

**Request for Proposal
City of Concord
Downtown Banner Change-Outs**



**Issued: November 12, 2015
Submissions Due: November 30, 2015**



I. Purpose and Intent

The City of Concord is soliciting this Request for Proposal (RFP) for a company to continue the banner change-outs in Downtown Concord for a two-year period. The banner change-out schedule is listed in Figure 1 and consists of a total of six (6) banner change-outs. The “Concord-On-Canvas” change-out is paid by the Concord Downtown Development Corporation (CDDC) directly to the company with the contract. The Concord-On-Canvas does not involve all banners just a portion of them. The selected company agrees to charge CDDC the same per banner change-out rate as what is established in the contract. There are sixty-one (61) banner locations in Downtown Concord that are illustrated on the attached map shown in Figure 2. The City is requesting a proposal for a two-year period to remove and install the banners as well as to store, keep clean and maintain them when they are not being displayed. Note – This RFP does not include the seven (7) greenway banners that are located on Means Avenue and McCachern Blvd.

II. Insurance Requirements

The following insurance must be in place prior to entering into a contract for the work:

General Liability	\$1,000,000 per occurrence
Worker’s Compensation	\$100,000 each accident \$100,000 bodily injury by disease \$500,000 bodily injury by disease policy limit
Auto	\$1,000,000 per occurrence
Umbrella	\$1,000,000 per occurrence

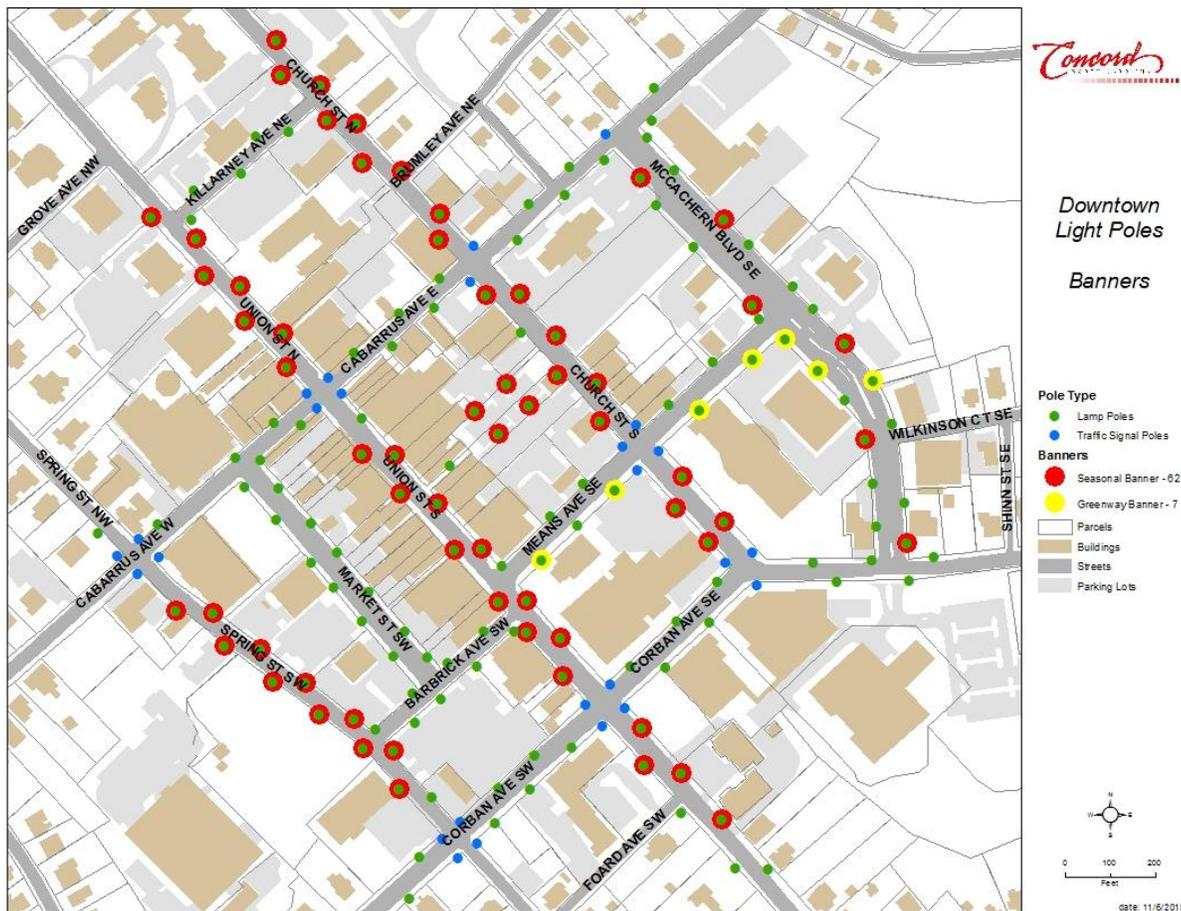
The City must also be named as “Additional Insured”.

Figure 1:

Concord Downtown 2016 Banner Display Schedule		
MONTH	BANNER	CHANGE-OUTS
January	City Logo	Display after New Year's Day
February	Concord On Canvas	Display January 30
March	Spring	Display February 27
April	Race	Display April 11
May	Race	
June	Patriotic	Display after Memorial Day Race
July	Patriotic	
August	Patriotic	
September	Race	Display September 5
October	Race / Fall	Display after October race
November	Fall	Remove before Christmas parade
December	Christmas Decorations	

Note – The contractor must remove the banner bracket hardware for the Christmas decorations when removing the “Fall” banner. The contractor must reinstall the brackets in January when the “City Logo” banner goes up.

Figure 2: Existing Banner Locations



III. Submission Requirements

The RFP must contain the following information in order to be evaluated:

1. The dollar amount to change-out, clean and store the banners for a two-year period beginning January 1, 2016.
2. Describe the company's experience changing out banners in an urban setting.
3. Describe the company's process for storing and cleaning the banners.
4. The contractor should spell out the expected turnaround time to respond to warranty calls.
5. Describe the company's capability to acquire hardware that closely matches and performs up to the existing hardware.

Due Date: Monday, November 30, 2015 at 3:00pm EST at the Planning & Neighborhood Development Department, 66 Union Street South, 2nd Floor, Concord, NC 28025. The proposal may be mailed or sent electronically at any point prior to the above date and time.

Contact Information and Mailing Address for Submissions:

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Planning & Neighborhood Development
66 Union Street South
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IV. Evaluation Criteria/Selection Process

Concord City staff will evaluate proposals and award the contract based on the criteria listed in the "Submission Requirements" above.

Staff expects to notify the selected contractor by December 2, 2015 and proceed with the contract process.