

TOWN OF BAY HARBOR ISLANDS REQUEST FOR PROPOSALS

The Town of Bay Harbor Islands is seeking qualified and experienced firms (“proposers”) to provide Holiday Lighting and Decorations Design and Display Services. Sealed Bids will be received at the Office of the Town Clerk, Town of Bay Harbor Islands at 9665 Bay Harbor Terrace, Bay Harbor Islands, Florida 33154, until to 3:00 P.M. (EST) on Tuesday, June 11, 2019 at which time bids will be publicly opened and read aloud.

The nature and scope of this project are as follow:

- Provide their best design concept for a holiday lighting and decoration display for the Town along the Shepard Broad Causeway / 96th Street / Kane Concourse and Town Hall. Color renderings of the proposed design are required in the submittal.
- Develop, supply, install, remove, maintain and store all the lighting and custom decorations proposed.
- Utilize Light Emitting Diode (LED) lighting in the proposed displays.
- Inspect all lighting and decorations on a weekly basis and repair those lights and decorations that properly functioning.

A **Mandatory** Pre-Bid Meeting will be held on Tuesday, May 28th, 2019 at 2:00 p.m. in the Town Council Chambers at the Town of Bay Harbor Islands, 9665 Bay Harbor Terrace, Bay Harbor Islands, FL 33154. Attendance to this meeting is mandatory.

All proposals shall be submitted in a sealed package and must clearly indicate “**RFP NO BC-153, Holiday Lighting and Decorations Design and Display Services**”. The Proposal shall contain seven (7) complete paper copies and one electronic original, all of which must contain all information required for the Proposal to be considered fully responsive to the requirements contained in the RFP.

Any questions concerning the RFP shall be submitted in writing no later than seven business days prior to the Proposal Submission Deadline to Douglas Armstrong, Public Works Director by email at darmstrong@bayharborislands-fl.gov. Contract Documents are available on the Town’s website at www.bayharborislands-fl.gov and may be downloaded and printed as required.

The Town of Bay Harbor Islands reserves the right to reject any and all Proposals, to waive any informality within a Proposal, and to award an agreement pursuant to this RFP in the best interests of the Town.

Town of Bay Harbor Islands, Florida
Marlene M. Siegel, Town Clerk