

**Request for Proposals
Installation and Removal of Christmas Lights
Spring Lake Village**



**VILLAGE OF
SPRING LAKE**

Response Due Date: Thursday, September 21, 2023 by 2:00 p.m.

Issued By:
The Village of Spring Lake
102 W. Savidge St.
Spring Lake, MI 49456

Friday, August 18, 2023

VILLAGE OF SPRING LAKE, MICHIGAN

Request for Proposals Installation and Removal of Christmas Lights Spring Lake, Michigan

Friday, August 18, 2023

Submittals due by 2:00 p.m., Thursday, September 21, 2023

GENERAL INFORMATION

The Village of Spring Lake issues this Request for Proposals (RFP) for the installation and removal of Christmas lights for the 2023 holiday season, and beyond, in the Spring Lake, Michigan Downtown area. All contact regarding this RFP should be directed to:

Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49456

Email: christine@springlakevillage.org

PURPOSE OF THE RFP

The Village of Spring Lake (Village) requests statements of interest, qualifications and proposals from firms (Contractor) that are capable of providing services to be able to install Christmas lights at the beginning of the holiday season, then remove them at the end of the season throughout the downtown area. The selected Contractor will provide the Village with a clear understanding of the project as detailed in the Scope of Services described in this RFP. The Village seeks proposals that provide one or two (or both) options (see Scope of Services for details):

- A) The Village has approximately 200 light strands of various colors in storage and needs a vendor to install the lights in the downtown area prior to the Christmas season. The vendor then needs to take them down after the Christmas Season and return them to the storage area.
- B) The Village needs a firm to provide lights and decorations, install them prior to the Christmas Season, remove the lights after the Christmas Season and retain ownership of the lights.

COMMUNITY BACKGROUND

Spring Lake has a quaint downtown, which features local merchants and restaurants. Surrounding Spring Lake's downtown area are many historic homes, some built in the mid-1800s. The majority of Spring Lake homes were built in the 1950s and 1960s, with many newer homes built on the community's perimeter.

CONTRACTOR REQUIREMENTS

GENERAL

The Contractor will arrange and attend meetings, coordinate activities as necessary, and obtain information to complete the Scope of Services described in this RFP.

This request is being sent to individuals and firms that are believed to possess relevant experience to complete the requested services in this RFP.

MINIMUM QUALIFICATIONS

The Village of Spring Lake is interested in receiving proposals from qualified firms or teams (Contractor Team) with expertise for the installation and removal of Christmas lights. Proposals will only be accepted from firms or teams that have recent experience and provide details of project(s) of similar or greater scope and complexity as the services requested in this RFP within the past five (5) years.

LICENSING AND INSURANCE

The contractor shall obtain and maintain general liability insurance with limits of not less than \$1,000,000 against claims for injuries to persons or damage to property which may arise out of or in connection with services provided by the contractor or contractor's agents, representatives, employees or subcontractors. The Village of Spring Lake shall be named as an additional insured on the policy of all contractors working on this project. Worker's compensation insurance with limits of not less than \$500,000 shall also be obtained and maintained for the life of the project.

PRE-SUBMISSION CONFERENCE AND TOUR

All prospective firms may schedule a pre-submission conference and a tour of the downtown with a representative of the Village to answer questions regarding the RFP. Contact Ms. Christine Burns, Village Manager at 616-842-1393 (or email christine@springlakevillage.org) to set an appointment prior to September 8, 2023.

RESOURCES

Respondents may find the following resources about the Village of Spring Lake helpful in completing the proposal response:

- Sparkle Facebook page: <https://www.facebook.com/springlakesparkle>
- Village of Spring Lake website: www.springlakevillage.org
- Village of Spring Lake Facebook page: <https://www.facebook.com/villageofspringlake>
- Spring Lake DDA website: <https://visitspringlakemi.com/>

SCOPE OF SERVICES

The scope of services is set up with two options: The contractor using Village owned lights; and the contractor supplying the lights and decorations. Firms are requested to submit a proposal for either or both options.

1. **OPTION A: VILLAGE-OWNED LIGHTS** -

The selected Contractor shall be responsible for installation, maintenance and removal of approximately 200 strands of Village owned holiday lights.

A. Locations and Specifications: Village will provide the electrical power sources; contractor shall provide all proper extension cords to utilize the designated power sources. Lights shall be installed according to the map attached showing lights starting at the intersection of Savidge & Buchanan, then proceeding west for 2 ½ blocks within the road right-of-way. Also to be decorated: 3 trees at the NE corner of E. Savidge & N. Lake, 3 trees at the NW corner of W. Savidge & N. Jackson Street, the two clock tower eaves and all clock tower pillars shall be strung with lights. A star shall be installed on the top of the clock tower and a wreath shall be installed around the SE facing clock face.

B. Installation, Maintenance, and Removal: Village will be responsible for maintaining and repairing light strands, if necessary, once they are installed. Replacement of any items and additional fees to replace non-functional lights must be disclosed to and agreed upon by Village prior to installation. Vendor must commit to the installation of lights and decorations between October 1, 2023 and November 22, 2023; then the removal of lights and decorations between January 3, 2024 and February 1, 2023.

2. **OPTION B: CONTRACTOR SUPPLIED LIGHTS** –

The selected Contractor shall be responsible for installation, maintenance and removal of Contractor-owned owned holiday decorations.

A. Locations and Specifications: Village will provide all electrical power sources. Decorations shall be installed according to the map attached showing decorations starting at the intersection of W. Savidge & Buchanan, then proceeding west for 2 ½ blocks. Lights shall be installed according to the map attached showing lights starting at the intersection of Savidge & Buchanan, then proceeding west for 2 ½ blocks within the road right-of-way. Also to be decorated: 3 trees at the NE corner of E. Savidge & N. Lake, 3 trees at the NW corner of W. Savidge & N. Jackson Street, the two clock tower eaves and all clock tower pillars shall be strung with lights. A star shall be installed on the top of the clock tower and a wreath shall be installed around the SE facing clock face.

B. Installation, Maintenance, and Removal: All decorations shall be in proper working order when installed. Contractor shall be responsible for maintaining and repairing equipment, if necessary, once it is installed. Any non-working lights or damaged decorations will be repaired, replaced or removed within 72 hours of vendor observation of damage or upon Vendor receiving information from Village representative informing them of such damage. Repair and replacement of any malfunctioning items will be repaired or replaced at the contractor's expense. Contractor must commit to the installation of lights and decorations between October 1, 2023 and November 22, 2023; then the removal of lights and decorations between January 3, 2024 and February 1, 2023. Similar dates will be set for the second and third year of the contract.

3. Term – The contract shall submit an agreement that is for a period of three (3) years.

4. Operation – The lights and decorations shall be operational from November 22, 2023 through January 3, 2024. The Village will be responsible for the electrical service functionality. Similar dates will be set for the second and third year of the contract.

5. Site Visit – Contractor is responsible for one or more site visits to become adequately familiar with the scope of the project before submitting a proposal.

6. Method of installation – Contractor will provide details of the method on installation of the lights and decorations including the need to use sidewalks, parking spaces or roadway for their work. The Village will provide a truck with a lane closure arrow for lane closure if needed and one staff member to operate the arrow board. Indicate in the proposal if this will be needed. The Village will submit lane closure permits to MDOT with 30 days notice from the Contractor.

SUBMITTAL OF RFP

SUBMITTAL REQUIREMENTS

The following information shall be required in the RFP submittal:

1. Letter of Transmittal –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:
 - a. Company name, address, and telephone number(s) of the firm submitting the proposal.
 - b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - c. Federal and state taxpayer identification numbers of the firm.
 - d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
 - e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to its proposal.
 - f. Submit a statement which indicates that the “proposal shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the Village of Spring Lake.”
2. General Vendor Information – Provide the following information:
 - a. Length of time in business.
 - b. Length of time in business of providing the services detailed in this RFP.
 - c. Location of the office which would service this account (location of headquarters and any field offices that are not providing service to this project should also be listed).
3. Description of Services – Describe how your firm is positioned to provide the services listed in this RFP and provide a history of experience providing similar services. In particular, describe previous work in West Michigan to provide services similar to those stated in the Scope of Services.
4. References - Provide the following information:
 - a. Name, title, address, and telephone number of three references of clients for whom you have provided similar services.
 - b. Describe the actual services provided and the length of tenure providing services to each client referenced.

5. Staff Resources – Provide the following information:
 - a. Identify names of principals or sub-contractors and key personnel who, if your firm is selected, will actually provide the required work of the RFP.
 - b. Summarize the experience and expertise of these staff members (or subs).
 - c. Describe the role and responsibilities that each of these individuals will have on this project.
6. Default – Provide details of any action resulting in the termination of a contract in the past five years for default. Termination for default is defined as notice to stop performance due to the vendor’s non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by your firm in the past five years, declare that. The Village will evaluate the facts and may, at its sole discretion, reject the firm’s proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this firm.
7. Summary – Summarize your proposal and your firm’s qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps the Village of Spring Lake determine your overall qualifications. Your proposal summary is not to exceed two pages.
8. Cost of Services:
 - a. Submit a proposed price for the RFP as stated in the Scope of Services.
 - b. Provide a detailed timeline for the creation of the Plan and include a suggested time for the Village to respond to each submittal made by your firm.
9. Insurance – Contractor shall furnish a certified copy of General Liability Insurance, as well as worker’s compensation for the company and employees prior to beginning any work.

EVALUATION CRITERIA AND PROCESS

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided

3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project price
7. References

DEADLINE FOR SUBMISSION OF PROPOSALS

1. One (1) paper copy and one digital copy of the proposal must be received by the Village of Spring Lake prior to 2:00 PM on Thursday, September 21, 2023. All copies of the proposal must be plainly marked as “**SPRING LAKE CHRISTMAS LIGHT INSTALLTION PROPOSAL**”. Proposals shall be delivered or mailed to:

Ms. Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49546

2. Any questions regarding this proposal are to be submitted in writing (mail or email) no later than Friday, September 1, 2023 to:

Ms. Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49546
Phone – 616-842-1393
Email – christine@springlakevillage.org

MISCELLANEOUS

1. The Village of Spring Lake reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the sole judgment of the Village of Spring Lake, best meets the requirements of the project.
2. The Village reserves the right to change the RFP contents or issue amendments to this RFP at any time.
3. In the event of a material modification, all known and/or potential applicants will be notified of an amendment to this RFP. If deemed necessary by the Village, applicants will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.

4. The Request for Proposal creates no obligation on the part of the Village of Spring Lake to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Village of Spring Lake reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
5. The Village of Spring Lake further reserves the right to make such investigation as it deems necessary to determine the ability of contractors to furnish the required services, and contractors shall furnish all such information for this purpose as the Village of Spring Lake may request.
6. Contractors must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Village of Spring Lake should not, upon written request, disclose such materials.
7. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the Village of Spring Lake has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Contractor is solely within the discretion of the Village of Spring Lake. After the contract award has been announced, no unsuccessful Contractor should submit additional information for consideration by the Village of Spring Lake or have any subsequent contact with Village of Spring Lake employees or officials, other than to receive a debrief from an authorized individual.
8. Job Familiarization – Contractor is urged to make itself fully aware of all job and facility requirements. Contractor is encouraged to make an appointment to visit and tour the exterior and interior of the building. Contractor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by the Village of Spring Lake.
9. In the event that the Contractor to whom the services are awarded does not execute a contract within thirty (30) calendar days after Village Council approval of the award, the Village may give notice to such firm of intent to award the contract to the next most qualified firm or to call for new proposals and may proceed to act accordingly.

- 10.** The Village will not reimburse vendors for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- 11.** The contract between the successful applicant and the Village may be terminated by the Village for convenience upon not less than thirty (30) days advance written notice. The selected firm shall be entitled to just and equitable compensation for any satisfactory work completed prior to the termination date.
- 12.** Under no circumstances will any damages be paid as a result of the termination of this contract. The Village reserves the right to terminate the contract without a thirty (30) day written notice if the contracted firm fails to comply with any of the terms and conditions of this RFP or subsequent contract as determined by the Village at its sole discretion.
- 13.** Equal Employment Opportunity/Anti-Sexual Harassment Policy. During the term of the contract, the selected firm shall comply in all respects with the Equal Employment Opportunity Act. The selected firm shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Findings of noncompliance with applicable state or federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of the contract.
- 14.** The selected firm shall comply with the provisions of the Americans with Disabilities Act.
- 15.** The RFP and subsequent contract shall be governed by and construed according to the laws of the State of Michigan.
- 16.** Non-Enforcement by the Village. The selected firm shall not be excused from complying with any of the requirements of the RFP or contract because of any failure on the part of the Village, on any one or more occasions, to insist on the selected firm's performance or to seek the selected firm's compliance with any one or more of said terms or conditions.
- 17.** All submitted proposals are subject to the Michigan Freedom of Information Act.
- 18.** All contracts are subject to review by the Village of Spring Lake legal counsel.

Prepared and distributed by the Village of Spring Lake, Michigan

Ms. Christine Burns, Village Manager