

# **LOCUST CENTRAL BUSINESS DISTRICT REQUEST FOR PROPOSALS (“RFP”) FOR THE PROVISION OF ADMINISTRATIVE ASSISTANT SERVICES**

DECEMBER 2022

The Board of Commissioners of the Locust Central Business District (“LBD”) is seeking a qualified company to provide administrative assistant 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, 18<sup>th</sup> 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. Hours may fluctuate but are forecasted to average approximately eighty (80) per month.

## 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 office and administrative assistant 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 January 31, 2023.

Please submit your response to:

Mr. John Hayden, Chairman  
Locust Central Business District  
715 N. 21<sup>st</sup> Street, Suite A  
St. Louis, MO 63103

Any questions regarding this RFP should be directed to Mr. Hayden at the following telephone number: 314-652-2220/or email address:

[locustbusinessdistrict@gmail.com](mailto:locustbusinessdistrict@gmail.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 Administrative Assistant Agreement

- daily check of mail, voicemail and email
- return calls from voicemail messages
- respond to email messages
- file billing invoices received
- maintain bi-monthly bill payments
- answer office calls / direct to proper person
- check with chair/treasurer for tasks
- office maintenance (supplies, refreshments and cleanliness)
- keep office files in order
- maintain pay period reports
- maintain relationship with vendors and parking lot renters
- forwarding of information per chair, secretary and /or treasurer
- maintain parking lot rental invoices and payments
- maintain banking business
- attend monthly and committee meetings and take notes for follow up
- respond to questions from board general counsel
- maintain monthly meeting information