



April 16, 2025

Bidder:

The Traverse City Downtown Development Authority will receive sealed bids in the office of the Executive Director, 303 E. State Street, Traverse City, Michigan 49684, until **Friday, May 16, 2025 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, 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 ksheridan@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 of the bid to the Executive Director'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 lauren@downtowntc.com. All bids will be opened at **3:00 PM** on **May 16, 2025** at the DDA office.

If you have any questions, please contact Lauren Bohac, DDA Deputy Director, at 231-922-2050 before the bid is submitted.

PLEASE SUBMIT BID TO: Lauren Bohac, Deputy Director
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 supplies necessary for the installation, maintenance, removal, and storage of holiday lights for the roughly 460 trees located in the public right-of-way throughout Downtown Traverse City. Bidders should 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 minimum 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 white 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; 2 trees within the fencing at 106-108 E Front Street; and trees at the northwest corner of Rotary Square. Eight of the 100, 200, and 300 block trees will include a wrap of different colored lights on the major stems (above the lighted trunk) from the installation in November until the last week of February.

INSPECTION OF SERVICES

The submission of a bid shall constitute acknowledgment by the contractor that 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, 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 3rd Monday in November of each year, with all trees ready to be illuminated on that date.
- With the exception of those designated as year-round, lights must be removed no later than the 1st Friday in April 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. 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 April.

Bidder - Please complete and return

BID SUMMARY

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

DUE DATE: **Friday, May 16, 2025 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: _____

Location of Holiday Lights – Downtown Traverse City

