



**Project No. SVC-2021-46**  
**Request for Proposal**  
**Event Banner Installation and Removal**  
**November 08, 2021**

**Proposals Due Prior To: December 15, 2021 – 4:00 PM Pacific**

For more information regarding this project, contact:  
Robert Merritt, Facility Rental Coordinator at [rmerritt@cityofpa.us](mailto:rmerritt@cityofpa.us)

**CITY OF PORT ANGELES**  
**REQUEST FOR PROPOSALS**  
**EVENT BANNER INSTALLATION AND REMOVAL**

**INTRODUCTION:**

The City of Port Angeles (City) is seeking proposals from businesses (“Contractor”) who can perform event banner installation and removal under the direction of the Parks and Recreation Department.

The City’s banner rental program offers information on events, marking, and services. In an effort to promote Port Angeles city and Community Events, the City encourages use of its banner rental program at three locations – two along Front Street and one on First Street.

**SCOPE OF SERVICES:**

The selected Contractor will provide event banner installation, removal, transport services, equipment, traffic control, labor, and other banner services that may be requested by the City.

The Contractor shall be able to provide installation and removal banner services at a height of 30 to 35 feet above ground. The Contractor is responsible of furnishing all equipment needed to accomplish the work.

**SAFETY:**

The selected Contractor must be able to maintain public and their staff safety during the installation and removal of banners. The Contractor shall follow current OSHA regulations on fall protection. The selected Contractor must maintain their equipment to preserve optimal operating condition and ensure banner displays are securely installed to withstand inclement windy weather of Port Angeles.

The Contractor shall provide all traffic warning devices to alert approaching drivers and pedestrians of work in progress.

**SCHEDULE AND QUESTIONS:**

Activity	Dates
Release of Request for Proposal	November 08, 2021
Questions Due	December 10, 2021
Proposals Due	December 15, 2021

All question regarding this RFP shall be submitted in writing to Robert Merritt, Facility Rental Coordinator at [rmerritt@cityofpa.us](mailto:rmerritt@cityofpa.us). No responses will be provided for questions submitted after question due date above.

**MINIMUM QUALIFICATIONS:**

Respondents must have been in the banner installation and removal business for at least 3 years. Respondents must be licensed to do business in the State of Washington.

The Contractor must be insured and bonded in the State of Washington.

#### BASIS OF AWARD:

The City will award a not-to-exceed contract to the responsible Contractor whose proposal the City has determined conforms to the RFP, is fair and reasonable, and proposes the best overall value to the City, considering all non-price factors described herein, and price. All evaluation factors, other than price, when combined, are considered more important than price, however the Contract award shall not exceed the cost budget amount of **\$ 12,220.00** plus tax. Any additional costs, such as additional requests by the Parks & Recreation Department or repairs needed to the banner infrastructure shall be billed separately and not include in the regular monthly invoice.

The intent of this RFP is to obtain the best proposal within the cost limitation. After the City individually evaluates and rates each response, they will compare responses to determine which represents the best value. The City reserves the right to accept other than the lowest priced response or to reject all responses. The City will not award a contract to a Contractor whose proposal does not meet City requirement or a combination of flaws that appreciably increases the risk of unsuccessful contract performance to an unacceptable level. If there is a lower priced, conforming response, the City must determine that the added value of a more expensive response (within the cost limitation) would justify award to that Contractor.

Upon award of the contract to the successful respondent, the City will require evidence of insurance coverage.

#### ORGANIZATION OF PROPOSAL:

Respondents must provide complete proposals with Exhibits A, B, and C. Incomplete submissions may be rejected by the City as non-responsive.

All proposals shall be submitted in writing to Robert Merritt, Facility Rental Coordinator at [rmerritt@cityofpa.us](mailto:rmerritt@cityofpa.us).

#### GENERAL INFORMATION:

The City of Port Angeles reserves the right to cancel this request or reject any and all responses submitted or to waive any minor irregularities of this call if the best interest of the City would be served. No respondent may withdraw their proposal after the hour set for the due date thereof, unless the award of contract is delayed for a period exceeding *ninety (90) days*.

All materials submitted in response to this RFP become the property of the City and will not be returned. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

The successful respondent shall not assign the contract or subcontract, in whole or in part, without the prior written consent of the City. Such consent shall neither relieve the respondent from its obligation nor change the terms of the contract.

Contractors should be aware that any records submitted to the City or that are used by the City even if the Contractors possess the records may be public records under the Washington Public Records Act (RCW 42.56). The City must promptly disclose public records upon request unless a statute exempts them from disclosure. Contractors should also be aware that if even a portion of a record is exempt from disclosure, generally, the

rest of the record must be disclosed. Exemptions, including those for trade secrets and "valuable formula," are narrow and specific. Contractors should clearly mark any record they believe is exempt from disclosure.

The City of Port Angeles in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of Port Angeles is an equal opportunity and affirmative action employer. Small, minority- and women-owned businesses are encouraged to submit bids. All work performed on the project will be subject to the State of Washington prevailing wage rates.

### Exhibit A – Contractor Information Form

#### Event Banner Installation and Removal SVC-2021-46

**This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your company. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet must be attached. *Failure to submit this form may result in your proposal being deemed non-responsive.***

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signed By

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

### Exhibit B – Pricing

Note: Contractors shall predict their prices below base on a gasoline price of \$3.50 per gallon or less. Also, prices shall include labor, equipment, and time required to perform the work described.

Items	Description:	Amount:
1	No banner to install, but one to remove	\$
2	One banner to be installed with removal of banner	\$
3	Two banners to be installed with removal of banners	\$
4	Three banners to be installed with removal of banners	\$

**Pricing:** The Contractor’s prices shall be predicated upon a base gasoline price of \$3.50 per gallon or less. If fuel prices increase by \$.50 per gallon, an increase of 2.5% will be added to monthly invoice. If fuel prices increase by \$1.00 per gallon, an increase of 5% will be added to monthly invoice. If fuel prices increase by \$1.50 per gallon, an increase of 7.5% will be added to monthly invoice. Fuel price means the average retail price for 87 octane gasoline in the Port Angeles area for the calendar month. If fuel prices decrease after having risen enough to trigger a price increase then, a reduction of 2.5% on each monthly invoice for each \$.50 per gallon reduction in price will apply.

### Exhibit C – Contractor’s Qualifications and Experience

Answer all questions and provide clear and comprehensive information.

1. Name of Business: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
2. How many years have you been engaged in sign business, specifically the installation and removal of banners? \_\_\_\_\_
  
3. Provide references/clients below:  
  
Name of Reference Company 1: \_\_\_\_\_  
Contact Peron: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
  
Name of Reference Company 2: \_\_\_\_\_  
Contact Peron: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
4. The Contractor understands that all listed references/clients may be contacted for the purpose of evaluating proposals. \_\_\_\_\_ (yes/no)
  
5. The Contractor understands that banners shall be installed Monday morning and if Monday is a holiday, installation shall be Tuesday morning. The City may change day of installation upon notification to the Contractor. \_\_\_\_\_ (yes/no)
  
6. List of equipment available for this service: \_\_\_\_\_  
  
\_\_\_\_\_
  
7. Briefly describe below your qualifications for providing banner installation and removal as describe in the scope of service. One additional sheet may be submitted if needed.

Bidder’s Signature: \_\_\_\_\_  
  
Print Name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Date: \_\_\_\_\_