



Request for Proposals (RFP)

Fabrication and Installation of Newspaper/Magazine Corrals

Introduction:

As a key strategy for the improvement of the downtown public environment, the Center City Commission has recently reached an agreement with local newspaper/magazine publishers to relocate their vending machines and honor racks to mutually agreed positions employing a new stationary rack system. This new rack system will provide for the security of the vending machines and honor racks, remove obstacles from the public right of way and make for a more orderly presentation of the public environment.

Submissions:

In addition to submission requirements listed within this document, all bid proposals must be submitted no later than 2:00 p.m., Thursday, June 17, 2010. Bidders will submit (6) six copies of their proposals in a sealed envelope indicating on the outside the Company Name and Project Name, "Newspaper/Magazine Corrals" to:

Center City Commission
114 N. Main St.
Memphis, TN 38103
Attn.: Jerome E. Rubin, Vice-President of Operations

**All proposals must be received no later than 2:00 p.m., Thursday, June 17, 2010.
Proposals received after that time will not be considered.**

The Center City Commission reserves the right to reject any and all bids and to waive any informality in bidding. The Center City Commission also reserves the right to delay the award of this contract.

Evaluation of Proposals:

Center City Commission staff will review the submitted proposals for compliance with project evaluation criteria and rank them accordingly. Staff will then submit its recommendations to a selection committee appointed by the Chairman of the Center City Commission. The selection committee will choose the most appropriate proposals for the project based on a range of

evaluation criteria and invite these companies to an interview if further information is needed or desired. The committee will then recommend the selected firm to the Center City Commission Board of Directors for approval and the beginning of contract negotiations.

The Center City Commission is not obligated to select any of the submitted proposals and may choose to reject all proposals and issue another RFP for the project. The submittal of proposals for this project does not bind the Center City Commission to any firm.

Commencement, Completion and Penalties:

Following the award of the contract, work on the project shall proceed according to the schedule and timing outlined in the selected proposal. The project will be complete on or before the date agreed to in the contract. The successful bidder agrees to pay the Center City Commission \$50.00 as penalty for each and every day required for the completion of the contract beyond the time stipulated in the contract for the completion of the work. The successful bid will also include the following: 1.) a lump-sum fixed price for material and installation, 2.) a unit price including material and installation and 3.) a schedule for delivery and installation.

Specifications/Installation Locations

See Media Box Corrals Attachment. (three pages)

See Newspaper Vending Map Attachment: Existing and Proposed Locations

Bonds:

No Bid Bonds required.

Contractor's Insurance:

The installation Contractor shall not commence work under the Contract until he/she has obtained all insurance required under this paragraph.

Comprehensive General Liability and Property Damage Insurance. Comprehensive General Liability shall include: Operation and Premises, Independent Contractors, Blanket Contractual, Fire Legal Liability, Products-Completed Operations, Broad Form Property Damage, and Personal and Advertising Injury coverages. The Contractor shall take out and maintain during the life of the Contract such Comprehensive General Liability and Property Damage Insurance as shall protect him and any subcontractors performing work covered by the Contract and the Center City Commission and its agents and employees from any claims of any nature, whether meritorious or otherwise, including property damage which may arise from operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them, and the minimum amounts of such insurance shall be as follows:

"Comprehensive General Liability Insurance for Bodily Injury (including death) and Property Damage \$1,000,000.00 – Combined Single Limits."

Proof of Carriage of Insurance:

The Contractor shall furnish the Center City Commission with satisfactory proof of carriage of the required insurance.

Assignment:

The Contractor shall not assign the Contract or any part thereof or any moneys due or to become due there under without the approval of the Center City Commission.

Laws:

The Contractor shall abide by and observe all laws, City Ordinances and regulations relating to the work to be done, and the use of public streets, alleys and highways. The contractor shall secure all permits and pay all license fees required by law before beginning the work.

Instructions to Bidders:

Each proposal shall include but not limited to the following items:

1. Proof of Carriage of required Insurance.
2. All other requested information pertaining to this Request for Proposal.
3. Proposals should be on 8 ½ " x 11" sheets contained in a binder and include a transmittal letter giving a summary of the proposal.
4. Please provide six (6) copies.

Reservations:

The Center City Commission reserves the right to reject any or all proposals submitted, to waive any requirement of informality in submitted proposals, and to negotiate changes in the scope of services to be provided.

Note: Color of finish to designated at contract signing.

Proposed Timetable:

Wednesday, May 19, 2010

RFP ad published

Thursday, June 17, 2010

Proposals Due

Thursday, June 24, 2010

Management meets to review and select proposal

Friday, June 25, 2010

Contract awarded