

**REQUEST FOR PROPOSALS**

**FOR**

**MAINTENANCE, REPAIR, & PROPERTY MANAGEMENT  
SERVICE PROVIDERS**

**Issued by the St. Louis Economic Development Partnership**

**Proposals Due By:**

**May 23, 2019, at 3:00 PM**

**St. Louis Economic Development Partnership**

**ATTN: Howl Bean II**

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## **Introduction**

The St. Louis Economic Development Partnership (the “Partnership”) is a nonprofit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

Consistent with its organizational purposes, the Partnership owns business incubators throughout St. Louis County, Missouri, in order to stimulate the creation and growth of local business. The Partnership owns business incubators commonly known as: the *STLPartnership Business Center @ Helix Center*, 1100 Corporate Square Drive, St. Louis, Missouri 63132; the *STLPartnership Business Center @ Wellston*, 6439 Plymouth Avenue, St. Louis Missouri 63133; the *STLPartnership Business Center @ South County*, 315 Lemay Ferry Road, St. Louis Missouri 63125; and the *STLPartnership Business Center @ West County*, 743 Spirit 40 Park Drive, Chesterfield, Missouri 63005 (collectively, the “Properties”).

The Partnership issues this Request for Proposals (the “RFP”) for a qualified and experienced service provider to perform general maintenance, repair, and property management services at the Properties, *on an as needed basis* for up to a one-year period (the “Services”).

## **Scope of Services**

Pursuant to this RFP, the “Services” shall include and the successful service provider shall be available to perform a variety of work in the maintenance, repair, and management of the Properties, including, but not limited to:

### **General Maintenance and Repair**

- **Carpentry**. The successful service provider shall:
  - Perform basic rough and finished carpentry repairs for structures such as partitions, walls, doors, fences, window frames, furniture, roofs, and shelves.
- **Glazier**. The successful service provider shall:
  - Remove any broken glass, putty, or plastic;
  - Replace any broken windows and door hardware; and
  - Replace glass for windows, doors, and light fixtures.
- **Electrical**. The successful service provider shall:
  - Perform basic electrical repair work for switches, outlets, plugs, cables, appliances, and lighting systems; and
  - Report any unsafe electrical conditions to staff.
- **Plumbing**. The successful service provider shall:
  - Identify and perform basic repairs of plumbing;
  - Open any clogged lines and drains;
  - Replace seals and other minor parts in the plumbing systems;
  - Maintain any drinking fountains; and
  - Repair, replace, and maintain hot water heaters and other appliances.

- Painting. The successful service provider shall:
  - Apply and prepare various surfaces for paint, enamel, lacquer, varnish, or stain;
  - Remove or paint over any graffiti; and
  - Repair any damaged wall coverings.
- Grounds Maintenance. The successful service provider shall:
  - Maintain the grounds in a clean, safe, and orderly manner;
    - This includes mowing, trimming, weeding, aerating, managing minor pests, composting, and fertilizing lawns on the Properties.
  - Replace plants;
  - Set sprinklers;
  - Replace broken sprinkler heads;
  - Adjust automatic time clocks and system pressure;
  - Clean debris from grounds and roof gutters;
  - Maintain grounds maintenance equipment; and
  - Prune trees and shrubs.
- General Services. The successful service provider shall:
  - Repair and treats structures such as floors, showers, sinks, walls, roofs, and carpets;
  - Perform minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets;
  - Change filters on various ventilation units;
  - Install and service appliances, and report mechanical malfunctions to staff;
  - Assists in moving furniture and equipment;
  - Complete service requests and update work logs for specific site requirements;
  - Responds to safety hazards; and
  - Maintain clean, safe, and orderly work sites.

### Property Management

- Budgeting. In association with Partnership staff, the successful service provider shall develop and monitor the property's budget. As the year unfolds, the service provider shall inform the Partnership of any necessary budgetary adjustments and explain the need for such an adjustment.
- Maintenance Programs. In association with Partnership staff, the successful service provider shall:
  - Provide monthly maintenance cost monitoring;
  - Manage the daily maintenance issues at the Properties and coordinate service providers, as needed; and
  - Develop and implement preventative maintenance programs.
- Market Rent Analysis. In association with Partnership staff, the successful service provider shall provide an analysis of market rents and those of the competition, changes in area demographics, and anticipated absorption levels.
- Marketing Programs. In association with Partnership staff, the successful service provider shall develop and implement marketing programs that improve the image of properties and ensure successful leasing. A comprehensive program may include such essential marketing tools as brochures, advertisements, special events, property newsletters,

videos, maps, and site signs.

- Tenant Relations. In association with Partnership staff, the successful service provider shall maintain an attentive relationship with tenants in order to respond immediately to any concerns.
- Contract Specifications. In association with Partnership staff, the successful service provider shall prepare specifications for all contracted work (such as tenant improvement construction), obtain competitive bids, and supervise the projects.
- Documented Procedures. In association with Partnership staff, the successful service provider shall review documented procedures and ensure compliance with all federal, state, county, and local governmental statutes as well as administrative regulations, ordinances, and fire, health, and safety codes.

The Partnership may, from time to time, add properties to be serviced or remove one or more Properties listed above. **The Partnership may select more than one contractor to provide the Services.** The successful service provider is responsible for providing tools and equipment required for the performance of the Services at its sole expense. At its sole expense, the contractor shall provide all insurance required by law, including general liability and worker's compensation.

### **Proposal Content**

Proposals must include, at a minimum, the following information:

1. Experience and Qualifications of Contractor. Provide a detailed description of the contractor's experience in providing similar services. Include a description of any relevant experience, as identified in the Scope of Services above. Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services.
2. Availability. Provide an estimate of the general time frame the contractor is available to begin to provide the Services and length of availability.
3. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for the performance of the Services:
  - a. To allow the Partnership the option to select one or more contractors to provide the Services, please provide an itemized statement of all fees, expenses, and costs to be charged in the performance of the Services. When based on an hourly rate, provide the hourly rates to be charged for each individual who would perform the Services and a general description of how the work will be allocated
  - b. Provide an explanation if fees will be calculated on any other basis.
  - c. **A five percent (5%) proposal discount shall be applied to MBE contractors during evaluation. The proposal discount shall lower the eligible MBE**

**contractor's price proposal but shall not reduce the contract award amount. In order to qualify for the proposal discount, the eligible MBE contractor shall include with its proposal a copy of a current MBE certification approval letter issued by a federal, state, or local governmental entity.**

- d. It is anticipated that a maximum not to exceed amount will be established for the Services and that the contractor would be available to provide the Services for up to one (1) year.

### **Selection Criteria**

Proposals submitted will be reviewed by the Partnership's staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria:

1. Qualifications, experience, and previous success of the contractor and the individual in delivering similar services;
2. Availability to provide the Services;
3. Cost, after application of any applicable MBE discount, as described above; and
4. Responsiveness of the firm to the RFP categories.

The St. Louis Economic Development Partnership actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

### **Terms and Conditions**

The following terms and conditions apply to all proposals:

1. The Partnership reserves the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party. The Partnership reserves the right to request additional information regarding fee proposals and fee structures and to negotiate with bidders regarding the same.

2. This RFP does not commit the Partnership to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Partnership, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

### **Submission of Proposals**

**To be considered, proposals must be received no later than May 23, 2019, at 3:00 PM CST.**

Electronic proposals should be sent by email to [hbean@stlpartnership.com](mailto:hbean@stlpartnership.com).

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