



REQUEST FOR PROPOSAL

Proposals are now being solicited from graphic design and website maintenance for the South Grand Community Improvement District (SGCID), a political subdivision of the State of Missouri.

Proposals should be submitted in writing. All responses should provide pricing for the following:

1. South Grand brochure
2. Website maintenance and updates with graphics
3. Events
 - South Grand Art Walk (May)
 - South Grand Dine Around (June)
 - South Grand Fall Festival (September)
 - South Grand Chalk Walk (October)
 - Grinchmas (December)
 - Five Pocket Park events: kiosk posters (May-December)

Notes:

Break out cost per line item: Brochure Design, website maintenance and updates, and per event.

Please provide samples of your work and three references.

- **Brochure Design:** photography, crop lines for printer, send file to printer
- **Website:** district pays for host. Your company is to provide software for updates. Quarterly photos are to be updated on website. South Grand staff will provide the content.

Events:

- **South Grand Art Walk:** postcards, poster, map, ads-advertisers, Facebook and website graphic
- **South Grand Dine Around:** postcards, poster, ticket, ads-advertisers, Facebook and website graphic
- **South Grand Fall Festival:** postcards, poster, map, banner, ads-advertisers, Facebook and website graphic
- **South Grand Chalk Walk:** postcards, poster, ads-advertisers, Facebook and website graphic
- **Grinchmas:** poster and ads-advertisers, Facebook graphic, and website graphic
- **Pocket Park Events:** kiosk poster, Facebook and website graphic. These graphics are to be basic. They are to promote our movie nights, concerts, markets, etc.

Fee logistics

If you are partnering with a website designer and/or graphic designer submit in one proposal but breakout each cost. Provide an annual fixed fee for the next three fiscal years: June 30, 2021-2023.

Proposal must be delivered during normal business hours via US mail or via email and are due in the office of the South Grand Community Improvement District at 3115 South Grand Blvd. Suite 350-B Saint Louis Missouri 63118 by **Monday March 15, 2021** or via email at rachel@southgrand.org.

The SGCID seeks to obtain and purchase all services at the lowest possible total end-use cost, considering the primary factors of price, compliance with specifications, service, quality and timely delivery.

The successful begins service July 1, 2021. One or more of the proposers may be interviewed by a group of representatives from the entities before a contract is offered. Either the client or contractor may cancel the contract with a 30-day written notice.

The SGCID reserves the right to accept or reject any and all proposals deemed to be in the best interest of the entities separately and/or collectively. Additionally, the entities reserve the right to delay making an award in order to permit additional or needed study and analysis of all proposals received.

The SGCID is an equal opportunity employer and do not discriminate based upon race, sex, age, religion, national origin, disability ethnicity or sexual orientation.

Any questions regarding this request for proposal should be directed to Rachel Witt at (314) 772-5750 or via email at Rachel@southgrand.org.