

**DOWNTOWN SPOKANE PARTNERSHIP  
REQUEST FOR PROPOSALS  
DOWNTOWN BANNER INSTALLATION AND REMOVAL**

**OVERVIEW**

In an effort to promote special events, the Downtown Spokane Business Improvement District (BID) encourages use of the downtown community banner program to enhance the promotion and esthetic of downtown.

The Downtown Spokane Partnership (“DSP”) requests proposals from businesses (“Contractor”) who can perform Downtown banner installation and removal under the purview of the Downtown Spokane Business Improvement District.

**OBJECTIVES AND SCOPE OF WORK**

The selected Contractor will provide Downtown banner, installation, and transport services for various banner campaigns and other banner services that may be requested by DSP. The Contractor shall be able to provide services for various coverage. Various zone coverage will be quoted by the Contractor and specified rates determined in the final Agreement signed by DSP and the Contractor.

**INSTALLATION, AND REMOVAL OF BANNERS**

DSP manages a variety of initiatives, events and programs that involve the display of banners for marketing and informational purposes. Examples of such activations and promotions include but are not limited to:

- Hoopfest
- Bloomsday
- Visit Spokane Branding
- Lilac Festival & St Patrick’s Day
- Sporting activities
- Large community events

In support of these programs, DSP seeks to engage the services of a Contractor that can provide banner installation, removal, and transportation to storage for a variety of campaigns in localized areas of Downtown.

**MAINTENANCE AND STORAGE OF BANNERS WHILE NOT IN USE**

In addition to services for the installation, and removal of banners, DSP seeks services for the maintenance and storage of banners while not in use. As part of the storage process, the selected Contractor will be able to clean the banners after removal and prior to storage with the goal of ensuring that the quality of the banners is maintained between each use. The selected Contractor will be able to store the banners in space leased by the DSP for future use.

The selected Contractor will be able to maintain banners for the duration of the installation, and may be

asked to perform a variety of tasks to preserve the professional appearance and quality of any banner displayed in DSP. For example, the Contractor may be asked to:

- lift sagging banners,
- straighten crooked banners,
- reinstall fallen banners, and
- repair and/or replace broken cables, poles and brackets.

## **PRESERVATION OF THE SAFETY OF STAFF AND THE PUBLIC DURING PERFORMANCE OF WORK**

The selected Contractor must be able to maintain at all times the safety of their staff and the public while the installation and removal work is performed. The selected Contractor must maintain their equipment to preserve optimal operating condition and ensure that the banner displays are as secure as possible and reasonably able to withstand inclement weather typical in Beverly Hills.

## **QUESTIONS**

Questions regarding this RFP are to be submitted by email only to Elisabeth Hooker at [lizh@downtownspokane.org](mailto:lizh@downtownspokane.org), no later than 4:30 p.m. July 26, 2024 The subject title of such emails should read "Banner RFP Potential Respondent - (Insert Contractor Name)."

## **MINIMUM QUALIFICATIONS**

Respondents must have been in the business of banner, or similar pole work to those detailed in this RFP for at least five (5) years. Respondent must already possess or be able to obtain a City of Spokane Business License and be licensed to do business in the State of Washington by the Secretary of State. Respondents must provide complete proposals, including all documents included in Appendix A. Submissions with incomplete questionnaires and pricing information are subject to rejection by DSP.

## **ORGANIZATION OF PROPOSAL**

The proposal shall include the forms listed in Appendix A, including both the questionnaire and pricing information. No other documentation will be required; however, the respondent may include up to five (5) additional pages which may include a cover page, further description of work experience, and sample work projects from other jurisdictions.

## **SUBMITTAL REQUIREMENTS**

The respondent shall submit one proposal submitted by facsimile or email. Bidders shall submit no later than 4:30 p.m., Friday, July 26, 2024:

Downtown Spokane Partnership

[info@downtownspokane.org](mailto:info@downtownspokane.org)

Subject: Banner RFP Attn: Elisabeth Hooker

Attachment: PDF or Word Document

DSP reserves the right in its sole discretion to reject any or all submissions in whole or in part for any reason without incurring any cost or liability whatsoever. All proposals will be reviewed for

completeness of the submission requirements. If a proposal fails to meet a material requirement in the RFP, or if it is incomplete or contains irregularities, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with the requirements in the RFP.

Immaterial deviations may cause a bid to be rejected. DSP may or may not waive an immaterial deviation or defect in a bid proposal. DSP's waiver of an immaterial deviation or defect shall in no way modify the RFP or excuse a respondent from full compliance with the remaining RFP.

Proposals that contain false or misleading statements may be rejected if in DSP's opinion the information was intended to mislead DSP regarding a requirement of the RFP. Bids may be rejected in any case where it is determined that the proposals are not truly competitive, or where the costs presented are not reasonable.

### **PROOF OF AUTHORITY**

The proposal will also provide the following information: name, title, address and telephone number of the individual who has authority to bind the Contractor and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the Contractor and shall contain a statement to the effect that the proposal is a Contractor offer for at least a ninety (90) day period.

### **EVALUATION CRITERIA**

DSP will evaluate the proposals with the intent of selecting the most qualified Contractor.

The most qualified Bidders may be invited for interviews with City representatives. DSP reserves the right to interview as many or few proposers as it deems appropriate. DSP also reserves the right to make its selection without conducting interviews.

### **CONTRACT**

DSP will prepare an Agreement for implementation between the successful Bidder and DSP.

### **GENERAL INFORMATION AND INSTRUCTION**

Any information obtained by the selected respondent is confidential, and the selected respondent shall not release or use the information in conjunction with any other endeavor.

Respondents are responsible for complying with all federal, state, and local rules and regulations. Respondents agree that DSP may, in its sole discretion, at any time prior to the execution of a final contract, accept, reject or cancel all or any part of a proposal, issue another proposal with terms and conditions similar or different to those set forth above, extend any deadline and/or supplement, amend or otherwise modify the proposal.

This RFP process does not commit DSP to award any contract, and DSP is not liable for any costs incurred by the respondent in the preparation and submission of a proposal.

The successful respondent shall not assign the contract or subcontract, in whole or in part, without the

prior written consent of DSP. Such consent shall neither relieve the respondent from its obligation nor change the terms of the contract.

Each respondent shall submit in full this completed original RFP document and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work it proposes to furnish. Respondent's failure to fully and adequately respond to this RFP may render the bid non-responsive and is grounds for rejection by DSP.

Upon the award of the contract to the successful respondent, DSP will require evidence of insurance coverage be furnished prior to issuing a purchase order. The amounts and types of coverage are specified in Appendix B of this RFP document. All insurance forms must be in a format acceptable to DSP.

Every supplier of materials and services and all contractors doing business with DSP shall be an "Equal Opportunity Employer" as required by Section 2000e of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11375, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.

Prices quoted herein must be valid for a period of not less than ninety (90) days after the closing date of this RFP.

**APPENDIX A**

**EXPERIENCE FORM AND QUALIFICATIONS QUESTIONNAIRE**

The Respondent shall provide the following information. Failure to fully complete the required information may render the Proposal non-responsive and possibly eliminate the proposal from further consideration. Experience must include banner fabrication, installation, removal, and storage services for municipal government organizations.

1. Respondent has been engaged in the banner fabrication, installation, removal, and storage services business under the present business name of

\_\_\_\_\_ for \_\_\_\_\_ years.  
(Name of Business) (Number)

2. Business license # \_\_\_\_\_ Issued by \_\_\_\_\_  
(Name of City for Business License)

3. Information for the main contact who would be able to answer questions regarding the proposal.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

The Respondent understands that all listed clients and references may be contacted by the DSP for the purpose of evaluating proposals. \_\_\_\_\_ (yes / no)

The Respondent understands that all installation and removal work as related to this RFP must be performed at night between 12 a.m. and 7 a.m., and must produce as minimal impact to residents and businesses as possible. \_\_\_\_\_ (yes / no)

Briefly describe in the space provided below your qualifications for providing banner, installation, removal, and storage services to the DSP as described in the scope of service in this RFP. One additional sheet may be submitted.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PRICING INFORMATION

Banners in Downtown Spokane are installed according to Zone. Staff at the DSP schedule and assign Zones to community organizations requesting to hang banners. Requestors may select between one and eight zones for install. Each zone contains a specific number of banner brackets.

Requesting community organizations are charged \$30 per banner to supplement the cost to the DSP. Quotes will affect the cost being passed on to organizations, consisting primarily of 501(c)3 nonprofits.

Banners are installed for a minimum of four weeks. Installer may be contracted up to twice a month to install banners depending on the time of year and current events.

- Zone 1 Spokane Falls between Brown and Monroe
- Zone 2 Main between Washington and Monroe
- Zone 3 Riverside between Washington and Monroe
- Zone 4 Sprague between Washington and Monroe
- Zone 5 Washington between First and Spokane Falls
- Zone 6 Stevens between Railroad and Spokane Falls
- Zone 7 Howard between Railroad and Spokane Falls
- Zone 8 Post between Riverside and Main (Small)
- Zone 9 Wall Street from Spokane Falls to Riverside (Small)
- Zone 10 Around the Grand Hotel at Spokane Falls, Washington, Main Ave, and Browne (Small)

Banners in Zones 1-7 are a finished size of 30" wide by 94 ½" tall. They are hung from 30' tall light standards installed in 1973, and require a bucket truck or lift to access. Banners in Zones 8, 9 and 10 are a finished size of 18" x 36" and hung from shorter acorn style street lamp and are accessible from a ladder.

Some zones accommodate seasonal decorations in place of banners, including lit decorative elements.

All pricing provided by the Respondent must include:

1. Post-installation maintenance such as smoothing or straightening as needed during the period in which the materials are displayed; and
2. Proper storage of materials; and
3. Inspection and cleaning of materials after removal from storage and prior to re-installation.\*

Installers should be bonded. Installer should obtain an obstruction permit from the City of Spokane for the specific zone for each instance of install. If requested the DSP will work with City of Spokane permitting to obtain a blanket permit on an annual basis.

Installer should submit a quote based on (1) the amount of time it will take to gather, install and store banners each month OR (2) the number of banners installed at a time.

\*DSP Staff coordinate with requesting organizations for the replacement of worn out and broken materials. Periodic inspection of all banners and brackets will be implemented in partnership with selected contractor and the DSP.