

## **I. Purpose and Intent**

The City of Concord is soliciting this Request for Proposal (RFP) for a company to conduct the banner change-outs in Downtown Concord for a two-year period with the option for the City to renew for one additional year. The banner change-out schedule is listed in Figure 1 and consists of a total of seven (7) change outs for this contract. Change-outs for this contract are marked "Contractor." The schedule may be adjusted depending on changes to downtown events.

The "CDDC Spring Event" banner removal and installation is paid by the Concord Downtown Development Corporation (CDDC) directly to the company with the contract. The City's Parks & Recreation Department pays for the three (3) road race change-outs on Union Street directly to the company separate from this contract. The selected company agrees to charge the CDDC and the City's Parks & Recreation 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, with an option to renew for a third year, to remove and install the banners as well as to store, keep clean, and maintain banners when they are not being displayed.

NOTE – This RFP does not include seven (7) additional greenway banners that are located on Means Avenue and McCachern Blvd. This RFP does not include the banners attached to City Hall.

## **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 of Concord must also be named as "Additional Insured"

### **III. Submission Requirements**

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

- The dollar amount to change-out, clean and store the banners for a two year period beginning January 1, 2019 – with an option to renew agreement for a third year.
- Describe the company's experience changing out banners in an urban setting.
- Describe the company's process for storing and cleaning the banners.
- Spell out the company's expected turnaround time to respond to warranty calls.
- Describe the company's capability to acquire hardware that closely matches and performs up to the existing hardware.

**Due Date: November 30, 2018 at 3:00 PM EST** at Concord City Hall, Planning & Neighborhood Development Department, 35 Cabarrus Avenue West, 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:

Joseph Beasley  
Economic Development Coordinator  
[beasleyj@concordnc.gov](mailto:beasleyj@concordnc.gov) | 704-920-5128

Attn: Joseph Beasley, Planning & Neighborhood Development  
Concord City Hall  
35 Cabarrus Avenue West  
Concord, NC 28025

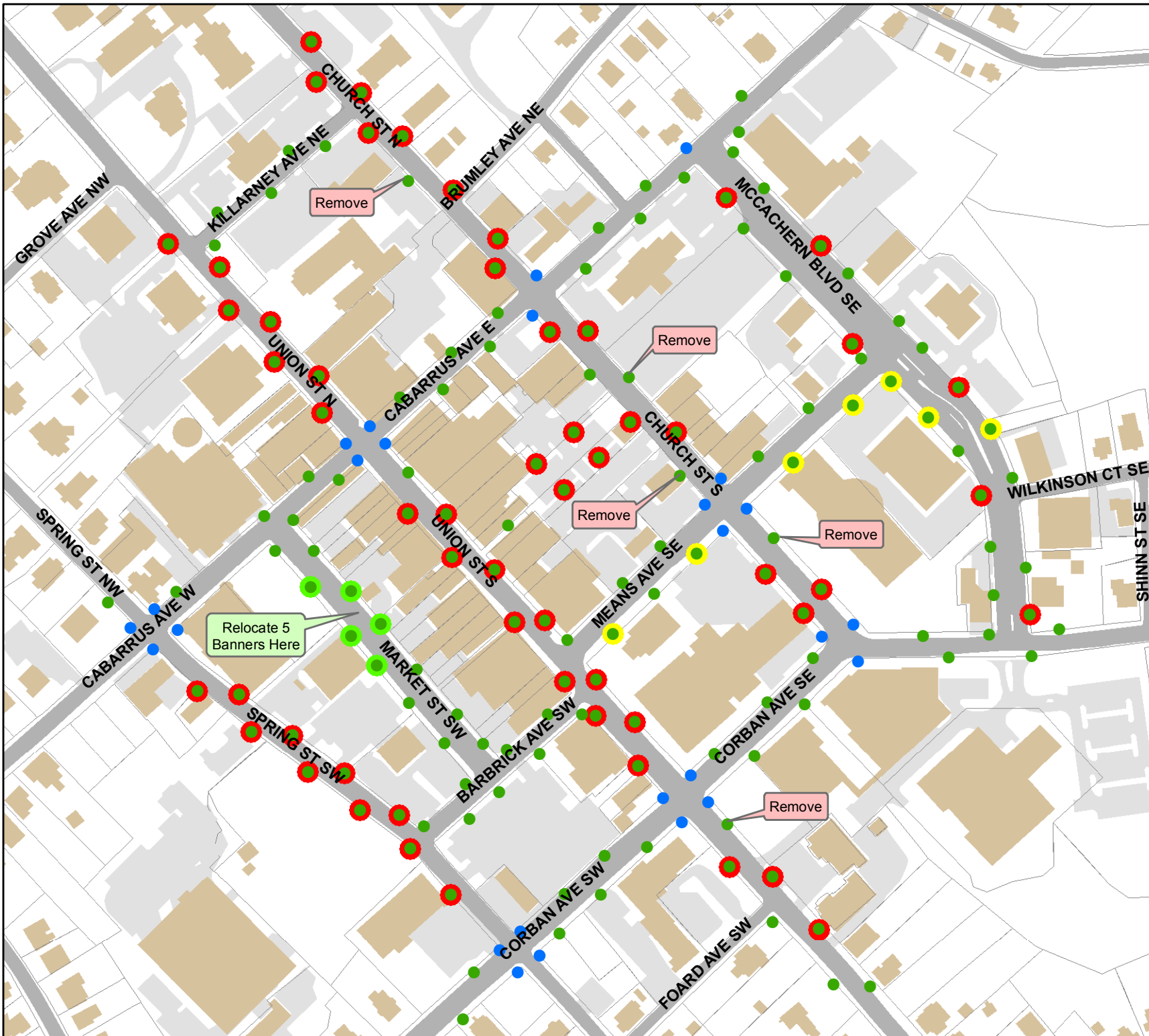
### **IV. Evaluation Criteria/Selection Process**

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 contract by December 5, 2018 and proceed with the contract process.**

MONTH	BANNER	CHANGE-OUTS	DIVISION
January	City Logo	Install after New Year's Day	Contractor
February	City Logo	No Change	
March	Spring	Remove logo & install spring beginning of March	Contractor
March	Bunny Run (Union Street only, leave Spring in other locations)	Install week before race and remove day after (Easter Saturday)	Parks & Rec
April	CDDC Spring Event	Install mid April/Remove mid May	CDDC
May	Race	Remove spring & install race mid May	Contractor
June	Patriotic	Remove race & install patriotic beginning of June (after race event)	Contractor
July	Streetlight 5K (Union Street only, leave Patriotic in other locations)	Install week before race and remove day after (2nd Friday of July)	Parks & Rec
July	Patriotic	No Change	
August	Patriotic	No Change	
September	Race	Remove patriotic & install race beginning of September	Contractor
October	Fall	Remove race & install fall after fall race event	Contractor
October	Veterans 5K (Union Street only, leave Fall in other locations)	Install October 27/Remove November 3 after race (1st Saturday of November)	Parks & Rec
November	Fall	Remove November 4	Contractor
December	Christmas Decorations	City Installs & Removes	City Electric

## Downtown Light Pole Banners



- Pole Type**
- Lamp Poles
  - Traffic Signal Poles
- Banners**
- Seasonal Banner - Relocate
  - Seasonal Banner
  - Greenway Banner
- Parcels  
 ■ Buildings  
 ■ Streets  
 ■ Parking Lots

