

REQUEST FOR QUOTE (RFQ)

2026 Downtown Holiday Lighting and Decorations

Imlay City Downtown Development Authority
Imlay City, Michigan

QUOTES DUE: TUESDAY, OCTOBER 6TH, 2026 AT 4:00 PM LOCAL TIME

The DDA is seeking a qualified contractor to install, maintain throughout the holiday season, remove, and return DDA-owned holiday lighting and decorations for four designated areas in Downtown Imlay City.

1. PURPOSE

The Imlay City Downtown Development Authority (DDA) is requesting a quote from qualified contractors to install, maintain throughout the holiday season, remove, and properly organize and return DDA-owned holiday lighting and decorations in designated areas throughout Downtown Imlay City.

The DDA is seeking a contractor capable of providing the labor, equipment, lifts, traffic control, supervision, and related services necessary to safely and professionally complete the work described in this RFQ.

2. PROJECT SCHEDULE

- Quotes due: October 6th, 2026
- Anticipated Board review/award: October 12, 2026 DDA Board Meeting
- Installation: November 2026
- Holiday season maintenance: From completion of installation through removal
- Removal: January 2027, at a date coordinated with the DDA
- Return/storage preparation: All DDA-owned lighting shall be returned neatly organized and in substantially the same condition in which they were provided for installation, subject to normal wear and tear.

3. SCOPE OF WORK

The Contractor shall furnish all labor, supervision, equipment, lifts, tools, traffic control, and other items necessary to complete the work. The DDA will provide the holiday lighting and decorations identified for use in the project unless otherwise stated.

The Contractor shall install the decorations, maintain the installations throughout the holiday season, address failed or damaged lighting as reasonably necessary, remove the decorations at the end of the season, and return the DDA-owned materials in a neat and orderly condition.

The Contractor shall protect public property, buildings, trees, landscaping, sidewalks, streets, and other improvements during installation, maintenance, and removal.

AREA 1 – DOWNTOWN STREET TREES

The project includes the downtown trees located along Third Street from M-53/Cedar Street to Almont Avenue, consistent with the locations historically included in the DDA holiday lighting program.

The Contractor shall install DDA-provided LED holiday lighting on the designated trees. Lighting shall be installed on trunks and primary branches in accordance with the DDA's existing lighting arrangement and direction.

The Contractor shall maintain the tree lighting throughout the holiday season, including reasonable attention to failed or non-functioning strands, and shall remove all lighting in January 2027. Removed lighting shall be returned to the DDA neatly organized for storage.

There is 29 trees.

AREA 2 – TREE AT LAMB STEELE PARK

The tree to be decorated is located at Lamb Steele Park. The tree is approximately 55 feet tall and 20 feet wide.

The Contractor shall install the DDA-provided holiday lighting on the tree. The tree takes approximately 25 strands of 100-foot colored C-9 lights for this location; the Contractor shall verify the available materials and final installation requirements with the DDA before installation.

The Contractor shall maintain the installation throughout the holiday season and remove the lighting in January 2027, returning the DDA-owned materials neatly organized for storage.

AREA 3 – GAZEBO AT LAMB STEELE PARK

The gazebo to be decorated is located in Lamb Steele Park.

The Contractor shall install DDA-provided white icicle lights and blue lights on the gazebo. Existing hooks are available at the gazebo for placement of the lights.

The Contractor shall maintain the installation throughout the holiday season and remove all lighting and decorations in January 2027. Materials shall be returned to the DDA neatly organized for storage.

AREA 4 – CITY HALL

The Contractor shall install DDA-provided holiday lighting on City Hall.

The City Hall installation shall consist of lighting across the front, west-facing side of City Hall and down the two support poles associated with the front of the building.

The Contractor shall coordinate the installation with the DDA and/or City representative to ensure the lighting is installed securely, neatly, and without damage to the building or its finishes.

The Contractor shall maintain the City Hall lighting throughout the holiday season and remove the lighting in January 2027. All DDA-owned materials shall be returned neatly organized for storage.

4. CONTRACTOR RESPONSIBILITIES

The successful Contractor shall:

- Provide all labor, supervision, equipment, lifts, tools, and traffic control necessary to perform the work.
- Install all designated holiday lighting in a professional and workmanlike manner.
- Maintain the installed lighting throughout the holiday season.
- Promptly address failed, damaged, or non-functioning lighting when reasonably necessary and as directed by the DDA.
- Coordinate work so that installation and maintenance do not unnecessarily interfere with downtown businesses, customers, pedestrians, or normal City operations.
- Protect trees, buildings, landscaping, sidewalks, streets, utility infrastructure, and other public property.
- Comply with all applicable safety requirements, laws, ordinances, and regulations.
- Provide a supervisor/contact person responsible for the downtown holiday lighting program.
- Remove all installed lighting and decorations at the conclusion of the holiday season.
- Return all DDA-owned lighting and decorations in a neat and orderly condition suitable for storage.
- Be responsible for the maintenance and storage of vehicles and equipment used in providing the requested services.

5. PERSONNEL AND WORK HOURS

The Contractor shall identify the anticipated number of personnel to be assigned to the work and provide an anticipated installation and removal schedule.

Work shall be scheduled in a manner that minimizes interference with downtown businesses, customers, pedestrians, traffic, and City operations. The Contractor shall provide the DDA with the name and contact information for the individual responsible for supervising the work.

6. MATERIALS AND EQUIPMENT

The DDA will provide the holiday lighting and decorations identified for use in the project. The Contractor shall provide all labor, equipment, lifts, tools, vehicles, traffic-control devices, and other items necessary to install, maintain, and remove the decorations.

The Contractor shall be responsible for reasonable care of DDA-owned materials while they are in the Contractor's possession or under the Contractor's control.

7. EXPERIENCE AND REFERENCES

Quotes should include a brief description of the Contractor's experience with holiday lighting, seasonal lighting, tree lighting, commercial building lighting, or similar work.

Please provide:

- Company name and brief history/background.
- Relevant experience with similar projects.
- At least two references for similar work, including contact information.
- The name and role of the person who will supervise the work.
- A brief description of the Contractor's ability to perform the work safely and within the required schedule.

8. LICENSES, PERMITS, AND INSURANCE

The successful Contractor shall maintain and provide copies of all licenses, permits, and insurance required by applicable law and by the City of Imlay City for the work.

At a minimum, proof of the following insurance shall be provided before work begins:

- Workers' Compensation – Statutory
- Employers' Liability – \$500,000
- Commercial General Liability – \$1,000,000
- Automobile Liability – \$1,000,000

The Contractor shall obtain and pay any permits, fees, or assessments required for performance of the work.

9. HOLD HARMLESS

The successful Contractor shall indemnify and hold harmless the City of Imlay City and the Imlay City Downtown Development Authority from claims, demands, actions, injuries, damages, losses, or expenses arising out of or related to the Contractor's performance of the work, to the extent permitted by applicable law.

10. QUOTE REQUIREMENTS

Contractors shall provide a separate price for each area listed below. Contractors may quote all areas or any combination of areas; however, the DDA reserves the right to award individual areas or the project as a whole.

The quote shall include all labor, equipment, installation, seasonal maintenance, removal, traffic control, supervision, and other costs necessary to complete the quoted work.

11. QUOTE SUBMISSION

Quotes shall be submitted no later than 4:00 p.m. local time on Tuesday, October 6th, 2026.

Please clearly mark the outside of the submission:

"2026 DOWNTOWN HOLIDAY LIGHTING RFQ"

Submit quotes to:

Imlay City Downtown Development Authority

150 North Main Street

Imlay City, MI 48444

Questions regarding the RFQ or site conditions should be directed to the Imlay City Downtown Development Authority prior to the quote deadline.

12. SITE VISIT

Contractors are encouraged to visit the work locations before submitting a quote and to familiarize themselves with site conditions, access, tree locations, building conditions, existing hooks or attachment points, and the anticipated requirements for installation and removal.

The Contractor is responsible for determining the labor, equipment, access, and other resources necessary to complete the quoted work.

13. REVIEW AND AWARD

The DDA will review submitted quotes and may consider, among other factors, quoted cost, relevant experience, qualifications, references, ability to meet the required installation and removal schedule, understanding of the work, and the overall value to the DDA.

The DDA may request clarification, conduct a site walk-through, or contact references before making an award recommendation.

The DDA reserves the right to accept or reject any or all quotes, to waive irregularities, to request clarification, and to accept the quote or combination of quotes determined to be in the best interest of the DDA and the City of Imlay City.

No work shall begin until the required award/authorization and any applicable agreement have been completed.

14. QUOTE FORM

The undersigned acknowledges that they have reviewed the locations and requirements described in this RFQ and agree to provide the labor, equipment, insurance, and services necessary to complete the quoted work.

Company Name: _____

Company Address: _____

City/State/ZIP: _____

Contact Name: _____

Phone: _____

Email: _____

Area 1 – Downtown Trees: \$ _____

Area 2 – Police Station Tree: \$ _____

Area 3 – Lamb Steele Park Gazebo: \$ _____

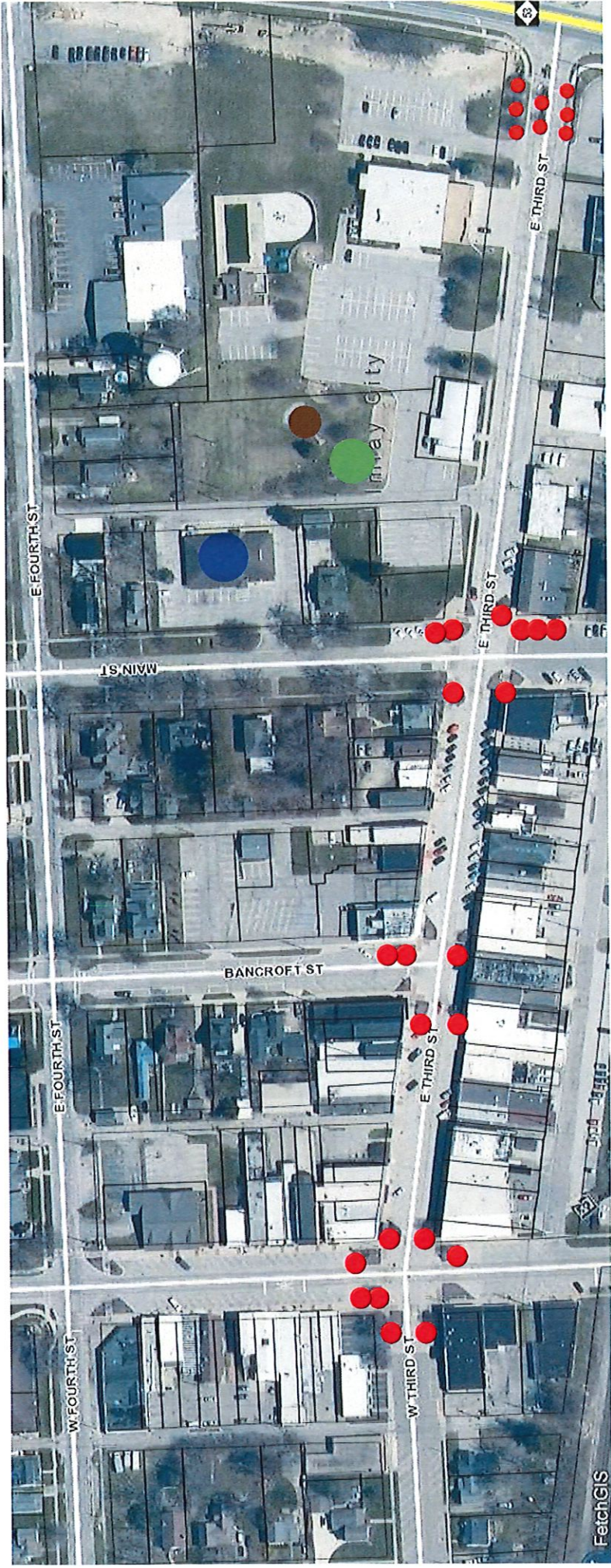
Area 4 – City Hall: \$ _____

TOTAL QUOTE: \$ _____

Authorized Signature: _____

Printed Name/Title: _____

Date: _____



Location of Holiday Lights.

City Hall is decorated as well as multiple trees and the Gazebo at Lamb Steele Park are Decorated.



Gazebo at Lamb Steele Park



Downtown Trees



Tree at Lamb Steele Park



City Hall

Lamb Steele Gazebo



Tree at Lamb Steele Park



Examples of the Down Town Trees



Front Side of City Hall

