BID PACKAGE

#2024-RFP- 08

for

BANNER DESIGN, FABRICATION, and INSTALLATION SERVICES

City Manager Office
602 South Main Street
JOPLIN, MO 64801

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until 10:00 a.m., Wednesday, March 20, 2024 at the 2nd Floor Joplin City Hall located at 602 South Main Street, Joplin, Missouri, 64801 to purchase the following:

STREETLIGHT BANNER FABRICATION, INSTALLATION, and MAINTAINANCE SERVICES

Information is available from Tony Robyn, Assistant City Manager by calling (417) 624- 0820 x 1204, emailing trobyn@joplinmo.org, or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Haase, CPA

Finance Director

Publication Date: March 5, 2024

The City of Joplin, Missouri will be accepting sealed proposals to purchase the following services:

STREETLIGHT BANNER FABRICATION, INSTALLATION, and MAINTENANCE

The City of Joplin is requesting sealed proposals for the development, installation, and maintenance of streetlight banners for a variety of project locations and needs. The respondent will have necessary expertise, equipment, and capacity to install, design, create, and produce color content of text, images, pictures, and other graphical and banner signage types and needs on a variety of surfaces including metal, vinyl, canvas, and other related banner materials. May include installation and/or repair of various banner brackets and hardware. Contractor will work on public rights-of-way and streets and must have demonstrable experience operating in a safe manner.

- Edit information and graphics and signage content for various banner projects; provide professional guidance on design standards.
- Develop creative color graphics, charts, signage, and other imagery as needed for banners
- Meet city timetables and schedule needs; will include on-call banner services for installs, repairs, re-hangs, and other related needs.
- May work with partner organizations to install 3rd party banners under this agreement.

KEY OUTCOMES include high quality graphics and banner signage to be used for public streetlight facilities and programs across a variety of city departments, facilities, and programs.

Responses should include:

1. Five examples of created banner content
2. An estimated square foot unit cost and costs to develop below sized streetlight banners
3. Estimated hourly rate to install, rehang, and maintain banners
4. Identify respondent's key staff involvement and highlight expertise
5. An estimated example timeframe to develop, deliver, and install banners upon request

Request for Proposals Response Subject Line: "**2024-RFP-08, STREETLIGHT BANNER FABRICATION, INSTALLATION, and MAINTAINANCE. 10:00 A.M., Wednesday, March 20, 2024"** ATTN: Tony Robyn, Assistant City Manager. Questions concerning the specifications and bidding procedures should be directed to Tony Robyn, Assistant City Manager, at 602 S. Main St., Joplin, MO, 64801 at trobyn@joplinmo.org.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

Bid Sheet

Scoring will be based on the following:

Hourly and Base Rate	40pts
Project Examples	30pts
Expertise of Staff	20pts
Timely Project Response	10pts

Hourly Rate to install and maintain	$
48" tall x 18" wide standard banner	$
Square foot banner costs	$