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April 6, 2022

Bidder:

The Traverse City Downtown Development Authority will receive sealed bids in the office of the Chief Executive Officer (CEO), 303 E. State Street , Traverse City, Michigan 49684, until **Friday, May 6, 2022 at 2:00 PM** for the following:

**Installation and Removal of Holiday Lights  
On Downtown Traverse City Trees**

If the specifications are obtained from the City's website link at: [http://www.traverscitymi.gov/bids\\_and\\_rfps.asp](http://www.traverscitymi.gov/bids_and_rfps.asp), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [ksherdan@traverscitymi.gov](mailto:ksherdan@traverscitymi.gov)

The Traverse City Downtown Development Authority reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the DDA.

The DDA accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for **Installation and Removal of Holiday Lights**

You must submit one (1) Sealed Copy and one (1) Digital Copy of the bid to the CEO's office prior to the above indicated time and date or the bid will not be accepted. E-Mail bids will also be accepted and should be sent to [jean@downtowntc.com](mailto:jean@downtowntc.com). All bids will be opened at **3:00 PM** on **May 6, 2022** at the DDA office.

If you have any questions, please contact Harry Burkholder, DDA COO at 231-922-2050 before the bid is submitted.

**PLEASE SUBMIT BID TO:** Harry Burkholder, Chief Operations Officer  
Traverse City Downtown Development Authority  
303 E. State Street  
Traverse City, MI 49686

## **INTENT & SCOPE OF WORK**

The contractor shall provide all material, labor, tools, equipment and all necessary equipment and supplies for the installation, maintenance, removal and storing of holiday lights for the roughly 460 trees located in the public right-of-way throughout Downtown Traverse City. Bidders take account of the different sizes of downtown trees and should also adjust the number of trees if no electrical power source is available near the selected trees and/or dead trees without limbs. Bidders should include a set number of service calls regarding outages and/or damaged and fallen light strings.

In addition, the contractor shall install and maintain a year-round wrap of lights on the trunk and primary stem of 16 trees within the mid-block crosswalks of the 100, 200 and 300, blocks of Front Street. Eight of these trees will include a wrap of lights (of either red or blue) on the trunk and all major stems for from the installation in November until the second week of January.

## **INSPECTION OF SERVICES**

The submission of a bid shall constitute acknowledgment by the contractor the he/she has familiarized himself/herself thoroughly with all phases of the contemplated project.

## **QUALITY OF THE WORK**

All work shall be subject to inspections by the Downtown Development Authority Office, as well as other staff and shall meet recognized standards of good workmanship. All materials must be installed per manufacturer's installation instructions and comply with all local, state and federal codes. Unacceptable work shall be promptly redone by the contractor at his/her expense with no additional cost incurred by the DDA.

## **COMPLETION**

- The completion of the lighting install shall be no later than the 3<sup>rd</sup> Monday in November of each year, with all trees ready to be illuminated on that date.
- Lights must be removed no later than the 2<sup>nd</sup> Monday in March of each year.

## **PROTECTION OF THE PUBLIC**

The contractor shall assume full responsibility for the protection of the public during the progress of the work and shall be responsible for any damage to any adjacent premises which might result from the progress of the work. The contractor shall be responsible for providing and placing adequate barricades and warning lights at all locations where the work is in progress. To that end, the contractor will also work with the DDA and city to secure a right-of-way permit before hanging any lights.

## **PAYMENT**

The contractor shall be paid half of the yearly cost upon the completion of installation of the lights in working order and its acceptance by the DDA and half the yearly cost upon the removal of lights in March.

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**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE:**                   **Installation and Take Removal of Holiday Lights**

**DUE DATE:**           **Friday, May 6, 2022 at 2:00 PM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City or DDA for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the DDA and City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;

- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the DDA indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:
  - i. The Natural Resources and Environmental Protection Act.
  - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
  - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- (f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the DDA reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the DDA. The bid will be evaluated and awarded on the basis of the best value to the DDA. The criteria used by the DDA may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the DDA. The DDA is a sales tax exempt Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone                      Fax

\_\_\_\_\_  
City,                      State,                      Zip

**EMAIL ADDRESS:**

\_\_\_\_\_

Sole proprietorship/partnership/corporation

\_\_\_\_\_  
If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Services to be Performed: \_\_\_\_\_

2. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Services to be Performed: \_\_\_\_\_

3. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Services to be Performed: \_\_\_\_\_