



Request for Proposals

for

Winter exterior maintenance program for Seniors

ATTN: Christina Brewington
2838 Market St.
Saint Louis, Missouri 63103
Office: (314) 333-5665

About the Winter exterior maintenance program for Seniors

The Winter exterior maintenance program is part of the Minor exterior home repair program for Seniors, and is a nonprofit-public partnership between Employment Connection and the Community Development Administration (CDA). The program assists low to moderate income homeowners who own and occupy their home in the City of St. Louis. Designed to help homeowners stay in their homes, the program preserves the vitality of dwellings by making code, health, and other safety repairs.

About Employment Connection

Employment Connection is a nonprofit St. Louis community asset that breaks down barriers to self-sufficiency for individuals with limited opportunities including the homeless, ex-offenders, U.S. veterans, high school dropouts, women on welfare, and at-risk youth.

Offering more than just a job, Employment Connection provides valuable resources, training, and support to inspire and empower clients to change their circumstances and become employed.

About CDA

The Community Development Administration (“CDA”) promotes neighborhood growth and stabilization through community development and the production of new and rehabilitated housing, especially for low- and moderate-income people.

Contractor Information

Employment Connection: St. Louis and CDA are looking for the following qualified contractors to do the following work:

Seasonal exterior maintenance:

1. Snow Removal Driveways
2. Snow Removal Steps/Walkways
3. Salting

We do not discriminate on the basis of race, religion, color, disability, or national origin in the administration of the program. CDA is an equal opportunity Agency. We actively encourage submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans.

Applications

Applications are attached as part of this RFP and should include the following information:

1. A demonstrated history of quality work on related projects.
2. If applicable, identify any experience(s) working with the City of St. Louis.

Selection Criteria

Submissions will be reviewed inclusion on a list of potential contractors to be utilized on an as-needed basis (the “Qualified List”). Final selection of firms for the Qualified List will be made based on the following criteria:

1. Qualifications, expertise, and experience in providing similar services
2. Availability and approach to provide services

3. Current or the ability to secure Comprehensive Public Liability Insurance: General Liability, for each occurrence, at least \$300,000.00
4. Current or the ability to secure Workers Compensation and Employers' Liability as set for the State of Missouri.
5. Current or the ability to secure Automobile Insurance for contractor's vehicles on the job site at full coverage
6. Contractors must have a current City business license and have an account with the city Collector of Revenue.
7. Contractors must be current on payment of City taxes and pass a tax clearance check-in.

Submission of Responses

RFP submissions are due by December 5, 2025 by 5 pm CDT. Questions about this RFP should be sent by email to brewingtonc@employmentstl.org; or can be answered by phone at (314) 333-5665.

This contract may be financed (in part) (wholly) through an allocation of State and Local Fiscal Recovery Funds from the U. S. Department of the Treasury and the City of St. Louis' Community Development Administration." Equal Opportunity Employer.

Electronic submissions can be sent by email to brewingtonc@employmentstl.org (preferred method). Hard copy applications should be delivered to Christina Brewington at the address below:

Employment Connection: St. Louis
ATTN: Winter Exterior Maintenance Program for Seniors
2838 Market St.
Saint Louis, Missouri 63103
Office: (314) 333-5665

Bid Form

Contractor Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Federal ID #: _____

St. Louis City Business License # _____

DBE/MBE/WBE Certification # and Date: _____

Please list the names and addresses of 3 locations where you've recently worked. Include name, address, email, and telephone of each reference listed.

1. _____

2. _____

3. _____

Bid Items:

Seasonal Exterior Maintenance: List Cost per Item per occurrence, for approximately 70 single family households

Snow Removal and Salt Treatment for one drive and one set of steps and walkway: _____

Alternate: Add one set of steps and walkway: _____

Number of clients applying for _____

I/We hereby certify that the foregoing figures and the statements contained herein, submitted to obtain approval for the Senior Minor Home Repair Program(SMHRP), are true and correct to the best of my/our knowledge and belief. I/We have provided the above information, and certified that it is true, and have fully authorized Employment Connection to verify said information. I/We understand that approval does not guarantee work availability from the agency.

Updated insurance documentation must be supplied to the agency upon approval on an annual basis. I/We also understand that the SMHRP agencies reserve the right to terminate approval based on documented poor performance, failure to pay suppliers, or failure to supply adequate insurance documentation or other applicable licenses. Furthermore, I/We agree to indemnify and hold Employment Connection, Employment Connection Board of Directors, employees, volunteers, homeowners and visitors; Community Development Administration for the City of St. Louis, free and harmless from any and all liability for injury to or death of any person, or for damage of property arising from the use and construction inside the premises by contractor or from the act or omission of any person or persons.

Authorized Representative Signature: _____

Printed Name: _____

Date: _____