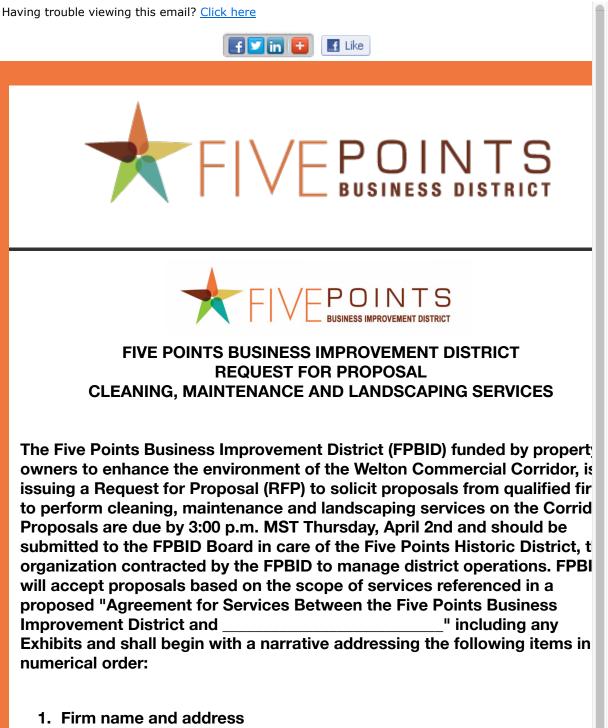
From: Five Points Business District tjwinchester@fivepointsbiz.org Subject: FIVE POINTS BUSINESS IMPROVEMENT DISTRICT (BID) REQUEST FOR PROPOSAL Date: March 8, 2018 at 7:05 PM

To: info@weltoncorridor.com



- 2. Contact person including name, E-mail and telephone
- 3. Name of parent company (if applicable)
- 4. Estimated total compensation for services for the full year 2018
- 5. Estimated total compensation for services for the full year 2019
- 6. Submit Filled Out Five Points Business Improvement District RFP Bic Form

- 7. Submit an Exhibit: Special Maintenance and Repair Services
- 8. Submit an Exhibit: List of equipment to be used in the performance c services

The narrative should also address the following:

- 1. Location of office/s
- 2. Name and business relationship of firm's principal/s
- 3. Audited or Reviewed Financial Statements
- 4. Three business references
- 5. Description of firm's experience in Denver as well as outside the reg
- 6. Brief resume of persons anticipated to be assigned to the project
- 7. Profile of firm's experience with general and specific public cleaning maintenance and landscaping services
- 8. Completed "Agreement for Services Between Five Points Business Improvement District and ..."

Representatives from the Five Points Business Improvement District Boar and the Advisory Council (the Selection Committee) will evaluate each submission pursuant to this Request for Proposal on the following criteria

- Demonstrated ability of the firm in general and public outdoor space cleaning, maintenance and landscaping services; includingcoordinating, scheduling, management, monitoring, reportiand attention to detail.
- Ability of the firm to assume contract responsibilities and to perform them in a timely and cost-effective manner, including full operational ability for a potential start of May 7, 2018.
- Background knowledge relating to the scope of work, demonstrated ability and experience of management andemployees.
- Demonstratedabilityofthefirmtocoordinateandworkcloselywithpublic private entities involved with business and other activities in Five Points.

- Demonstrated ability to be in possession of sufficient office, warehouse, storage space and waste disposal equipment to house personnel, equipment and supplies necessary to fulfill the provisions this proposal. FPBID property to be stored includes but is not limited the following: light fixtures, globes, benches, tables, chairs, trash receptacles, planters, spare parts, maps and directories, holiday decorations and lighting, snow removal equipment, bulk materials, banners anddumpsters
- Proximity and affiliation with Five Points will also be evaluated.
- Responsiveness to the RFP, capability of performing all required task in a timely, effective, and cost-efficient manner. This includes evaluat any suggested changes to methods of operation or modifications to this RFP whichmightallowforcostsavingsduringthetermoftheAgreement
- Overall cost for the provision ofservices.

Questions regarding the proposal may be submitted in writing via e-mail by end of business to TJWinchester@FivePointsBiz.org. The question/s and response/s will be shared with all potential proposers.

Finalists may be invited to interview with the Selection Committee. These interviews are scheduled to be conducted beginning the week of April 16t 2018[PB1]. Notification of award of contractfor Agreement for Services is expected potentially by April 23th, 2018.

Due to the uniqueness of the Welton Commercial Corridor and the high standards of maintenance expected, it is strongly recommended that all Proposers visit the corridor prior to submitting a proposal. A "Pre-Bid" meeting will be held on March 22nd beginning at 10:00 a.m. in the office of the FPBID, 2444 Washington St. Denver, Colorado. The meeting will includ brief walk on the Welton Commercial Corridor. The Executive Director will conduct this meeting and will be available to answer questions.

Should a proposer find a discrepancy in or an omission from this RFP or should be in doubt as to the meaning therein the Proposer shall at once notify in writing the FPBID, who will send written instructions to all who received the RFP. Any such notice from a potential proposer must be received by the FPBID by March 29th. The FPBID will not be responsible for any oral instructions.

Please be advised that the Board of the Five Points Business Improvemen District reserves the right to reject any and all proposals.

Proposal should be sent to: Five Points Business Improvement District Bo Attn: Tracy J. Winchester, Executive Director 2444 Washington Street Denver, CO 80205

Proposals must be received by the office of the Five Points Business Improvement District at the above address no later than 3:00 p.m. MST on April 2nd, 2018.

Thank you for your interest in ensuring that the Welton Commercial Corric continues to be a clean, safe, and vibrant community asset.

Sincerely,

neg conkins Ministrater

Tracy Winchester FPBID

Key Dates:

April 2nd

March 8th RFP goes out

March 22nd Pre-Bid Meeting

RFPs are due

April 16th Interviews with finalists

April 23rd Notice of Contract Award

May 7th Contract begins

## ATTACHMENTS:

**REQUEST FOR PROPOSAL FOR MAINTENANCE** 

BID MAP

