



**REQUEST FOR PROPOSAL FOR
3 Year HOLIDAY LIGHTING INSTALLATION and REMOVAL
DOWNTOWN ALBANY BID
ALBANY, NEW YORK**

CLIENT: DOWNTOWN ALBANY BUSINESS IMPROVEMENT DISTRICT, INC.
21 Lodge Street
1st Floor
Albany, NY 12207

BACKGROUND

The Downtown Albany Business Improvement District, Inc. (BID) is an independent not-for-profit 501 (c) (3) organization comprising of property owners and businesses in the downtown Albany business district. Established in 1996, the BID's mission is to restore, promote and maintain the character and viability of downtown Albany and improve the quality of life and overall image for all those who live, work and visit the Capital City of Albany. Working in partnership with businesses, property owners, cultural institutions and organizations, government agencies and elected officials, the BID works to make Albany's downtown historic district clean, safe and friendly.

GOAL

The installation and removal of the BID's holiday lighting and decoration displays.

This service will commence as directed by the BID on the weekend of the Thanksgiving holiday and to be removed on or about the third weekend in January (see schedule within scope of services.) This is a **three year contract** beginning with November 2020 for seasonal programs in 2020/2021, 2021/2022 and 2022/2023. Proposals must include and specify a bid for each of these years.

Please see Scope of Services below.

INVITATION

Your firm is invited to submit a proposal to serve as the Downtown Albany Business Improvement District's contractor for the above referenced services.

SELECTION PROCESS

- a) The BID will accept proposals until Friday, September 25th 2020 at 3:00 PM. Proposals should include at a minimum, the following materials:
- a statement of qualifications and relevant experience
 - a proposed scope of services

- a proposed work schedule
 - fee for services must include a fee for each seasonal year
 - Three (3) copies of proposal
 - All proposals must be received in hard copy and may not be submitted electronically
- b) A bidder will be selected at the Board's discretion on October 21, 2020 and notification of award will follow.
- c) The selection of the bidder is solely at the discretion of the BID Board of Directors. The BID reserves the right to consider all or parts of any proposal, and is under no obligation to accept any or all proposals. The BID reserves the right to negotiate further with any bidders after the receipt of the proposals.
- d) Upon award the contractor must provide a \$1,000,000. (One million dollar) liability insurance binder naming the Downtown Albany BID and the City of Albany as additional insured.

Proposal Due: Friday, September 25th, 2020 at 3:00 pm

Submit To: Don Wilson, Operations Manager
Downtown Albany BID
21 Lodge Street
1st Floor
Albany, NY 12207

Contact: Don Wilson
(518) 465-2143 x112
(518) 465-0139 Fax
dwilson@downtownalbany.org

Holiday Lighting/Decoration Scope of Service

Pick up from Downtown Albany BID storage container behind the Quackenbush Garage (Orange Street between Broadway and Water Street) in downtown Albany and installation of the following on or about the weekend of Thanksgiving:

- Installation of 80' cross street lighted skyline display onto existing cables spanning the width of State Street at North and South Pearl Streets. (see attached photo and rigging diagram)
- Installation of approximately 50 metal frame decorations into metal support brackets on light poles along North and South Pearl St.
- Installation of approximately 25 LED metal frame decorations into metal support brackets on light poles along State St. between Eagle and Broadway.

- Installation of approximately 55 green garland and red bows along Clinton, North and South Pearl and Broadway including 3 pronged lighted pieces incorporated into the garland & bows with 2 metal clamps
- Installation of approximately 10 large wreaths on Broadway light poles from State Street to Pruyn.
- Installation of approximately 6 garland pole wraps and red velvet ribbons around light poles on S. Pearl from Madison to Westerlo.

All decorations will be removed using the schedules below and must be returned to the BID's storage container at location mentioned above.

- 2021 removal no earlier than 1/10 and no later than 1/17
- 2022 removal no earlier than 1/9 and no later than 1/16
- 2023 removal no earlier than 1/15 and no later than 1/22

Please email Don Wilson with any questions regarding the scope of services above.

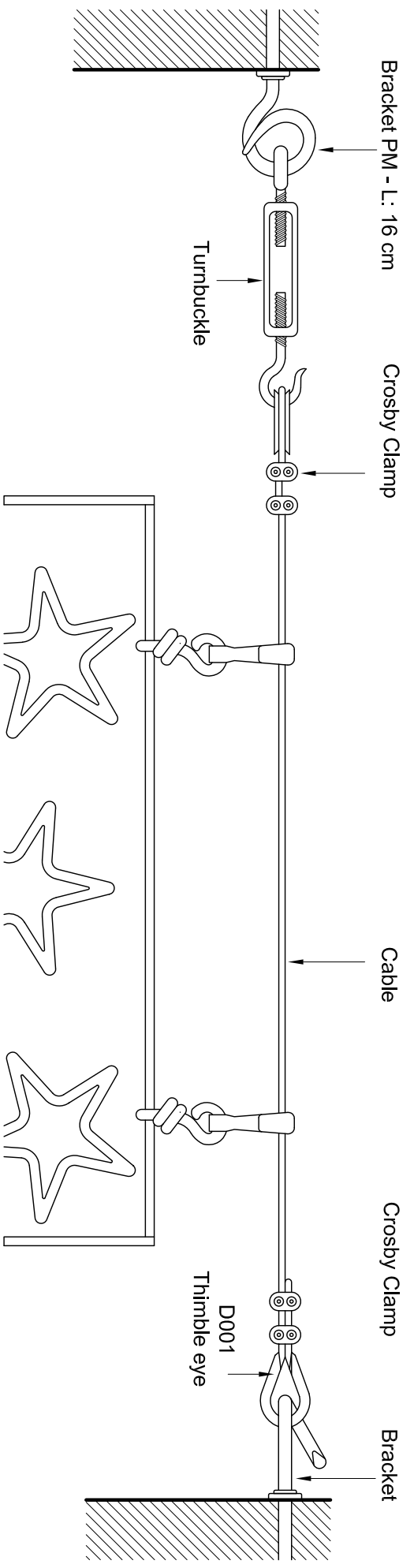
dwilson@downtownalbany.org



WellCare

TBank

Bank



Bracket PM - L: 16 cm

Turnbuckle

Crosby Clamp

Cable

Crosby Clamp

Thimble eye
D001

Bracket