



REQUEST FOR PROPOSALS

Maintenance of Garment District Parking Pole System

Maintenance of Garment District Parking Pole System
Fiscal Year 2024 - July 1, 2023 through June 30, 2024

INTRODUCTION

The Garment District Alliance (“GDA”) is a not-for-profit corporation established in 1993 to promote the physical and economic development of Manhattan’s Garment District. The GDA provides the district with security and sanitation services, as well as marketing, social services, economic development and streetscape improvement programs.

As part of its streetscape improvement initiatives, the GDA has installed custom parking poles throughout the district (see Attachment A – PHOTO and Attachment B - MAP), replacing the standard DOT-issued poles with a custom system, which consists of a base, pole, sleeve, frame, and caps all of which were fabricated for the GDA. (See Attachment C – SCHEMATIC)

Through this RFP, the GDA will select a contractor to provide ongoing maintenance of its parking pole system. Selection will be based upon the most competitive bid, which conforms to the requirements outlined in this RFP.

CONTRACT TERM

The contract shall be for an initial period of one (1) year, from July 1, 2023 to June 30, 2024 with the option to extend for up to three (3) additional years. The GDA shall have the sole option to extend this contract on an annual basis for up to three (3) additional years, to be exercised by giving the contractor written notice prior to the expiration of the initial term.

SCOPE OF WORK

The Garment District Alliance will conduct weekly surveys of the Garment District signage and will forward work orders to contractor. In addition, the GDA will forward any DOT signage work orders to the contractor for immediate completion.

Contractor must have the capacity (in equipment and manpower) to respond quickly to requests, to transport materials, to store materials, to work in a crowded urban area, to install and remove bases in pavement, and to keep

a running tally of the GDA's stock of parts and its usage of signs from DOT. Workload is varied and unpredictable. Additionally, contractor must be able to improvise on-site and make logical decisions to complete work efficiently and minimize cost of services to the GDA. Ideally, contractor is familiar with DOT, its yard, and its parking order form system.

The contractor is expected to:

- Perform maintenance on Garment District parking signage as follows:
 - Repair/replace damaged or missing poles, frames and signs
 - Change signage to keep up to date with DOT sign orders
 - Receive, interpret, and respond to DOT parking orders, forwarded from the GDA to the contractor via email
 - Coordinate with and travel to DOT's signage yard in Long Island City to pick up the appropriate DOT signs as specified in the signage order
 - Reply to maintenance requests emailed from the GDA within 0-4 hours. (Maintenance requests and the majority of other communications from the GDA will be sent via email.) In your reply, specify a reasonable timetable for completion of work in accordance with the following terms:
 - From receipt of notification by the GDA, contractor will:
 - Repair/replace fallen poles and missing signage within same business day.
 - Repair/replace bent or otherwise damaged poles and signs within 24 hours.
 - Fulfill new sign orders from DOT within 48 hours of receipt of signage.
- Have the capacity to store up to 30 GDA poles, bases, and caps
- Be well-organized and maintain records of all work completed and parts used; keep a running tally of materials on-hand and notify the GDA when new parts need to be ordered
- Complete work only as requested by the GDA and report any additional/other services to the GDA in advance
- Bill the GDA after each job is completed, specifying work completed and hours spent
- Warrant that you are fully insured to perform the work specified in this agreement and have, or will obtain prior to performing any work under this agreement, any and all necessary permits required by any New York City statute, rule or regulation

PROPOSAL SPECIFICATIONS

1. Provide a brief overview of your organization:
 - a. List principal(s) and/or project manager(s) who will be responsible for the execution and/or oversight of the maintenance.
 - b. Describe your operations, facility locations, etc.
2. Please detail in your proposal how you would complete the work as specified in the attached sample work order (Attachment D – SAMPLE WORK ORDER).
3. Please provide a sample invoice (itemized) that includes cost of work and cost of travel time. If you bundle vehicle time and maintenance time, please specify so that the GDA can compare a variety of proposals, apples to apples.
 - a. Estimate cost of maintenance for two crewmembers. Specify hourly rate for maintenance.
 - b. Estimate cost of travel/vehicle time necessary for maintenance work. Specify hourly rate for travel/vehicle time.

Applicants should submit a VENDEX form or proof of a current VENDEX already on file with the City of New York.

CONTACT

GDA must receive all proposals, in writing, by **5:00 pm, Friday, February 10, 2023** to:

Jane Rossman
Manager, Streetscape Improvements & District Planning
Garment District Alliance
209 West 38th Street, 2nd Floor
New York, NY 10018
Tel. 212.764.9600
Fax. 212.764.9697
Email: jrossman@garmentdistrictnyc.com

For general questions regarding this project or this RFP, please contact Jane Rossman at (212) 764-9600 or jrossman@garmentdistrictnyc.com.

ATTACHMENTS

Attachment A	PHOTO
Attachment B	MAP
Attachment C	SCHEMATIC
Attachment D	SAMPLE WORK ORDER