



**DOWNTOWN ALBANY**  
Business Improvement District

**REQUEST FOR PROPOSAL FOR  
PURCHASE OF OUTDOOR CUSTOM LIGHTING DISPLAY  
DOWNTOWN ALBANY BID  
ALBANY, NEW YORK**

**CLIENT:** DOWNTOWN ALBANY BUSINESS IMPROVEMENT DISTRICT, INC.  
21 Lodge Street  
1<sup>st</sup> 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**

To add vibrancy and public interaction with a custom lighting display.

**INVITATION**

Your firm is invited to submit a proposal comprised of two different custom lighting display designs to serve as the Downtown Albany Business Improvement District's vendor for the above referenced.

**SPECIFICATIONS**

- Display shall consist of separate, giant (5' life sized) letters spelling out "ALBANY".
- Each display letter shall be removable to spell "LBANY" or "ALBAN", etc.
- Each display letter shall illuminate using LED, UL approved, bright clear lights.
- Display letters shall all be vibrant and visible in the same color when not illuminated.
- Display will be an outdoor feature and should be resistant to weather such as wind, rain, sleet and snow.

## **SELECTION PROCESS**

- a) The BID will accept proposals until Friday, October 12<sup>th</sup> 2018 at 3:00 PM. Proposals should include at a minimum, the following materials:
- Two design concepts.
  - A statement of qualifications and relevant experience.
  - A proposed production timeline.
  - Pricing to produce each of the two display concepts.
  - Any and all warranty information.
- b) A bidder will be selected at the Board's discretion no later than October 19, 2018 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.

**Proposal Due:** Friday, October 12<sup>th</sup>, 2018 at 3:00 pm

**Submit To:** Don Wilson, Operations Manager  
Downtown Albany BID  
21 Lodge Street  
1<sup>st</sup> Floor  
Albany, NY 12207

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