

Request for Proposals

Installation and Maintenance of the Downtown Holiday Lights and Décor

City of Louisville, Colorado

I. GENERAL DESCRIPTION

The City of Louisville, Parks and Recreation Department is seeking proposals for the installation, maintenance, and removal of holiday lighting and décor for trees and light poles in the downtown area and additional sites if awarded. The selected contractor will be required to have lighting and décor installed and be in good working order 1 week prior to the Thanksgiving holiday. Lighting and décor shall be maintained through the holiday season and until removal. Removal is tentatively set for the third week in January.

II. OVERVIEW

For the downtown area, lights will be installed in approximately 98 street trees of varying size. The selected contractor must have access to a bucket truck or lift for a minimum of at least one of the installations. The selected contractor will also be required to supply the lights; type of lights and color selection to be approved by the City.

Approximately 115 light poles will be decorated with lighted garland and festive bows. Garland and bows will be provided by the City for the selected contractor to install.

Additional trees will be added to the scope of work from the additional sites if awarded.

At the end of the season, the City will evaluate the Contractor's performance and at its discretion, may choose to award the contract to the same Contractor the following year, up to five consecutive years, price increase not to exceed 3% annually.

III. PROPOSAL GUIDELINES

1. For assistance in preparing the RFP, attached is the, "City of Louisville Holiday Lighting Maps". Maps depict poles and trees specified or being considered for holiday lighting and décor.
2. The City requests that proposals be received in unit cost pricing as quantities may vary overtime.
 - a. In quoting unit cost pricing, the City suggests categorizing based on units shown on the, "City of Louisville Holiday Lighting Maps". An example of how this could be quoted is shown below.

Unit/Description	Unit Price	Quantity	Total Price
Small Tree Lighting (Includes installation, maintenance and removal)	\$	42 (includes trees from alternate sites)	\$
Medium Tree Lighting (Includes installation, maintenance and removal)	\$	37 (includes trees from alternate sites)	\$
Large Tree Lighting (Includes installation, maintenance and removal)	\$	42 (includes trees from alternate sites)	\$
Street Pole Décor (installation, maintenance and removal. Garland and bows provided by the City).	\$	115	\$
Building/Gutter Lighting	\$	1	\$
		Sum	\$

Quantities listed are current estimate which includes alternate sites

- Historically the City has decorated the street trees with white tree swirls in the canopies and color swirls on the trunks. For trees with very large canopies, tree wraps have also been incorporated successfully, and a few very large trees have been highlighted with unique décor. A comparable lighting scheme should be proposed as well as additional variations in which to choose from. Please provide photos or renderings to illustrate.



4. The selected contractor will be responsible for the replacement, maintenance, and upkeep of the lighting and décor from install, to occur 1 week prior to the Thanksgiving holiday, through the third week in January. The City will specify removal date. Removal of all holiday lighting and décor should occur within one week from specified removal date.
5. Selected contractor should be prepared to provide extension cords and photocell/timers as needed to provide lighted décor to all poles and trees specified on the maps. Not all outlets are in good working order nor photocells in all lamps.
6. Proposals should include an overview of similar experience, qualifications and references.
7. Owner is available to meet on-site to answer any questions prior to submittal.

IV. STANDARD TERMS AND CONDITIONS

When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

1. This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting quotes. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, to abandon the project for this RFP at any time, and to re-solicit proposals.
2. Contractor acknowledges that any potential expenditure incurred by selected firm outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure. The current fiscal year ends on December 31, 2019.
3. The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
4. The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City and provide proof of insurance. A right-of-way permit may be required at no cost to the selected contractor.
5. Prior to execution of the contract a walkthrough may be required.

6. The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
7. All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.
8. The City of Louisville shall not reimburse any firm for costs incurred in the preparation and presentation of their proposal.
9. Proposals should be received by **August 22, 2019** Proposals may be submitted in either hard copy or electronic format (PDF format). If submitting in hard copy format please submit three (3) copies. Respondents are encouraged to include any information pertinent to the scope of work. Proposals will be reviewed on the basis of cost, experience, references, methods and approach, and potential to meet the expectations described.

For questions pertaining to this RFP, please contact Dean Johnson, Parks Superintendent at deanj@louisvilleco.gov.

Electronic or hard copy proposals are acceptable:

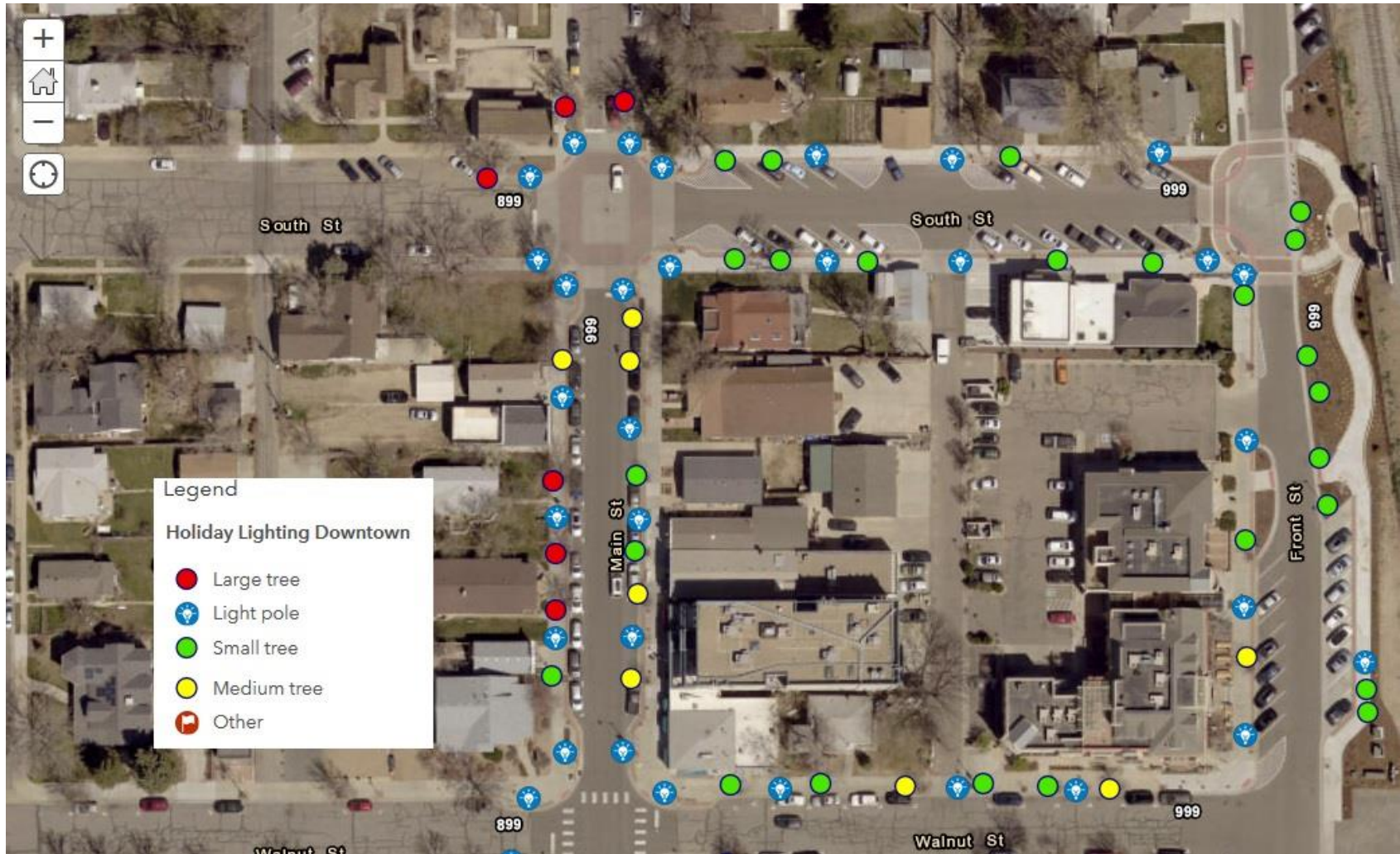
Email: deanj@louisvilleco.gov

Mail: Louisville City Services
Attn: Dean Johnson
739 S. 104th Street
Louisville, CO 80027

City of Louisville
Holiday Lighting Maps
2019

Downtown Holiday Lighting

Section 1



Downtown Holiday Lighting

Section 2



Downtown Holiday Lighting

Section 3



Downtown Holiday Lighting

Section 4



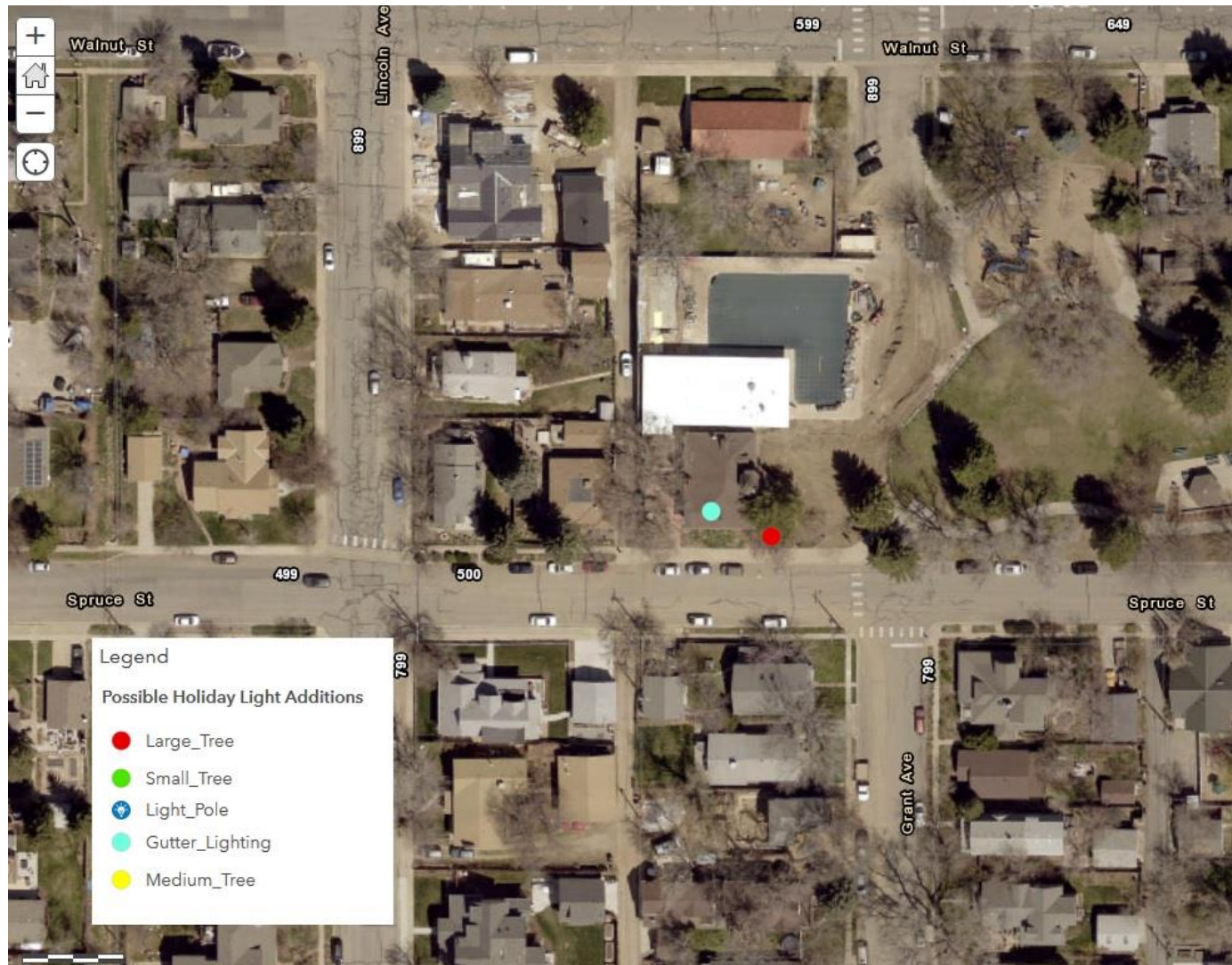
Possible Additions

South St



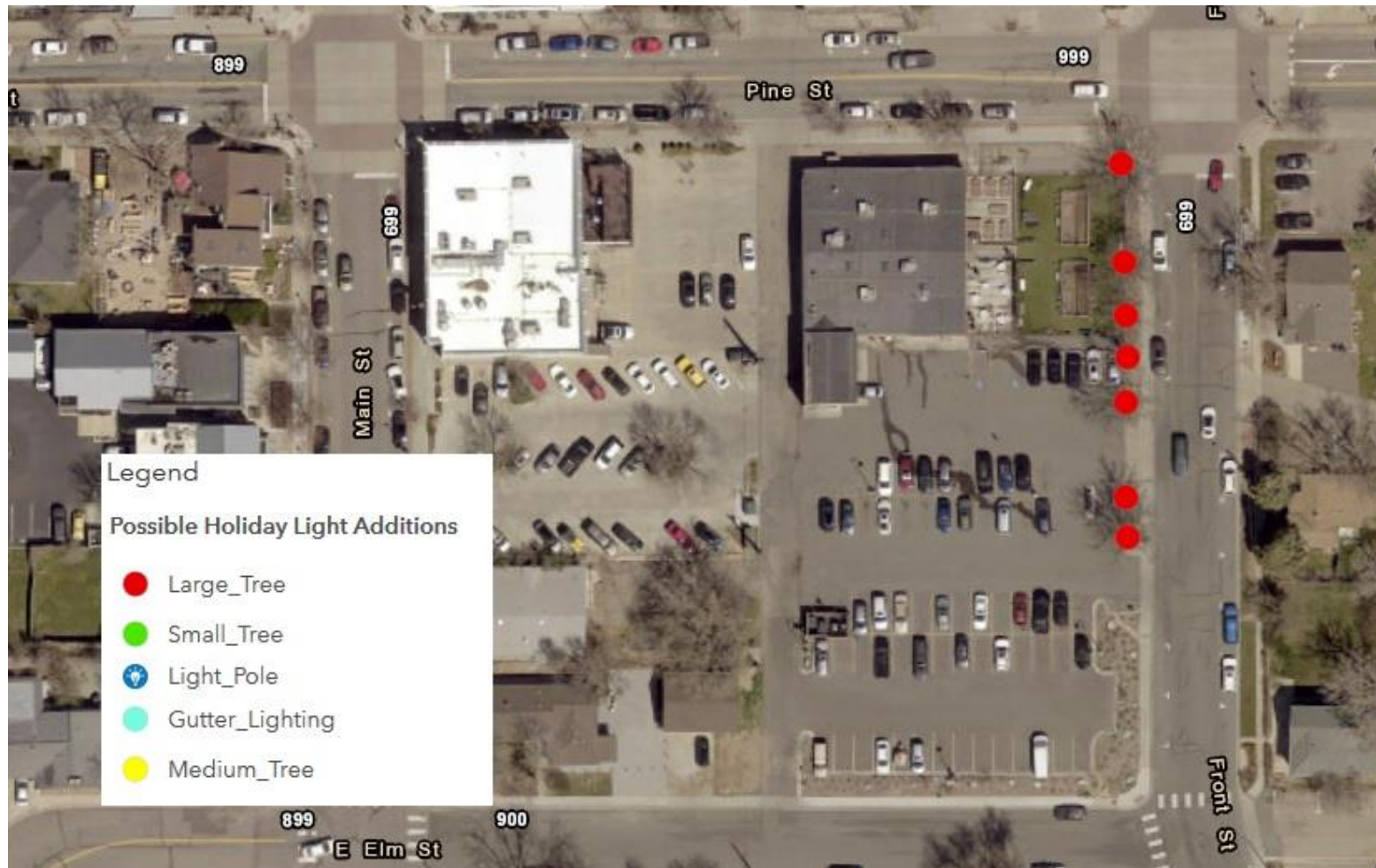
Possible Additions

Art Center (Spruce and Grant)



Possible Additions

Lucky Pie (Front and Pine)



Possible Additions

Recreation Center

