

June 1, 2017

The Stamford Downtown Special Services District (DSSD) is extending requests for proposals for the installation, maintenance and removal of Downtown Holiday Lighting. Attached is the scope of work for the proposal, which consists of six (6) separate parts and notes.

Proposals are due by 12:00 noon, Friday, June 16, 2017.

If you are interested in bidding on this project, please email a detailed proposal and budget to Cheryl Vukelic, ops2@stamford-downtown.com.

**REQUEST FOR PROPOSAL
INSTALLATION, MAINTENANCE AND REMOVAL OF DOWNTOWN HOLIDAY LIGHTING
May 2017**

1. Street Trees	<p>Eighty (80), Fifteen foot (15') to Fifty foot (50') deciduous trees, <i>General tree location map available upon request. Prior to installation a contractor/client site walkthrough will be required to finalize specific trees.</i></p> <ul style="list-style-type: none"> • Miniature, white incandescent, non-blinking, lights. • Average of 1600 lamps per tree (16 sets of 100 bulbs per set) • Individual branch wrap installation • Begin lighting trees at approximately 12' off ground. <p><i>Temporary electrical upgrade may be required. Bucket truck able to reach a minimum of 50' and 100 ft. crane may be required.</i></p>
a. Installation Schedule:	To be completely installed and working before November 20, 2017.
b. Maintenance:	The awarded company should be prepared to address any and all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.
c. Removal:	Lights are to be disconnected during the week of February 5, 2018. (Bedford Street lights are to be removed last and should remain lit through February 25, 2018) Removal may occur at any time after disconnect but must be complete by March 16, 2018. <i>Lights are not reused and may be cut for removal.</i>
d. Costs:	Include labor, materials (feeds, lights, etc.), city permits, police and liability insurance.

2. Latham Park Trees	<p>Twelve (12), Twenty foot (20') to Forty foot (40') deciduous trees</p> <ul style="list-style-type: none"> • Miniature, LED, cool white, non-blinking lights. • Average of 1,050 lamps per tree (15 sets of 70 bulbs per set) • Individual branch wrap installation <p>plus</p> <ul style="list-style-type: none"> • 24" LED, cool white, cascading light rods (<i>To be supplied by client. Installer to inventory condition and order replacements as needed</i>) • 10 rods per tree. <p><i>Temporary electrical upgrade and bucket truck may be required.</i></p>
a. Installation Schedule:	To be completely installed and working before November 20, 2017.
b. Maintenance:	The awarded company should be prepared to address any and all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.
c. Removal:	Lights are to be disconnected during the week of February 5, 2018. Removal may occur at any time after that date but must be complete by March 16, 2018. <i>Miniature LED lights are not reused and may be cut for removal. Light rods will be reused and must be prepared for storage upon removal.</i>
d. Costs:	Include labor, materials (feeds, lights, etc.), city permits, police and liability insurance.

<p style="text-align: center;">3.</p> <p style="text-align: center;">Large Holiday Tree in Latham Park</p>	<p>One (1) 30 ft. evergreen tree</p> <ul style="list-style-type: none"> • 10,000 Miniature, multi-color, non-flashing lights (100 sets of 100 bulbs per set) • 300 C9 Strobe Lights (To be supplied by client. Installer will supply sockets and wires and inventory condition for replacement bulbs needed) • Program multiple timers to phase non-flashing and strobes. • Install star or other tree topper (To be supplied by client) • 220 Ornaments <p><i>Bucket truck may be required.</i></p>
<p>a. Installation Schedule:</p>	<p>To be completely installed and working before November 30, 2017.</p>
<p>b. Maintenance:</p>	<p>The awarded company should be prepared to address any and all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.</p>
<p>c. Removal:</p>	<p>Lights are to be disconnected on January 7, 2018. Removal of the ornaments should be following week after lights are disconnected. Removal of lights may occur at any time after that date but must be complete by March 16, 2018.</p> <ul style="list-style-type: none"> • <i>Miniatures and standard C9s are not reused and may be cut for removal.</i> • <i>Ornaments, C9 strobe lights will be reused and must be prepared for storage upon removal.</i>
<p>d. Costs:</p>	<p>Include labor, materials (feeds, lights, etc.), city permits, police and liability insurance.</p>

<p style="text-align: center;">4.</p> <p style="text-align: center;">Columbus Park Oak</p>	<p>One (1) Sixty foot (60') by Sixty foot (60') deciduous tree</p> <ul style="list-style-type: none"> • 45,000 (450 sets of 100 bulbs) Miniature, multi-color incandescent, non-flashing lights • Individual branch wrap installation <p><i>Temporary electrical upgrade will be required.</i></p> <p><i>Bucket truck able to reach a minimum of 50' and 100 ft. crane may be required.</i></p>
<p>a. Installation Schedule:</p>	<p>To be completely installed and working before November 20, 2017.</p>
<p>b. Maintenance:</p>	<p>The awarded company should be prepared to address any and all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.</p>
<p>c. Removal:</p>	<p>Lights are to be disconnected during the week of February 5, 2018. Removal may occur at any time after that date but must be complete by March 16, 2018.</p> <p><i>Lights are not reused and may be cut for removal.</i></p>
<p>d. Costs:</p>	<p>Include labor, materials (feeds, lights, etc.), city permits, police and liability insurance.</p>

<p style="text-align: center;">5.</p> <p>Kiwanis Park Trees</p>	<p>Six (6) twelve foot (12') to Eighteen foot (18') deciduous trees</p> <ul style="list-style-type: none"> • Miniature, LED, cool white, non-blinking lights. • Average of 1,050 lamps per tree (15 sets of 70 bulbs per set) • Individual branch wrap installation <p>Plus</p> <p>Six (6) Twenty foot (20') to Thirty foot (30') deciduous trees</p> <ul style="list-style-type: none"> • Miniature, LED, cool white, non-blinking lights. • Average of 350 lamps per tree (5 sets of 70 bulbs per set) • 24" LED, cool white, cascading light rods • 10 rods per tree (<i>To be supplied by client. Installer to inventory condition and order replacements as needed</i>) • 30 large ornaments <p><i>Temporary electrical upgrade and bucket truck may be required.</i></p>
<p>a. Installation Schedule:</p>	<p>To be completely installed and working before November 20, 2017.</p>
<p>b. Maintenance:</p>	<p>The awarded company should be prepared to address any and all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.</p>
<p>c. Removal:</p>	<p>Lights are to be disconnected during the week of January 8, 2018. Removal may occur at any time after that date but must be complete by March 16, 2018. <i>Miniature LED lights are not reused and may be cut for removal.</i></p> <p><i>Ornaments and Light rods will be reused and must prepared for storage upon removal.</i></p>
<p>d. Costs:</p>	<p>Include labor, materials (feeds, lights, etc.), city permits, police and liability insurance.</p>

<p style="text-align: center;">6.</p> <p>Kiwanis Park Building Wall Installation</p>	<p>Two (2), 4-story buildings</p> <ul style="list-style-type: none"> • Install sixty (60) 24", 120 volt light rods to pre-installed clips mounted on building walls. • Three (3) 10-rod vertical strands per building • Provide power from pre-established building roof sources. • <i>Rods to be supplied by client. Installer to inventory condition and order replacements as needed.</i> <p><i>Temporary electrical upgrade will be required.</i></p> <p><i>Bucket truck able to reach a minimum of 50' may be required.</i></p>
<p>a. Installation Schedule:</p>	<p>To be completely installed and working before November 20, 2017.</p>
<p>b. Maintenance:</p>	<p>The awarded company should be prepared to address any and all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.</p>
<p>c. Removal:</p>	<p>Lights are to be disconnected during the week of January 8, 2018. Removal may occur at any time after that date but must be complete by March 16, 2018. <i>Light rods will be reused and must prepared for storage upon removal.</i></p>
<p>d. Costs:</p>	<p>Include labor, materials (feeds, lights, etc.), city permits, police and liability insurance.</p>

Notes:

1. Respondent may request a client site walkthrough prior to submission.
2. A client/contractor site walk-through will be required after the successful bidder is selected and before execution of contract.
3. Police – Stamford Police flagmen are required for most locations where installation encroaches upon sidewalk or street.
4. Fees – Upon execution of a contract, the fees for the above work will be paid 50% in advance, 25% when lights are successfully lit and 25% upon removal
5. It will be the contractor's responsibility to remove and properly dispose of any leaves, branches, wiring or other debris which might occur during the installation, maintenance or removal of above lighting. At no time may city trash receptacles be used for disposal of such items.
6. Tree sizes indicated above are estimates and should be inspected for verification.

Your response should contain the following items of information:

1. Background and description of the firm.
2. Description of the equipment which will be used.
3. An example of similar work performed.
4. Name and contact information for at least one reference for similar work.
5. Evidence of policies insuring minimum limits as indicated below:
 - General Liability - \$1,000,000 Occurrence/\$2,000,000 Aggregate
 - Excess/Umbrella Liability - \$7,000,000 occurrence/aggregate (This equals your coverage)
 - Workers' compensation – statutory requirements w/ Employer's liability of \$500,000/500,000/500,000
 - Commercial Automobile - \$1,000,000 combined single limit to include owned autos (if applicable) and hired & non-owned autosSuch policies shall name the DSSD and the City of Stamford as additional insured and contain a provision stating that the DSSD will be notified not less than 30 days in advance of the cancellation of any such policy.
6. A detailed breakdown of your fees to provide these services to the DSSD.

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

1. No applicant will be selected if it is in default upon any debt, contract or obligation to the DSSD, or City of Stamford.
2. The DSSD shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
3. This RFP does not represent any obligation or agreement whatsoever on the part of the DSSD.
4. An invitation to respond to the RFP does not create any rights on the part of the applicant.
5. Any documents provided to the applicant represent the best available information at the disposal of the DSSD, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
6. The DSSD reserves the right to accept or reject all or part of a proposal for any reason deemed advisable.

The DSSD will review all proposals received by the deadline. In selecting a vendor the DSSD will consider the following:

- The vendor's experience and demonstrated ability to accomplish the jobs outlined above
- Cost of services
- Demonstrated responsiveness to client concerns and the ability to resolve problems quickly and appropriately
- Suggestions and recommendations to maximize resources and effectiveness while minimizing costs

Proposals are due in the DSSD office by 12:00 noon, Friday, June 16, 2017. If you are interested in bidding on this project, please email a detailed proposal and budget to Cheryl Vukelic, ops2@stamford-downtown.com.