



City of O'Fallon – Tourism and Festivals Department
Holiday Décor Services
Request for Proposals #22-084

CITY OF O'FALLON, MISSOURI

REQUEST FOR PROPOSALS

RFP NUMBER 22-084

HOLIDAY DÉCOR SERVICES

November 04, 2022

INCLUDED ARE:

Proposal Instructions

Terms and Conditions

Scope of Work

Proposal Form



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PROPOSAL INSTRUCTIONS

PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain competitive sealed proposals from qualified companies capable of providing holiday décor services at various locations throughout the City of O'Fallon. The RFP states the overall scope of services desired and specific functionality.

This RFP provides prospective companies with sufficient information to enable them to prepare and submit proposals for consideration by the City of O'Fallon (hereafter referred to as “the City”) to satisfy the needs as outlined in the scope of services.

SCHEDULE OF ACTIVITIES

Release and advertisement of RFP:	November 04, 2022
Deadline for submission of questions:	November 09, 2022 at 12:00 P.M. CST
Proposal submission deadline:	November 15, 2022 at 12:00 P.M. CST

PROPOSAL SUBMISSION

Sealed proposals must be received by the City of O'Fallon, Missouri; Purchasing Office, 100 North Main Street; O'Fallon, Missouri 63366 prior to November 15, 2022 at 12:00 P.M. (CST). Each proposal shall consist of one (1) original (identified as such), one (1) copy (identified as such), and one (1) electronic copy on CD or flash/thumb drive of the complete proposal. The file submitted on CD or flash/thumb drive shall include all attachments and signatures, where applicable.

It is the responsibility of the proposer to ensure that their proposal is received in the Purchasing Office, prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals will be opened and evaluated in private by City staff. A public opening will not be held

To make delivery of proposals for the project, the delivery vendor or bidder may hand deliver the proposal during City Hall hours of Monday – Friday 8:30 A.M. – 4:30 P.M. Mailed proposals are accepted with regular mail service each day.

Proposals must be clearly identified as a proposal for the City of O'Fallon, Missouri “**RFP #22-084 Holiday Décor Services**” and shall show such information on the outside of the proposal packet. Proposals will not be accepted by facsimile or email transmittal. *Do not staple or submit bid in any type of binder; binder clips are acceptable.*



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QUESTIONS

All questions must be submitted in writing to Christine Grabin, Purchasing Agent, no later than 12:00 P.M. (CST) on November 09, 2022 via email cgrabin@ofallon.mo.us. The City will only respond by the end of day on November 10, 2022 to questions from Respondents. Answers to questions will only be distributed via addendum and posted on our website. <http://www.ofallon.mo.us/bid-opportunities>

AMENDMENTS TO RFP

In the event it should be necessary to revise any portion of this RFP, addenda will be provided to all proposers who received the original RFP from the City of O'Fallon. This does not relieve the submitting company the responsibility of regularly checking the City website listed below for updates regarding any addenda associated with this proposal request. Addenda are available on our website at: <http://www.ofallon.mo.us/bid-opportunities>. If you received this RFP by means other than the bid system, you must furnish your company name, address, and telephone number to the Purchasing Agent identified in the Proposal Instructions section in order to receive any addendum to this RFP. Proposers shall acknowledge receipt of each addendum issued in the space provided on the RFP form.

END OF PROPOSAL INSTRUCTIONS



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TERMS AND CONDITIONS

QUALIFICATIONS:

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified below.

LAWS AND ORDINANCES, REGULATIONS, LICENSING FEES:

Firm shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City of O'Fallon and/or the State of Missouri.

LAW GOVERNING:

All State of Missouri and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein.

NON-DISCRIMINATING:

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

Firm shall comply with Section 285.525 – 285.550 RSMo regarding enrollment in a federal work authorization program. **A signed, notarized affidavit (attached) and supporting documentation affirming enrollment in a federal work authorization program must be submitted with proposal. Failure to comply with this provision may result in rejection of proposal.**

E-VERIFY:

Company shall be E-verify compliant and shall provide documentation to support this requirement within the proposal including the memorandum of understanding (MOU) and the electronic signature page completed in its entirety.

METHOD OF AWARD / SELECTION:

The proposals will be evaluated by the City. Respondents will be notified if they have been placed on a short list by the review committee and will be asked to prepare an oral presentation/demonstration for City representatives. A response summary of proposals will be available by contacting Christine Grabin, Purchasing Agent. The response summary will only include the names of the companies that submitted proposals that were delivered by the required RFP submittal date and time. Until award of the contract, the Responses shall be held in confidence and shall not be available for public review.



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AWARD REQUIREMENTS:

Once the City is ready to award the contract to the selected company, the company will need to provide the following documents to the City.

- Signed contract agreement (City furnished)
- Current certificate of insurance

Once all of these items are received and fully executed, then the City will issue the Notice to Proceed.

It is the desire of the City to award a single contract for the entire scope of services outlined in this request for proposals. All proposals are subject to staff analysis. The City of O'Fallon reserves the right to accept or reject any and all proposals received.

TERMS/CANCELLATION AND DAMAGES:

This contract may be terminated by either or both parties upon thirty (30) days written notice or upon mutual agreement of both parties.

If the City, because of the Vendor's breach, terminates this Contract, the City shall have the right to purchase service elsewhere and to charge the Vendor with any additional cost incurred.

Notwithstanding the above, the Vendor shall not be relieved of any liability to the City for damages sustained by the City by virtue of any breach of this contract by the Vendor and the City may withhold any payments to the Vendor until such time as the amount of such damages due the City from the Vendor shall be determined.

PRICING:

This request for proposal is a three (3) year agreement, exercised at the sole discretion of the City of O'Fallon, Missouri. The pricing stated by the respondent in the cost proposal section shall remain firm for a three (3) year period from the start date of the contract. No price increases will be allowed for the duration of the contract. Price decreases are allowed at any time.

RENEWAL & EXTENSION:

The successful bidder will be awarded a three (3) year agreement effective the date of award. Prices must not be increased for the entire agreement period. At the City's option, the agreement may be renewed for two (2) additional one (1) year periods. **In no event shall the term plus renewals exceed five (5) years.** The items or services purchased under this agreement may be subject to a price increase at the time of renewal, by mutual agreement. The exact increase or maximum percent increase shall be indicated on the price sheet of the proposal packet. Request for a price increase for each period must be presented to the City at least sixty (60) days before the expiration of the current agreement. If a request for increase is not presented, the prices will remain. Price decreases are allowed at any time.



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CONTACT WITH CITY OF O'FALLON PERSONNEL:

As specified above, all contact with the City should be channeled through the Purchasing Agent. No contact with other City employees, officials, or City Council members is to be made by responding proposers throughout the entire process. Any contact will result in immediate disqualification of the proposer.

RESPONSE MATERIAL OWNERSHIP:

All proposals become the property of the City of O'Fallon, Missouri upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP. Disqualification of a proposal does not eliminate this right.

CONFIDENTIALITY:

The Vendor agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

The City agrees that it will not disclose or duplicate any information designated in advance by the Vendor as “Confidential/Proprietary” information to any person (other than City personnel who must have access to such information) unless such duplication, use or disclosure is specifically authorized in writing by the Vendor or is required by law. The term “Confidential/Proprietary” does not include ideas, techniques, or concepts that are in the public domain.

EVALUATION RIGHTS:

The City reserves the right to: a) reject any or all proposals, or to make no award, b) require modifications to initial proposals, c) make partial or multiple awards, or d) further negotiate costs submitted in proposals. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

PROPRIETARY INFORMATION:

All material submitted in response to this RFP will become public record and will be subject to inspection after an Intent to Award notice is issued. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City Clerk. Neither cost or pricing information nor a total proposal will be considered proprietary.



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REJECTION OF PROPOSALS:

The City of O'Fallon, Missouri reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFP may disqualify the proposal. Any exception to the Scope of Work must be identified in the proposal.

INCURRING COSTS:

The City of O'Fallon, Missouri shall not be obligated or be liable for any cost incurred by proposers prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the proposer.

SUBMISSION OF PROPOSALS AND SUPPLEMENTAL MATERIALS:

Proposals shall be submitted to the Purchasing Office. If supplemental materials are required or requested, then they must be submitted to the Purchasing Office as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Purchasing Office. Submission or distribution by the company of unsolicited supplemental materials to City employees or Officials may result in rejection of the proposal.

DISCRIMINATION POLICY:

The City of O'Fallon advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.

INDEMNITY:

The Vendor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.



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The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Vendor's defense of any such claims, actions, or suits.

INSURANCE:

The firm or company that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of O'Fallon as an "Additional Insured" during the Term of the Agreement, and a copy of such "Additional Insured" endorsement must accompany the certificate.

WAIVER:

The City reserves the right to waive any variances from the original RFP in cases where the variances are considered to be in the best interest of the City.

PAYMENT TERMS AND CONDITIONS:

The City's payment terms are Net 30 days. The City is exempt from Missouri sales and use taxes and will not pay taxes for any product or service. A copy of the City's tax exempt certificate shall be presented to the firm or company that is awarded a contract.

Inquiries concerning this Request for Proposals shall be directed to:

Christine Grabin
Purchasing Agent
City of O'Fallon, Missouri
100 North Main Street
O'Fallon, Missouri
cgrabin@ofallon.mo.us

END OF TERMS AND CONDITIONS



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RFP NUMBER 22-084

SCOPE OF SERVICES

The City of O'Fallon, MO is seeking sealed proposals for holiday décor services to furnish, install, and remove holiday décor at various locations throughout the City of O'Fallon. Sample photos of a few locations are shown in Appendix A however, we strongly encourage you to do a site visit at each location listed below.

The initial contract shall be in effect for a three-year period with an option to renew for two additional one year periods. It is the intent of the City to award one contract, however multiple contracts may be awarded if it is in the best interest of the City to do so.

General Information:

- Year 1 install date: On or before November 13, 2023.
- Year 1 removal date: January 8, 2024 or as soon as weather permits.
- Year 2 and 3 install and removal dates are TBD.
- Pricing shall include all equipment and manpower necessary for project.
- The City will not provide any type of equipment (i.e. bucket truck) for any outside decorating.
- Submit separate pricing for each option listed as not all options may be chosen or decorated each season.
- Proposal should include any discount offered if the City selects three or more of the options.

Mandatory Submittal:

- Provide photographs of proposed pieces as reference with the proposal. These photos will represent past pieces of work or samples of the types of products that would be used in the design of the proposed work for the City of O'Fallon.

Presentation of Sample Décor:

A committee will review the proposals and rank them based on set criteria. Based upon this ranking, the selection committee can select the most qualified company, or, up to three companies may be selected for a presentation of the proposed décor if the City deems it will be necessary. The City is under no obligation to grant presentation time to any respondent receiving a copy of this RFP and/or submitting a written proposal in response to this RFP.



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Option #1 – Main Street light poles:

- Twenty-seven (27) light poles, 20' tall
 - Access to electric located on base of pole
- Lighted decorated wreaths
- Lighted greenery or garland to wrap poles, must coordinate with wreaths
- Wreaths are to be center mounted with black bracket

Option #2 – O'Fallon Municipal Centre:

- Located at 100 North Main Street
- Six (6) light poles
 - No access to electric
- Greenery swags with bows and décor on rotunda

Option #3 – O'Fallon Justice Center:

- Located at 1019 Bryan Road
- Eight (8) light poles with lighted greenery or garland wrap poles and coordinating wreaths
 - Two (2) wreaths per pole
 - Electric access
- Four (4) vertical swags on Justice Center exterior
- OPTIONAL
 - Three (3) light poles at the clock tower sidewalks
 - Lighted greenery or garland wrap poles and coordinating wreaths
 - Two (2) wreaths per pole
 - Electric access
 - Wreaths – over each entrance of doorways – two (2) total

Option #4 – Highway Entrance Monuments:

- Westbound I-64 at Highway K exit ramp
 - No access to electric
 - Incorporate large brightly colored ornaments into the design
 - Existing flood lights will illuminate the area
- Eastbound I-64 at Highway DD exit ramp
 - No access to electric
 - Incorporate large brightly colored ornaments into the design
 - Existing flood lights will illuminate the area



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Option #5 – O'Fallon Veterans Memorial Walk Monument:

- Located at the SE corner of TR Hughes Blvd. and Veterans Memorial Parkway
- Ten (10) light poles
 - No access to electric

Option #6 – CarShield Field Monument:

- One (1) monument located at SE corner of TR Hughes Blvd. and Tom Ginnever Ave.
 - No access to electric

Option #7 – Park Entrance Monuments:

- Two (2) monuments at Westhoff Park located at: (1) 810 Sheppard Dr. and (1) NW corner of T.R. Hughes Blvd & Cool Springs Industrial.
 - No access to electric
- One (1) monument at Civic Park located at: 300 block of Civic Park Dr.
 - No access to electric
- One (1) monument at Parks & Recreation Administrative Office located at: 400 Civic Park Dr.
 - No access to electric
- One (1) monument at Fort Zumwalt Park located at: 1000 Jessup Drive West.
 - No access to electric
- One (1) monument at Renaud Center located at: 2650 Tri Sports Circle.
 - No access to electric
- One (1) monument at Dames Park entrance located at: corner of Dames Park Dr. & Highway P.
 - No access to electric
- One (1) monument at Sports Park entrance located at: 3589 Highway K.
 - No access to electric
- One (1) monument at O'Day Park entrance located at: 1000 O'Day Park Drive.
 - No access to electric

Option #8 – Krekel Civic Center 305 Civic Park Drive:

- Option 1
 - Swags on exterior
 - With lights
 - Without lights
- Option 2
 - Large wreath over doorway
 - With lights
 - Without lights



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- Option 3
 - Decorator's proposal– rendering attached below
 - With lights
 - Without lights





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Option 9 – O'Day Lodge 1100 O'Day Park Drive (Rendering pictures below):

- Exterior of building on the South view
 - With lights
 - Without lights





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Supplemental Information Being Requested:

Supplemental Information (use additional sheets as necessary):

1. Name of primary contact, address and phone number.

2. What day(s) and time(s) is the primary contact available?

3. Provide a brief history of the company.

4. Describe any name or ownership changes in the past five (5) years.

5. Submit a sample copy of your current contract/agreement with all terms and conditions (subject to review by the City's legal review).

6. Provide at least four (4) references of current or past clients for the same services being requested. Include the following information for each reference:

- Company name
- Address, city, state, zip
- Contact information

7. Cost Proposal:

- Provide a comprehensive cost proposal with a complete breakdown and a grand total.
- The City reserves the right to choose all, none, or a portion of the items proposed.



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Evaluation Criteria:

The City reserves the right to select the Vendor who best meets the “overall” needs of the City of O'Fallon based primarily on the following criteria (not listed in any order of importance):

1. Fees
2. Reputation/References
3. Completeness and professionalism of the proposal (including suggested decorations)
4. Experience with similar agencies
5. Contents of the Contract/Agreement Terms and Conditions



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Pricing:

Location:	Year 1 (2023)	Year 2 (2024)	Year 3 (2025)	<u>Optional</u> Year 4 (2026)	<u>Optional</u> Year 5 (2027)
Option #1 – Main Street Light Poles	\$	\$	\$	\$	\$
Option #2 – O’Fallon Municipal Centre	\$	\$	\$	\$	\$
Option #3 – O’Fallon Justice Center	\$	\$	\$	\$	\$
Option #4 – Highway Entrances Monuments	\$	\$	\$	\$	\$
Option #5 – O’Fallon Veterans Memorial Walk Monument	\$	\$	\$	\$	\$
Option #6 – CarShield Field Monument	\$	\$	\$	\$	\$
Option #7– Park Entrance Monuments	\$	\$	\$	\$	\$
Option #8 – Krekel Civic Center (Option 1 with lights)	\$	\$	\$	\$	\$
Option #8 – Krekel Civic Center (Option 1 without lights)	\$	\$	\$	\$	\$
Option #8 – Krekel Civic Center (Option 2 with lights)	\$	\$	\$	\$	\$
Option #8 – Krekel Civic Center (Option 2 without lights)	\$	\$	\$	\$	\$
Option #8 – Krekel Civic Center (Option 3 with lights)	\$	\$	\$	\$	\$
Option #8 – Krekel Civic Center (Option 3 without lights)	\$	\$	\$	\$	\$
Option #9 – O’Day Lodge With lights	\$	\$	\$	\$	\$
Option #9 – O’Day Lodge Without lights	\$	\$	\$	\$	\$
<i>Discount if three or more options are chosen each year (% or \$)</i>	\$	\$	\$	\$	\$



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PROPOSAL FORM

Signature of proposer indicates that the proposer understands and will comply with all terms and conditions and all other specifications made a part of this Request for Proposals and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this Request for Proposal Number 22-084 and to all the conditions imposed herein, the undersigned offers and agrees to provide holiday décor services for the City of O'Fallon in accordance with the scope of work and intent of the request for proposals contained herein.

Proposal Form shall be attached to respondent's proposal.

Indicate whether: () Individual; () Partnership; () Corporation; () Other _____

Incorporated in the state of: _____

COMPANY: _____

SIGNATURE: _____

ADDRESS: _____

NAME: _____

CITY: _____

TITLE: _____

STATE/ZIP: _____

PHONE NO.: _____

TAX ID NO.: _____

DATE: _____

Acknowledge the receipt of addenda by initialing box below as appropriate.

Addenda 1 _____ **Addenda 2** _____ **Addenda 3** _____ **Addenda 4** _____



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WORKER ELIGIBILITY VERIFICATION AFFIDAVIT

STATE OF _____)
) ss
 COUNTY OF _____)

On the ____ day of _____, 20____, before me appeared _____,
Affiant name

personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, stated as follows:

- I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the City to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.
- I, the Affiant, am the _____ of _____, and I am duly
title business name
 authorized, directed, and/or empowered to act officially and properly on behalf of this business entity.
- I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the City of O'Fallon. I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.
- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by the City, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).
- I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.
- I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

 Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
city (or county) state

My commission expires:

 Notary Public

[Attach documentation of enrollment/participation in a federal work authorization program]



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ANTI-COLLUSION STATEMENT

STATE OF _____

CITY/COUNTY OF _____

_____ being first duly sworn, deposes and says that he is

_____ *Title of Person Signing*

of _____

_____ *Name of Bidder*

that all statements made and facts set out in the proposal for the above project are true and correct; and the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with said bid or any contract which may result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the above project.

BY _____

BY _____

BY _____

SWORN to before me this _____ day of _____ 20 ____.

_____ *Notary Public*

My Commission Expires _____



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Appendix A



Approximate dimension is 5' wide x 5.5' tall



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Overall sign height is 6' to top of crown from grade
Overall sign width is 10' including columns (columns are 2'x2' and approx. 5' tall)
Sign only height is approx. 5' and sign only width is 8'



Dimensions: the height of the brick column is 65", the highest point of the RSC insert is 62".
The overall width is 95", the width of just the brick column is 20".