

DOWNTOWN HOLIDAY TREE LIGHTING RFP 2021 – SUMMARY

Imlay City Downtown Development Authority
150 N. Main Street
Imlay City, MI 48444
(810)724-2135

The Imlay City Downtown Development Authority (DDA) is seeking qualified firms to prepare and submit proposals for holiday tree lighting in Downtown Imlay City.

PURPOSE & OBJECTIVES

The DDA is interested in receiving proposals from companies or agencies with the ability and interest in providing these services. A minimum of a one (1) year contract with options to renew for additional years will be negotiated. The service contract will cover a time period that begins May 1, 2021 and ends May 1, 2022

In order to evaluate the proposals on an equal basis and to ensure the proposals meet the minimum goals of the DDA, each proposal should at a minimum address the following terms and conditions for services being bid identified in “Definition of Services.”

DEFINITION OF SERVICES (HEADLINES)

BID ITEM # 1

DOWNTOWN TREE LIGHTING

- There are 31 trees in downtown Imlay City that are decorated.
- In October of 2021, the trees will need Christmas lights installed on them. The DDA will provide the lights for installation. There are approximately 400 strands (325 strands of white lights and 75 strands of blue lights). The tree trunks will have blue lights and the white lights will be strung on the branches. All light strands are to be utilized.
- In January of the following year, the lights will be removed from the trees and returned to the DDA Director in a neat and orderly fashion, similar to the condition when they were distributed for installation.

BID ITEM #2

LIGHTING OF TREE LOCATED IN LAMB STEELE PARK

- The tree to be decorated is located at the south end of Lamb Steele Park, just west of the Senior Center parking lot (behind City Offices, 150 N. Main St., Imlay City, MI 48444).
- The tree to be decorated is approximately 55 feet tall and 20 feet wide.
- In October of 2021, the tree will need Christmas lights installed on it. The DDA will provide the lights for installation. There are 25 strands (100 feet each) of colored C-9 lights. All light strands are to be utilized unless otherwise determined by the Director of the DDA.
- In January of the following year, the lights will be removed from the tree and returned to the DDA Director in a neat and orderly fashion, similar to the condition when they were distributed for installation.

TIMELINE

- Advertisement of RFP during the week of March 1, 2021
- Bids due March 31, 2021 by 12:00 p.m.
- Opening of bids March 31, 2021 at 12:00 p.m.
- Contract granted / approved at the April 2021 DDA Meeting / City Commission Meeting
- Amendments to the cost of services can be done before the adoption of the DDA's budget for the fiscal year 2021/2022.

EMPLOYEES

The successful contract shall provide the name and phone number of a supervisor dedicated to the City's downtown lighting program. The successful Contractor shall provide all other staff contacts that will be responsible for the implementation of the contract during the life of the contract. All employees shall be the responsibility of the Contractor, who shall be solely responsible for the terms and conditions of their employment and remuneration. The Contractor agrees that all employees shall meet the DDA's standard of appearance and etiquette, adhering to the same regulations that are promulgated by the City with respect to the department of its employees. Each employee shall wear a clearly identifiable uniform that has been approved by the DDA. Each employee will be in possession of a valid Michigan operator's, chauffeur's, or other license appropriate for the type of vehicle or equipment that is being operated. The DDA reserves the right to refuse the service of any employee of the Contractor who does not meet the standards stipulated herein. Contractor shall be responsible for replacement of said employee immediately so as not to disrupt services.

MATERIALS AND EQUIPMENT

The successful Contractor will provide all items used in the course of providing the requested services as set forth in this document. The Contractor shall be solely responsible for all repairs, maintenance and storage of vehicles and/or equipment used in the course of providing the requested services set forth in this document.

HOLD HARMLESS

The successful Contractor hereby agrees and undertakes to indemnify and save the City and DDA harmless of and from all claims, demands, and rights of action of every name, nature and description whether arising under State or Federal statutes, or at common law, for injury or alleged injury to persons whether employees of the City, or the Contractor, or to third parties, and for damages or alleged damage to property regardless of to whom it may belong, in whose custody it may be, arising through, on account of, or out of this agreement and formed negligently or otherwise. The Contractor will, upon notice from the City, settle, adjust or defend the same at its sole cost and expense, and without expense to the City, and will pay any judgment rendered therein, together with costs of the court.

HOURS OF PERFORMANCE

The successful Contractor shall identify the number of personnel that will be provided to perform each bid item, the hours and days of the week that they will be working (unless specifically indicated in this document) and an anticipated work schedule. Neither the workers nor the services they are providing shall be conducted as to interfere with a business or its customers.

COSTS

The successful Contractor shall provide a cost breakdown for each item being bid.

REFERENCES AND EXPERIENCE

In addition to adhering to the above terms and conditions, the prospective Contractor should be able to provide the following:

- A demonstrated knowledge and the ability to undertake and perform the services being requested upon which the bid is being provided.
- A brief company history and background with regard to company reliability, experience and the ability of service persons directly employed or supervised by the Contractor to render prompt and satisfactory service. The background should include a list of references.
- A list of the roles and responsibilities of the individual who will be directly involved with the supervision of the persons providing the service or services.

LICENSE(S), PERMITS AND INSURANCE

The successful Contractor shall maintain and provide copies of all required or necessary licenses, City, State and Federal. The Contractor shall obtain and pay for any permits, fees and assessments required by the City of Imlay City for the execution of the work. A proof of the following insurances must be received by the DDA before work can be done:

- Workers' Compensation Coverage (Statutory)
- Employers Liability Coverage (\$500,000)
- Commercial General Liability (\$1,000,000) and
- Automobile Liability (\$1,000,000)

START UP

The term of the contract shall be from May 1, 2021 through May 1, 2022. The successful Contractor shall be prepared to start with all services on May 1, 2021.

EVALUATION

The following process will be utilized in the selection of a firm for this project:

1. A firm shall submit its response to this request for proposals to the DDA by 12:00 p.m. on Wednesday, March 31, 2021.
2. The DDA Director will review all proposals at the time of bid openings. Proposals deemed to be in the best interest of the DDA shall be selected for a phone call and/or walk through of the downtown.

3. Upon completion of phone calls and walk through, the DDA Director intends to select a “preferred firm” with any and all of the bid request items. If an agreement/contract cannot be reached with the first selection, the DDA reserves the right to terminate discussions and begin negotiating with another applicant. The agreement/contract will be executed with a single entity, but this does not preclude a consortium effort. Any necessary clarifications and/or adjustments to bid items and required services shall take place during such negotiations.
4. The agreement/contract will then be reviewed and approved by the DDA Board of Directors.

Selection criteria will include, but are not limited to:

- Estimated costs
- Relevant experience
- Qualifications of selected firms

When the DDA Director selects a final proposal, her recommendation will be forwarded to the DDA Board for action. The DDA reserves the right to reject any and all proposals.

RESPONSES

Sealed proposals with two (2) copies shall be submitted to the Director of the Imlay City Downtown Development Authority, no later than 12:00 p.m. on Wednesday, March 31, 2021.

Please clearly mark the outside of the response, “**2021 Downtown Holiday Tree Lighting**” and deliver to:

City of Imlay City
Downtown Development Authority
Lorrelei Natke, Director
150 N. Main Street
Imlay City, MI 48444

PROPOSAL FOR
CITY OF IMLAY CITY
DOWNTOWN DEVELOPMENT AUTHORITY
LAPEER COUNTY, MICHIGAN

IMLAY CITY DOWNTOWN DEVELOPMENT
AUTHORITY
150 NORTH MAIN STREET
IMLAY CITY, MI 48444

BIDS DUE WEDNESDAY, MARCH 31, 2021
BEFORE 12:00 P.M. LOCAL TIME

The undersigned, as a Bidder, declares that he/she has familiarized themselves with the location of the proposed project in the City of Imlay City and the conditions under which it must be performed; also, that he/she has carefully examined the Plans and Specifications which they understand and assess as sufficient for the purpose and agrees that he/she will contract with the City of Imlay City to furnish all labor, material, equipment, and insurance necessary to do all the work specified and prescribed and that they will accept in full payment therefore the sum of:

1. LIGHTING OF DOWNTOWN TREES \$ _____

2. LIGHTING OF TREE IN LAMB STEELE PARK \$ _____

TOTAL BID PROPOSAL AMOUNT \$ _____

COMPANY NAME _____

COMPANY ADDRESS _____

CONTACT NAME _____

CONTACT TELEPHONE NUMBER _____