submission deadline, the Evaluation will review proposals. Each proposal will be evaluated based on submitted responses pertaining to the ability of the contractor to fulfill expectations for services as well as all additional materials submitted.

Awarding of the 2023/2024 LBID Graffiti and Garbage Removal, and Light Post Banner contract will be on or around April 25, 2023. A follow-up and debriefing meeting between the chosen contractor and LBID board members will be coordinated soon after and the previous contractor will assist in the orientation and training. **The new Contractor will begin their contractor May 1, 2023.**

8. Point of Contact for RFP Questions

For any questions regarding the RFP, please contact:

Kris King, Executive Director at info@downtownlivingston.org 406.222-4848.
