

LOCUST CENTRAL BUSINESS DISTRICT REQUEST FOR PROPOSALS (“RFP”) FOR THE PROVISION OF HANDYMAN SERVICES

JULY 2022

The Board of Commissioners of the Locust Central Business District (“LBD”) is seeking a qualified company or individual to provide handyman services within the LBD. The LBD is a Special Business District which is a political subdivision of the State of Missouri created pursuant to Chapter 71 of the Revised Statutes of the State of Missouri and has the authority to contract for the provision of supplemental services within its boundaries.

Project Boundaries:

The services sought in this RFP will include the entire LBD, which is generally bounded by Olive Street to the south, 18th Street to the east, Delmar Boulevard to the north, and Compton Avenue to the west but as is more specifically shown on the map of the LBD attached hereto.

Scope of Services to be Provided within Project Boundaries:

The services sought in this RFP will include those listed in this RFP and on Exhibit A hereto.

Minority and Women-Owned Business Participation

The LBD’s goal for MBE and WBE participation is 25% and 5% respectively.

Pricing and Costs

Bidders responding to this RFP must state the cost associated with each category services offered to the LBD as well as a total cost for all services to be provided. Services will likely be paid for on an hourly basis.

Term of Contract

The LBD is seeking to enter a one-year contract, with retention of the ability to cancel upon 30 days written notice.

Submittal Requirements

Bidders are requested to provide responses to the following:

1. Overview of bidder's company or work history, contacts, references, etc.
2. A list of current clients, duration and current client references
3. Cost proposal, with details on hourly costs for various proposed services, where applicable, for general handyman services.
4. Date of availability to commence the provision of services
5. Cost Proposals and Invoicing
6. Other relevant information of why bidder should be chosen by the LBD for the provision of services.

All responses to this RFP must be received by the LBD no later than 5:00pm on August 3, 2022. Please submit your response to:

Ms. Yulonda Carter
Locust Central Business District
715 N. 21st Street, Suite A
St. Louis, MO 63103

Any questions regarding this RFP should be directed to Ms. Carter at the following telephone number: 314-652-2220, or email info@locustbusinessdistrict.com

The selection of a bidder will be made based on evaluation and determination of each bidder's ability to deliver quality service in a cost-effective manner. The LBD Board of Commissioners reserves the right to reject any and all proposals, or any part of a proposal; to waive minor defects or technicalities; or to solicit new proposals on the same project or modified project, which may include portions of the original RFP document, as the LBD may deem necessary and in its best interest of the LBD.

Exhibit A
to Independent Contractor Agreement

- Empty LBD trash cans weekly and as needed
- Pick up trash on the LBD Parking Lot, sidewalks, streets and alleys located within the LBD boundaries
- Maintain repairs on LBD trash cans
- Remove all non-LBD stickers from trash cans
- Painting of LBD trash cans and walls to remove any defacing
- Maintain landscaping of tree wells and the parking lot area located within the LBD boundaries
- Maintain alley weed control located within the LBD boundaries
- Report any suspicious activity seen throughout the LDB boundaries to the office administrator
- Perform other duties as requested by the chairperson
- Report to the chairperson, treasurer and others appointed by the chair for all tasks
- Install and remove holiday decorations
- Clean and maintain LBD Office
- Supply and use own tools for the position
- Provide handyman services in electrical, plumbing and woodwork
- Provide own truck transportation
- Be available to provide services up to 6 days a week and up to 30-40 hours a week as needed