

The Urban League of Metropolitan St. Louis

**Requests Proposals for COMPUTERS AND PRINTERS for the Urban
League – Dellwood Senior Housing Project**

for

**Urban League Senior Housing Project – Dellwood Senior
St. Louis, Missouri**

Issue Date: October 19, 2023

Submission Date: November 3, 2023

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Part One: General Conditions

1.1 Overview

This Request for Proposal (RFP) is issued by the Urban League of St. Louis, Missouri for COMPUTERS AND PRINTERS for the Urban League- Dellwood Senior Housing Project. The RFP process consist of two parts:

- Any Site Meeting Coordination Needed – Week of Oct 23rd
- Submission of Proposal

1.2 Project Description

Urban League Senior Housing at Dellwood (the “Development” or the “Project”) will consist of a 44-unit mixed income, senior (62 +) apartment community located in Dellwood, Missouri (St. Louis County). The Project consists of a three-story brick and fiber cement building that will include 40 one- bedroom and 4 two-bedroom units. The Project site is located at 9947 W. Florissant Avenue in Dellwood, Missouri and located in the “West Florissant Corridor” of Dellwood. Amenities included in the design are a senior citizen community center, as well as in-unit laundry. Exterior amenities include free parking, enhanced security features and an on-site management company.

Part Two

Scope of Services: COMPUTERS AND PRINTERS on the Dellwood Senior Housing Project

2.1 Introduction

2.2 Detailed Scope of Services

Computers & Printers: 6 desktop computers and monitors. 1 small business type floor standing printer, scanner, copier. 2 small business type countertop printers, scanner, copier. Supply all cords and cabling for each computer and printer.

*Add alternate to be included for up to 2 additional computers. Please provide cost per additional unit.

Part Three:

Selection Process

3.1 Selection Process

We strongly encourage participation by minority and women business at the local level.

The selection process consists of three parts:

- Site Meeting if needed
- Submission of Proposal
- Review and Selection of Subcontractor

As previously noted, proponents are responsible for all costs related to site visits and interview attendance.

Task	Due Date
Distribute RFP	10/19/23
RFP Candidates submit questions about RFP/Project	10/27/23
RFP Responses to questions if any	10/31/23
RFP Proposals Submitted from firms	11/03/23
Review/Screening of Proposals/Narrow to finalists	11/03-11/7
Site Visit if needed	10/23-10/27
Firm Select	11/8/23

The following contact information is provided for communication and submission of proposal:

Gardner Capital /Construction Management

Cory Pritchard

cpritchard@gardnercapital.com

3.2 Form of Submission

- Cover Letter
- Detailed Proposal
- Mobilization Date
- Projected Schedule
- Detailed bid – expected to be turnkey

3.3 Selection Criteria

Proposals will be evaluated according to the quality of the submission and the team's response to the particular needs of this project/

Selection Criteria	Percentage of Scale
Quality of Proposal	25%
Team Organization/Minority Participation	25%
Schedule	25%
Budget	25%
Total	100%

3.4 Questions and Communication

For clarification on any aspect of this RFP you are invited to direct inquiries, in writing only, by mail or facsimile or e-mail to:

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