

**Release Date: June 22, 2018**

**Mandatory Walkthrough: July 10, 2018 at 10am; Meet at Columbus Park**

The Stamford Downtown Special Services District (Stamford Downtown) is circulating this request for proposals for the installation, maintenance and removal of Decorative Holiday Lighting. Attached is the scope of work for the proposal, which consists of eight (8) parts plus alternatives.

Proposals are due to Stamford Downtown by **4PM on Friday, July 20, 2018**. Bidders should submit a detailed proposal and budget to Cheryl Vukelic at [ops2@stamford-downtown.com](mailto:ops2@stamford-downtown.com).

**Request for Proposal  
Installation, Maintenance and Removal of Downtown Holiday Lighting**

**Element #1 – Street Trees**

(Bedford Street (between Broad and Forest) and Atlantic Street (between Broad and Main))

**Scope and Light Specifications**

Eighty (80), fifteen foot (15') to fifty foot (50') deciduous trees. Prior to installation, Stamford Downtown will require a contractor/client site walkthrough to finalize specific trees.

- a. Miniature, white LED non-blinking lights
- b. Co-axle waterproof light sets
- c. Average of 1,700 lamps per tree (17 sets of 100 bulbs per set)
- d. Individual branch wrap installation
- e. Begin lighting trees at approximately twelve feet (12') off ground.

The selected contractor may need to install temporary electrical upgrades.

The selected contractor will need a bucket truck to reach a minimum of fifty feet (50').

**Installation Schedule**

Stamford Downtown requires installation and activation by November 16, 2018.

**Maintenance**

The selected contractor must address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

**Removal**

The contractor will deactivate the lights on Friday, March 8, 2019. The contractor will remove the lights within one (1) week of deactivation.

**Costs**

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.

## Element #2 – Latham Park Trees

### Scope and Light Specifications

Twelve (12), twenty foot (20') to forty foot (40') deciduous trees

- a. Miniature, LED, cool-white, non-blinking lights.
- b. Co-axle waterproof light sets
- c. Average of 1,250 lamps per tree (15 sets of approx. 80 bulbs per set)
- d. Individual branch wrap installation

### PLUS

- a. 24" LED, cool white, cascading light rods (Stamford Downtown to provide. Selected contractor will inventory the condition of the rods and order replacements as needed)
- b. Ten (10) rods per tree

The selected contractor may need to install a temporary electrical upgrade and utilize a bucket truck.

### Installation Schedule

Stamford Downtown requires installation and activation by November 16, 2018.

### Maintenance

The selected contractor must address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

### Removal

The selected contractor will disconnect the light rods on January 11, 2019. The selected contractor will remove both the light rods within one (1) week following the disconnection of the lights.

The contractor will deactivate the remaining lights on Friday, March 8, 2019. The contractor will remove the lights within one (1) week of deactivation.

Stamford Downtown will reuse the light rods. The selected contractor must prepare the light rods for storage upon removal.

### Costs

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.

## Element #3 – Large Holiday Tree in Latham Park

### Scope

One (1), thirty-foot (30') evergreen tree

- a. 10,000 miniature, LED, multi-color, non-flashing lights (100 sets of 100 bulbs per set)
- b. Co-axle waterproof light sets

- c. 300 C9 Strobe Lights (Stamford Downtown will provide the strobe lights. Installer will supply sockets, wires and inventory condition for replacement bulbs needed)
- d. Program multiple timers to phase non-flashing and strobes.
- e. Install star (or other tree topper) (Stamford Downtown to provide).
- f. Approximately one-Hundred (100), six-to-fourteen inch (6"-14") ornaments.

The selected contractor may require a bucket truck.

#### Installation Schedule

Stamford Downtown requires installation and activation by November 16, 2018.

#### Maintenance

The selected contractor must address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

#### Removal

The selected contractor will disconnect the lights on January 11, 2019. The selected contractor will remove both the lights and ornaments within one (1) week following the disconnection of the lights.

Stamford Downtown will reuse ornaments and C9 strobe lights. Selected contractor will prepare these items for storage upon removal.

#### Costs

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.

### Element #4 – Columbus Park Oak

#### Scope

One (1), sixty foot (60') by sixty foot (60') deciduous tree

Co-axle waterproof light sets

63,750 (638 sets of 100 bulbs) Miniature, multi-color LED, non-flashing lights  
Individual branch wrap installation

Temporary electrical upgrade is necessary

The selected contractor may need a bucket truck to reach a minimum of fifty-feet (50') and one-hundred feet (100').

#### Installation Schedule

Stamford Downtown requires installation and activation by November 16, 2018.

#### Maintenance

The selected contractor must address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require

the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

#### Removal

The selected contractor must deactivate the lights on March 8, 2019. The selected contractor must remove the lights within one (1) week of deactivation.

#### Costs

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.

### Element #5 – Large Tree at Ferguson Library

#### Scope

One (1), approx. forty foot (40') deciduous tree

Co-axle waterproof light sets

Approximately 12,000 (12 sets of 100 bulbs) miniature, multi-color LED, non-flashing lights  
Individual branch wrap installation

The selected contractor may need a bucket truck.

#### Installation Schedule

Stamford Downtown requires installation and activation by November 16, 2018.

#### Maintenance

The selected contractor must address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

#### Removal

The selected contractor must deactivate the lights on March 8, 2019. The selected contractor must remove the lights within one (1) week of deactivation.

### Element #6 – Kiwanis Park Trees

#### Scope

Six (6), twelve foot (12') to eighteen foot (18') deciduous trees

- a. Miniature, LED, cool white, non-blinking lights
- b. Average 1,400 lamps per tree (Fifteen (15) sets of approximately ninety (90) bulbs per set)
- c. Individual branch wrap installation

#### PLUS

- a. Twenty-four inch (24") LED, cool white, cascading light rods
- b. Ten (10) rods per tree (Stamford Downtown will provide the rods. The selected contractor will inventory condition and order replacements as needed).

The selected contractor may need to install temporary electrical upgrade and may need bucket truck.

#### Installation Schedule

Stamford Downtown requires installation and activation by November 16, 2018.

#### Maintenance

The selected contractor must address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

#### Removal

The selected contractor will disconnect the light rods on January 11, 2019. The selected contractor will remove both the light rods within one (1) week following the disconnection of the lights.

The contractor will deactivate the remaining lights on Friday, March 8, 2019. The contractor will remove the lights within one (1) week of deactivation.

Stamford Downtown will reuse the light rods. The selected contractor must prepare the light rods for storage upon removal.

#### Costs

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.

### **Element #7 – Kiwanis Park Building Wall Installation**

#### Scope

Two (2), four (4)-story buildings

- a. Install sixty (60), twenty-four inch (24"), 120 volt light rods to pre-installed clips mounted on building walls.
- b. Three (3), 10-rod vertical strands per buildings
- c. Provide power from pre-established building roof sources.

Stamford Downtown to supply rods. The selected contractor will inventory the condition of these items and order replacements as needed.

Project may require temporary electrical upgrade.

Contractor may need a bucket truck able to reach a minimum of fifty feet (50').

#### Installation Schedule

Stamford Downtown requires installation and activation by November 16, 2018.

#### Maintenance

The selected contractor must address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require

the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

#### Removal

The selected contractor will disconnect the lights on January 11, 2019.

Stamford Downtown will reuse the light rods and must prepare these items for storage upon removal.

#### Costs

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.

### **Element #8 – Installation of Holiday Decorations**

#### Scope

Installation of Holiday garlands on the approximately 150 decorative light posts throughout geographic scope of Holiday Lighting Project. Stamford Downtown will provide the decorative garlands.

#### Installation Schedule

Stamford Downtown requires installation and activation by November 16, 2018.

#### Maintenance

The selected contractor must address all technical problems that occur during installation and establish weekly inspections and maintenance. Stamford Downtown will require the selected contractor to address any maintenance concerns within twenty-four (24) hours following Stamford Downtown's report of that concern.

#### Removal

The selected contractor must remove the decorations on January 8, 2019.

Stamford Downtown will reuse the Holiday garlands. The selected contractor must prepare these items for storage upon removal.

## Alternate One

### Street Trees along Summer Street (to include Spring Street – Broad Street and Broad to Main Street)

#### Scope and Light Specifications

Twenty-eight (28), fifteen foot to (15') to fifty foot (50') deciduous trees. Prior to installation, Stamford Downtown will require a contractor/client site walkthrough to finalize specific trees.

- a. Miniature, white LED non-blinking lights
- b. Co-axle waterproof light sets
- c. Average of 1,700 lamps per tree (17 sets of 100 bulbs per set)
- d. Individual branch wrap installation
- e. Begin lighting trees at approximately twelve feet (12') off ground.

The selected contractor may need to install temporary electrical upgrades.

The selected contractor will need a bucket truck able to reach a minimum of fifty feet (50').

#### Installation Schedule

Stamford Downtown requires installation by November 18, 2018

#### Maintenance

The selected contractor will address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.

#### Removal

The contractor will deactivate the lights by Friday, March 8, 2019. The contractor will remove the lights within one (1) week of deactivation.

#### Costs

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.

## Alternate Two

### Street Trees along Main Street

#### Scope and Light Specifications

Eighteen (18), fifteen foot to (15') to fifty foot (50') deciduous trees. Prior to installation, Stamford Downtown will require a contractor/client site walkthrough to finalize specific trees.

- a. Miniature, white LED non-blinking lights
- b. Co-axle waterproof light sets
- c. Average of 1,700 lamps per tree (17 sets of 100 bulbs per set)
- d. Individual branch wrap installation
- e. Begin lighting trees at approximately twelve feet (12') off ground.

The selected contractor may need to install temporary electrical upgrades.

The selected contractor will need a bucket truck able to reach a minimum of fifty feet (50').

#### Installation Schedule

Stamford Downtown requires installation by November 18, 2018

#### Maintenance

The selected contractor will address all technical and/or electrical problems that occur during installation and establish weekly inspections and maintenance.

#### Removal

The contractor will deactivate the lights on Friday, March 8, 2019. The contractor will remove the lights within one (1) week of deactivation.

#### Costs

The contractor's cost estimate should include labor, materials, municipal permits, requisite police on-site presence and liability insurance.



## Notes

1. Respondent may request a client site walkthrough prior to submission.
2. A client/contractor site walkthrough 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 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 must 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 responses 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 (1) reference for similar work.
5. Evidence of policies insuring minimum limits as indicated below:
  - a. General Liability - \$1,000,000 Occurrence/\$2,000,000 Aggregate
  - b. Excess/Umbrella Liability - \$7,000,000 Occurrence/Aggregate (this equals your coverage)
  - c. Workers' Compensation – Statutory requirements with employer's liability of \$500,000/\$500,000/\$500,000
  - d. Commercial Automobile - \$1,000,000 combined single limit to include owned autos (if applicable) and hired and non-owned autos

Such policies shall name the Stamford Downtown and the City of Stamford as additional insured and contain a provision stating that the Stamford Downtown will be notified not less than 30 days in advance of the cancellation of any such policy

6. A detailed cost breakdown reflecting the cost of each Element, and Alternatives, associated with the Scope of Work of outlined in this document.

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

1. Stamford Downtown will not select a contract if it is in default upon any debt, contract or obligation to the Stamford Downtown, or City of Stamford
2. Stamford Downtown shall not pay any costs or losses incurred by any applicant at any times, 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 Stamford Downtown.
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 Stamford Downtown, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.

6. The Stamford Downtown reserves the right to accept or reject all or part of a proposal for any reason deemed advisable.

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

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

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