

July 29th, 2015
REQUEST FOR PROPOSAL FOR
HOLIDAY LIGHTING INSTALLATION and REMOVAL
DOWNTOWN WYANDOTTE
WYANDOTTE, MICHIGAN
BID FILE NUMBER 4678

CONTACT:

City of Wyandotte
Downtown Development Authority
Natalie Rankine, Director
3200 Biddle Avenue, Suite 300
Wyandotte, MI 48192

BACKGROUND

The Downtown Development Authority (DDA) is comprised of citizens who represent businesses and property owners of the Downtown District. The Downtown Development Authority Director and the Mayor of the City of Wyandotte also sit on the DDA Board. Members are appointed under the authority of the Mayor of the City of Wyandotte, and serve a term of four years. The Wyandotte Downtown Development Authority initiates and coordinates downtown development through design, business recruitment, promotion and the effective use of private and public space for an attractive, festive downtown atmosphere.

GOAL

Our goal is to create a festive downtown atmosphere for the holiday season. The lighting display will be complete as directed by the DDA to be complete before the weekend of the Thanksgiving holiday and to be removed on or about the weekend after New Year's Eve. This is an optional three year contract beginning with installation in November 2015 for seasonal programs in 2015/2016, 2016/2017 and 2017/2018. Proposals must include and specify a bid for each of these years. Please see Scope of Services below.

INVITATION

Your firm is invited to submit a proposal to serve as the DDA's contractor for the above referenced.

SELECTION PROCESS

The BID will accept proposals until Monday, August 24th at 3:00 PM. Proposals should include at a minimum, the following information:

1. Bid quotation and all required attachments enclosed in a sealed envelope and
 - a. Marked with a bid number and bid title
 - b. Marked with name of bidder
 - c. Marked with due date of bid
2. Bid cover page with Bid File number
3. Statement of qualifications and relevant experience

4. Proposed scope of services and design (please note colors of tree canopies and stems in bid)
5. Project pricing with pricing breakdowns of areas denoted in the Scope of work below
6. Proposed work schedule fee for services must include a fee for each seasonal year
7. Any addenda issued to this bid

Please submit three (3) copies of proposal. All proposals must be received as a hard copy and may not be submitted electronically. A bidder will be selected at the Board's discretion no later than October 20th and notification of award will follow.

1. The City will not accept bids via fax or email.
2. Bidders are encouraged to submit written questions about the bid. All questions to potential bidders will be answered via email. In order to ensure all potential respondents receive the same information, the City will post responses for supplemental information on the city website. Bidders are responsible for checking the City's website for the issuance of any addendums at: www.wyandotte.net

The selection of the bidder is solely at the discretion of the DDA Board of Directors with approval by the City Council. The DDA reserves the right to consider all or parts of any proposal, and is under no obligation to accept any or all proposals. The DDA reserves the right to negotiate further with any bidders after the receipt of the proposals.

Upon award the contractor must provide a \$1,000,000. (One million dollar) liability insurance binder naming the City of Wyandotte as additional insured.

Proposal Due: Monday, August 24th at 3:00 pm

SCOPE OF SERVICE

All lighting shall be installed and in working order a minimum of 5 days prior to our Annual Tree lighting which occurs the Third (3rd) Friday of November each year. Lighting shall be removed on or about the Second (2nd) weekend of January. Contractor is responsible for removal and storage. Bidder shall be responsible for replacement, maintenance and upkeep of lighting display for the duration of this period. Please see the attached map.

The lighting will focus on lighting the trees in the following areas of the DDA District:

1. Biddle Avenue from Eureka to Chestnut (White LED and/or any combination/pattern of either white, green or red LED)
2. First Street from Maple to Oak (White LED and/or any combination/pattern of either white, green or red LED)
3. North side of Oak Street west of First Street (White LED and/or any combination/pattern of either white, green or red LED)
4. Elm Street from First Street to Third Street (White LED and/or any combination/pattern of either white, green or red LED)
5. Maple Street from Biddle to Third Street (White LED and/or any combination/pattern of either white, green or red LED)

6. Sycamore Street from Biddle west to curb-cut of the City Hall parking lot (White LED and/or any combination/pattern of either white, green or red LED)
7. The fountain area located at Eureka and Biddle Avenue (White LED and/or any combination/pattern of either white, green or red LED)
8. Arbor located at Biddle and Maple (curtain of White lights)

Firms interested in providing services must submit one copy of their qualifications and proposal by 3:00 pm, Monday, August 24th to City Clerk's Office, 3200 Biddle Avenue, Wyandotte, Michigan 48192.

The DDA is the point of contact before award of the contract. Submitters are asked to refer all inquiries and questions to Natalie Rankine, DDA Director, City of Wyandotte DDA, 3200 Biddle Avenue, Wyandotte, MI 48192. Tel: (734) 324-7298. Fax: (734) 324-7283. nrankine@wyan.org

DOWNTOWN CHRISTMAS LIGHTS



○ Wrap trunks and branches (Combination of white/red/green)

DOWNTOWN CHRISTMAS LIGHTS

Match line



○ Wrap trunks and branches (Combination of white/red/green)

■ Curtain of white lights hanging from arbor

● Christmas Tree (to be illuminated by DPS)