

THE WOODLANDS

CONVENTION & VISITORS BUREAU

visitthewoodlands.com

2017 Lake Robbins Bridge Lighting Install, Removal and Storage Request for Proposals

Scope of Services:

The successful contractor will furnish all labor, materials, storage, equipment, supervision and transportation necessary to install, remove and store any materials necessary to light the Lake Robbins Bridge for the period of June 14 – July 5, 2017. The Woodlands Convention and Visitors Bureau does not own the lighting materials necessary for this project.

- The Woodlands Convention and Visitors Bureau (the “CVB”) reserves the right to reject any or all proposals, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional proposals and to reject the proposal of any Bidder if the CVB believes that it would not be in the best interest of the Project to make an award to that Bidder, whether because the proposal is not responsive, or the Bidder is unqualified or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by the CVB.
- The CVB also reserves the right to waive all informalities and defects in the proposals and the bidding process not involving price, time of submittal or changes in the Work, and to negotiate contract terms with the Successful Bidder. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the proposal, the CVB reserves the right to consider the most advantageous proposal thereof or to reject the proposal.
- Bidder is required to submit three (3) references of previous projects of similar or like nature.
- Bid prices shall be firm for 90 days from proposal opening.
- Unit prices shall remain in effect for the length of this agreement (May 17, 2017 – July 31, 2017)
- Evaluation of proposal takes into account the following considerations: price, references, and other factors deemed significant to The Woodlands Convention and Visitors Bureau.
- Payment will be made by The Woodlands Convention and Visitors Bureau within thirty (30) calendar days after each invoice is submitted.
- A conditional proposal may be cause for rejection.
- A proposal includes the bid tabulation, references and acknowledgement of the general specifications which must be received by The Woodlands Convention and Visitors Bureau, 2801

Technology Forest Blvd., The Woodlands, TX 77381 in a sealed envelope no later than 1:00 P.M. on May 8, 2017. Each sealed envelope containing the proposal(s) must be clearly marked on the outside PROPOSAL for LAKE ROBBINS BRIDGE LIGHTING INSTALL AND REMOVAL and the envelope should bear on the outside the name of the bidder and their address.

- Any questions about the meaning, the intent or the specifications must be submitted by the Bidder in writing by May 1, 2017. E-Mail all questions to Nick Wolda, President of The Woodlands Convention and Visitors Bureau, at nick.wolda@thewoodlandscvb.com.

General Specifications and Acknowledgment:

Bidder shall complete every space in the bidder proposal column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Item #	Description of Requirements	Bidder's Initials
1	Unit price shall be inclusive of all charges, (staff time to install/remove, storage, cable to hang lights, lighting, electrical cords, truck charges, environmental charges, etc.).	
2	No taxes shall be included in the bid price since The Woodlands Convention and Visitors Bureau is exempt from all sales tax. The CVB will provide selected vendor with applicable proof of sales tax exemption.	
3	Contractor shall have installation of the approved lighting design by Tuesday, June 13, 2017.	
4	Contractor shall have all items removed by Friday, July 7, 2017.	
5	Contractor will be responsible for initial pickup and any storage of the items throughout the project.	
6	Contractor shall be capable of receiving communication by fax, web, email, or via phone call/message.	
7	The CVB will provide or cause to provide electrical service for the installation.	
8	Contractor shall provide all equipment, labor and material necessary to perform the required service. No equipment, material or personnel shall be provided by The Woodlands CVB to Contractor.	
9	Contractor must ensure user's safety when performing services in and around all locations.	

10	Contractor shall behave and operate in an environmentally sound and professional way, as to not create damage or cause exposure by virtue of negligence or omission.	
11	At Contractor's own cost and expense, Contractor shall comply with all laws, ordinances, rules, and regulations of the federal, state and local, and OSHA authorities and departments relating to or affecting the work hereunder, and shall secure and obtain any and all permits, licenses, certifications and consents as may be necessary in connection therewith.	
12	Contractor shall provide to The Woodlands CVB proper and verifiable insurance as outlined in the bid document.	
13	The Woodlands CVB will provide payment of 50% of the total cost upon completion of the installation of the agreed lighting display. The remaining 50% will be paid to the contractor upon removal of the agreed lighting display. Payments shall include all applicable storage fees.	
14	Transportation of staff and equipment shall be done only in vehicles marked with contractor's company logo.	
15	Contractor will follow all Montgomery County traffic control policies and procedures regarding potential road closures on Lake Woodlands Bridge due to lighting installation. This installation shall be done between the hours of 8pm and 6am as to lessen the impact to vehicular traffic.	
16	Contractor must conduct a pre-decoration meeting with The Woodlands CVB and The Woodlands Township prior to light installation on site at Lake Robbins Bridge.	
17	Contractor will install and remove all lighting structures necessary for their design. They should also remove and dispose of appropriately old incandescent lights.	
18	For the display, contractor shall check all electrical GFCI outlets and re-set if needed, and check all light strands to ensure proper performance as outlined in the manufactures specifications on a daily basis. If bulbs are out these shall be replaced. If strings are non-functioning these shall be replaced. The cost of this service shall be included in the unit price.	
19	If the contractor identifies a non- working outlet or power supply, they shall report this outlet to The Woodlands Convention and Visitors Bureau the next business day.	

I have read and completely understand this, SPECIFICATIONS, REQUIREMENTS AND ACKNOWLEDGEMENT FORM, and hereby affirm that I am able to and shall meet, conduct and perform each specification and requirement contained therein.

_____ PRINT/TYPE NAME	_____ E-MAIL ADDRESS
_____ TITLE	_____ PHONE NUMBER
_____ DATE	

The Woodlands Convention & Visitors Bureau use only

DATE RECEIVED

RECEIVED BY

Lake Robbins Bridge Lighting Bid Tabulation Form

PART ONE: PRICE

Service	Price Per Hour
Strategy Meeting(s) with Client	
Installation	
Removal	
Costs associated with display	

Bidders will be scored based on the following criteria:

Service	Percentage of Score
Project Approach (suggested design)	25
Quality of previous work	25
Pricing	40
References	10

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree that all information that I have provided herein is true and correct and accurately reflects my skills and ability and the quality of my production services. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

_____ PRINT/TYPER NAME	_____ E-MAIL ADDRESS
_____ TITLE	_____ PHONE NUMBER
_____ DATE	

Lit Up Bridge Example



Insurance Requirement

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

Worker's Compensation Insurance	Statutory
Employers Liability	\$100,000
Automobile Liability (Including owned and Non-Owned autos)	
Bodily Injury	\$250,000 each person \$500,000 each occurrence
Property Damage	\$100,000 each occurrence
Commercial General Liability	
Combined Single Limits for Bodily Injury and Property Damage:	
Each occurrence for premises/operations:	
Broad form CGL liability coverage	\$1,000,000
Products/ Operations aggregate	\$1,000,000
Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Umbrella Liability	\$1,000,000 each occurrence \$1,000,000 annual aggregate \$25,000 self-insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Convention and Visitors Bureau, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to The Woodlands Convention and Visitors Bureau shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against The Woodlands Convention and Visitors Bureau and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify The Woodlands Convention and Visitors Bureau to The Woodlands Convention and Visitors Bureau in duplicate, evidencing compliance with all requirements herein. **The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless The Woodlands Convention and Visitors Bureau.**

References

Please provide information from three (3) references:

1. Agency/Company:

Contact Name:

Contact Phone/Email:

Products delivered:

2. Agency/Company:

Contact Name:

Contact Phone/Email:

Products delivered:

3. Agency/Company:

Contact Name:

Contact Phone/Email:

Products delivered: