



## **Request for Proposal (RFP)**

### **Bench Repair and Staining Services**

#### **Issued by:**

Lake Geneva Business Improvement District  
626 Geneva Street  
Lake Geneva WI, 53147  
Contact: Alexandria Binanti, Executive Director  
262.716.9529  
director@downtownlakegeneva.org

**Issue Date:** 5/23/25

**Proposal Due Date:** August 11<sup>th</sup>, 2025 by 4PM.

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### **1. Introduction**

Lake Geneva Business Improvement District is seeking proposals from qualified contractors or service providers to perform repair and staining services on 127 public benches located throughout the City of Lake Geneva. The goal is to restore the benches to safe, functional, and aesthetically pleasing condition.

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### **2. Scope of Work**

The selected contractor will be responsible for:

- Inspecting all designated benches to assess needed repairs
- Repairing damaged wood, metal, or fasteners as needed
- Sanding surfaces to prepare for stain application
- Applying outdoor-grade wood stain (color to be approved by owner)
- Cleaning the work site and disposing of waste materials appropriately

The benches are located at:

Downtown Lake Geneva Business District as well as at The Riviera (along with Wrigley Drive walkway along the lake, Flat Iron Park, Library Park, and Seminary Park. The city also houses some overflow at the Department of Public Works.



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### 3. Proposal Requirements

Interested contractors must submit a proposal including:

- Company name, address, and contact information
- Summary of relevant experience and qualifications
- List of similar projects completed
- Proposed timeline for project completion detailing bench retrieval, repair, and delivery at designated locations
- Total cost estimate, broken down by labor, materials, and any other fees
- Proof of insurance and applicable licenses
- References from at least two previous clients

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### 4. Project Timeline

- RFP Issue Date: 6/16/2025
  - Deadline for Questions: 8/1/2025
  - Proposal Due Date: 8/11/2025 at 4PM
  - Selection Notification: 8/20/2025
  - Project Start Date: Earliest September 22, 2025
  - Project Completion Deadline: Latest March 1, 2026
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## 5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Experience and qualifications
- Proposed cost
- Timeline for completion
- Quality of previous work (references)
- Responsiveness to RFP requirements

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## 6. Submission Instructions

Please submit your complete proposal via email (PDF format preferred) or deliver a printed copy to:

Alexandria Binanti  
Lake Geneva Business Improvement District  
[director@downtownlakegeneva.org](mailto:director@downtownlakegeneva.org)

626 Geneva Street  
Lake Geneva WI 53147

All proposals must be received no later than 8/11/2025 at 4PM.

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## 7. Additional Information

- The organization reserves the right to reject any or all proposals.
- Site visits can be scheduled upon request before the proposal deadline.
- Questions can be submitted in writing to [director@downtownlakegeneva.org](mailto:director@downtownlakegeneva.org)