



October 20, 2011

**Graffiti Removal Services
Request for Proposal (RFP)
RFP #103-PKS04511**

The Bay Ridge Bensonhurst Beautification & Preservation Alliance, Inc (“Contractor”) is seeking a Vendor to provide graffiti removal services with funding provided by the NYS Office of Parks, Recreation and Historic Preservation.

Section A. Description of Requested Services

1. The services to be provided consist of removal of graffiti from private property as directed

“Graffiti” means any unauthorized inscription, word, figure, painting, or other defacement that is written, marked, etched, scratched, sprayed, drawn, painted, stuck-on, engraved on or otherwise affixed to or on any surface, regardless of the nature of the material of that structural component, to the extent the same was not authorized in advance by the owner thereof, or despite advance authorization, is deemed by the owner and reported to the Contractor to be a nuisance.

Vendor shall perform all work including, but not limited to, the furnishing of all tools, equipment, materials, supplies and manufactured articles and for furnishing all transportation, services, including fuel, power and water, essential communications and manage the performance of all labor, work or other operations required for the fulfillment of the Agreement. The work shall be complete, and all work, material and services not expressly called for in the Agreement, which may be necessary for complete and proper removal of graffiti to carry out the Agreement in good faith, shall be performed and furnished by the Vendor at no increase in cost.

Vendor shall remove graffiti using appropriate methods and apply or reapply anti-graffiti coating when such coating is removed during the graffiti removal process. In situations where it is warranted and to the extent practicable, graffiti-resistant paint and/or coatings shall be color-matched to the surface and applied in sufficient quantity to completely and properly remove the graffiti from being visible or detectable.

Within three working days of request by the Contractor, the Vendor shall provide graffiti removal services on private property, including, but not limited to, walls, buildings, signs, and fences and quasi-private property, including, but not limited to,

signs, utility boxes, utility poles, bus stop benches, and refuse containers, and all other display areas affected by graffiti and covered under this Agreement.

Prior to removal or paint-out, the Contractor requires the graffiti be documented with photographs from a camera for use in every removal project to include the site address of the graffiti removal area. The Contractor also requires photographs of the area after paint out for internal logs and project reports. These photographs must be provided along with Monthly Workforce Employment Utilization Reports.

Monthly Workforce Employment Utilization Reports must be completely filled out and attached to the Vendor's monthly invoice and photographs. The form is mandated by the NYS Office of Parks, Recreation, and Historic Preservation and MUST be submitted in order to process payments. Invoices submitted without the form will be significantly delayed pending receipt. Payment for invoices will be denied if the form is not received.

Section B. Evaluation Criteria/Required Information To Be Submitted With Proposal For Graffiti Removal and Abatement Services

1. A summary of qualifications and experience to show competence and success in providing graffiti removal services.
2. A written description of the various methods used in eradicating graffiti, including equipment used.
3. Sample before and after" photographs of areas previously marked by graffiti and subsequently cleaned up by Vendor in past projects.
4. Provide up to three work references, i.e. someone that can provide feedback based on their experience with Vendor's graffiti removal services. References should include name, address and phone number.
5. An hourly rate of expected compensation for graffiti removal. In addition, please provide cost estimates for removing various types and sizes of graffiti.
6. Under no circumstances will the dedicated project budget exceed \$40,400.00 (forty thousand and four hundred dollars). There are no allowances in deviations from this project amount. However, the proposal submitted by the Vendor should include a budget up to \$40,400.00
7. A sample Contractor graffiti removal agreement is attached for reference. Note any issues or concerns Vendors may find in entering this agreement with the Contractor, and include these concerns in proposal.

8. The project will begin no earlier than January 1, 2012 and end no later than August 31, 2011. All graffiti removal services must be completed within this time frame.

Section C. Selection Process

Prospective Vendor selection is anticipated to occur through the process outlined herein and is based on a complete proposal and the answers to the items contained in Section B above. The Contractor is seeking proposals, including qualifications, from Vendors with the proven experience to remove and abate graffiti from various surfaces in a timely manner and the ability to accurately account for the work completed.

Section D. Pre-proposal Inquiry

Those wishing to submit a proposal are encouraged to contact the Contractor. Please address any questions regarding the Graffiti removal services opportunity to: Lisa Deljanin, Project Coordinator, at 9201 4th Avenue 7th Floor Brooklyn NY 11209, or telephone at (718) 491-1705, or email ldeljanin@yahoo.com

Additional Contact Information: Patrick Condren, Consultant for Executive Director Services, 9201 4th Avenue 7th Floor Brooklyn NY 11209, or telephone at (718) 491-1705, or email pcondren@verizon.net

Copies of this RFP may be found on the Contractor's web site at: www.bayridgebensonhurst.net

Section E. Procedure/Schedule

The procedure for selection is as follows:

1. Proposals must be submitted to the Contractor's Office no later than December 31, 2011 by 5:00 p.m., at 9201 4th Avenue 7th Floor Brooklyn NY 11209.
2. Desirable and qualified prospective Vendors may be invited for an interview and presentation of their proposals; and
3. Following review and analysis of the proposals, the Board of Directors will recommend the selection of a prospective Vendor to enter into a graffiti removal agreement.
4. The Bay Ridge Bensonhurst Beautification & Preservation Alliance, Inc is not obligated to select any proposals as part of this process and any costs associated with submitting proposal are at responder's own risk.

Section F. Additional Administrative Requirements

The Agreement with the Contractor will be contingent upon receiving the following permissions:

NYS Office of Parks, Recreation, and Historic Preservation (OPHRP).

All dedicated Program funding is void should the Contractor receive notification that the contract is terminated or modified for any reason seen fit by NYS OPHRP

Section G. Submittal Information

Request for Proposal (RFP) Submittal Deadline and Location:

All RFP submittal materials must be received **no later than 5:00 p.m. on December 31, 2011**. Incomplete or late submittals will not be considered.

Deliver three (3) copies of submittal to:

Bay Ridge Bensonhurst Beautification & Preservation Alliance,
9201 4th Avenue 7th Floor
Brooklyn NY 11209

Attention: Graffiti Removal RFP

There will be no public proposal meetings or hearings.