

**REQUEST FOR PROPOSAL**

**2015 HOLIDAY DECORATIONS FOR THE CITY OF BERWYN, IL**

**NOTICE TO PROPOSERS:** Sealed Proposals will be received at the Office of the City Clerk, until the time and date specified below, for:

**HOLIDAY DECORATIONS PROPOSAL**

RFP packets are available at City Clerk's Office, City Hall, 6700 W. 26th Street, Berwyn, IL 60402. Additionally, RFP packets can be found on the City web site: [www.berwyn-il.gov](http://www.berwyn-il.gov)

**ADDRESS PROPOSALS TO:** “Attention of the City Clerk’s Office, City Hall, 6700 W. 26<sup>th</sup> Street, Berwyn IL 60402”, on or before the bid opening local time and date specified below. Proposals shall be sealed and clearly marked on the front “**Proposal for Holiday Decorations**”  
**FAXED PROPOSALS WILL NOT BE ACCEPTED.**

**PROPOSALS ARE DUE NO LATER THAN:** **1:00 pm, on October 6, 2015.** Proposers shall submit four (4) copies of their proposal.

The RFP process shall following the timeline laid out below.

The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the bidder. Similarly, the City is not responsible for, and will not open, any bid responses which are received later than the date and time stated above.

**QUESTIONS:** All questions and clarifications regarding this Request for Proposal must be submitted no later than September 30, 2015 by e-mailing or calling the following City Representative:

Evan K. Summers  
Assistant City Administrator  
City of Berwyn  
esummers@ci.berwyn.il.us  
(708) 749-6541

**TIMELINE:**

|                             |                    |
|-----------------------------|--------------------|
| Issuance of RFP             | September 22, 2015 |
| Questions Due               | September 30, 2015 |
| Proposals Due – 1:00pm      | October 6, 2015    |
| Open Bids – 2:00pm          | October 6, 2015    |
| Award Contract              | October 13, 2015   |
| Begin Decoration Install    | November 16, 2015  |
| Complete Decoration Install | November 20, 2015  |
| Begin Decoration Removal    | January 4, 2016    |
| Complete Decoration Removal | January 8, 2016    |

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## **SECTION II SEPCIFIC CONDITION AND INSTRUCTIONS TO THIS PROPOSAL**

### **A. SCOPE:**

The City of Berwyn is soliciting proposals from qualified professional firms to provide Outdoor Holiday Decorations for a period beginning in accordance with the aforementioned timeline. The successful vendor will provide the light decorations and mounting hardware needed to decorate street light poles as described in Attachment A.

The holiday decorations must be new. All decorations and lighting must be in accordance with the aforementioned timeline and removed in accordance with the aforementioned timeline.

### **B. PROPOSAL REQUIREMENTS:**

1. If any bidder is in doubt as to the intent or meaning of any part of this Request for Proposal, the bidder must e-mail or call the City Representative no later than specified in the notice for proposals
2. Bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting a proposal. The submission of a proposal by a vendor implies the vendor's acceptance of the terms and conditions herein, unless otherwise stated. The vendor selected shall constitute this document (RFP) as binding and shall hold the full force of contractual obligations.
3. The proposer is responsible for all costs related to the preparation of this proposal.
4. Any cost associated with the delivery and installation of the Holiday Light Decorations not specifically set forth in this Request for Proposal will be the responsibility of the vendor, and will be deemed included in the fees and charges bid herein.
5. The format of the vendor's proposal must be consistent with the format of the specifications listed.
6. Proposed pricing and/or percentage discount shall be firm from the beginning date of the signed purchase order.
7. All prices/discounts shall be F.O.B. destination and shall include all charges that may be imposed in fulfilling the terms and conditions of the contract.
8. The City is in no way restricted from ordering Holiday Light Decorations from other vendors as needed. The following shall be deemed necessary for a successful bid:
  - a. This proposal must be summarized in letter form on the vendor's letterhead stationary. The letter must be signed by an officer of the vendor or a designated agent empowered to bind the firm in the contract offer. Acceptance or exception to the City's terms must be noted in the letter.
  - b. A complete description and specifications of the decoration unit(s) including mounting hardware and length of connecting cord.
  - c. At least (3) references from companies or agencies that have purchased the proposed decorations from your company. The company's name and address, a contact name,

title and phone number, must be included with the reference information (Section IV).

- d. A completed and signed Company Information & Signature Sheet (Section V); delivery information must also be completed in this section.

**NOTE: Proposers are required to submit the required information listed above. The City reserves the right to reject proposals that the City considers incomplete due to the omission of the required information.**

**C. GENERAL REQUIREMENTS:**

1. Professional workmanship shall meet or exceed existing industry standards.
2. Unless otherwise specified, the vendor shall unconditionally guarantee the materials and workmanship of all holiday light decorations. If any defects or signs of deterioration are noted which in the City's opinion are due to faulty workmanship or material, the vendor, upon notification and at the expense of the vendor, shall replace the holiday decorations (within seven (7) business days) to the complete satisfaction of the City. The replacement of the holiday decorations shall be made only at such time as shall be designated by the City as least detrimental to the operation of City business.

**Regardless of any statement to the contrary, the vendor agrees that implied warranty of merchantability and fitness for a specific purpose is not disclaimed.**

3. Proposers shall guarantee delivery in accordance with the delivery requirements referenced in Section II., A Scope.
4. Failure of the vendor to provide commodities within the time specified, unless extended/accepted in writing by the City, or failure to replace rejected commodities when so directed by the City shall constitute delivery failure. When such failure occurs, the City reserves the right to cancel or adjust the contract, whichever is in the best interest of the City. In either event, the City may purchase in the open market commodities of comparable worth to replace the articles rejected or not delivered. On all such purchases, the vendor shall reimburse the City, within reasonable time specified by the city for any expense incurred is not cancelled, such purchases shall be deducted from the contract quantities. The City reserves the right to reject commodities delivered which do not meet specifications, or are substandard in quality, subject to an adjustment in price to be determined by the City.
5. The Vendor shall be responsible for any commodities covered by this contract until delivery and installation is completed at the designated point. In addition, the vendor shall bear all risk for rejected commodities after written notice of rejection. Rejected commodities shall be replaced by and at the expense of the vendor after written notification of rejection.

Upon Vendor's failure to replace commodities within seven (7) working days after the date of notification, the City may return the rejected commodities to the vendor at the vendor's risk and expense, or the City may dispose of them as its own property.

6. Final inspection of commodities shall be conclusive except as regards to latent defects, fraud, or such gross mistakes that amount to fraud. Final inspection and acceptance or rejection of the commodities shall be made within a reasonable time after delivery, but failure to inspect or reject commodities shall not impose liability on the City if such commodities are not in accordance with the specification. All commodities delivered to the City shall be accepted subject to inspection and physical count.

D. **CONTRACT AWARD:**

1. The vendor's proposal shall be complete to be considered for contract award.
2. The City reserves the right to qualify, accept or reject any or all vendors and accept any proposal deemed to be in the best interest of the City. The City of Berwyn reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City. The City of Berwyn reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the request for proposals.
3. Consideration may be given to, but not limited to, delivery time, the proposed Holiday Light Decoration, warranty/product, reliability & functionality/product availability, references, delivery time, and special pricing & volume discounts.
4. Award, if made, shall be in the form of a Purchase Order. This RFP shall serve as binding guidance in conjunction of the Purchase Order. The terms and conditions in this RFP shall carry forward into any contract. The submittal of a purchase order be used as proof of acceptance of these terms.

E. **EVALUATION PROCESS:**

Each proposal submitted stands alone and will be evaluated on its own merits in terms of meeting the City's requirements and terms and conditions, pricing, and overall responsiveness to the Request for Proposal. A City representative or official may conduct discussions with any offeror that submits an acceptable or potentially acceptable proposal. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of the discussions, the evaluation committee shall not disclose any information derived from one proposal to any other offeror. The City representative reserves the right to request the offeror to provide additional information during this process.

**SPECIFIC CONDITIONS AND INSTRUCTIONS:**

**The above conditions and instructions clarify this specific proposal document, but are in addition to the attached GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS (Section III).**

**SECTION III**  
**GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS**

The general rules and conditions which follow apply to all proposals issued by the City, unless otherwise specified. Proposers or their authorized agents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so shall be at the proposer's own risk.

**REQUEST FOR PROPOSAL (RFP):** is defined as a request for an offer, by one party to another, of terms and conditions with reference to some work or undertaking.

This document constitutes a REQUEST FOR PROPOSAL, and is thus a solicitation for responses. Conversely, this REQUEST FOR PROPOSAL is NOT a bid and is not governed by state or federal bidding requirements.

Moreover, any acceptance of a proposal shall NOT result in a binding contract between the City and the proposer, but instead will simply enable negotiations to take place which may eventually result in a detailed and refined agreement or contract between the proposer and the City.

"Proposal date" as referenced herein shall mean the local date and time specified in the proposal documents.

**A. CONDITIONS FOR PROPOSING**

1. **COMPLETENESS/AUTHORIZATION OF PROPOSAL.** Proposer shall supply all information and submittals required by the proposal documents to constitute a proposal. The proposal shall clearly state the legal name, address, telephone number, and fax number of the proposer. The proposal shall be signed above the typed or printed name and title of the signer. The signer shall have the legal authority to bind the proposer to proposal.
2. **ADDRESSING OF PROPOSAL.** Unless otherwise specified, faxed proposals will not be accepted. Proposal shall be submitted in a sealed envelope clearly marked on the front with proposal number and due date, and unless otherwise specified, addressed to:

City Clerk's Office  
City of Berwyn  
6700 W 26<sup>th</sup> Street  
Berwyn IL 60402

3. **PROPOSAL DEADLINE.** Proposer shall be responsible for taking whatever measures are necessary to ensure that the proposal reaches the office of the City Clerks on or before the local time and date specified. The City shall not be responsible for, and may not consider, any late proposal, amendment thereto, and request for withdrawal of proposal received after the date specified. Proposals received after the time and date specified on the Request for Proposal will not be opened and will not be considered for award.

A written request for withdrawal of a proposal or any part thereof may be granted, provided the request is received in writing by the City prior to specified proposal date.

4. **PROPOSALS BINDING 60 DAYS.** Unless otherwise specified, all formal proposals submitted shall be binding for sixty (60) days following proposal date, unless the proposer(s), at the City’s request agrees in writing to an extension.
  
5. **COMPETENCY OF PROPOSER.** No proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the City of Berwyn upon any debt or contract. Prior failure of a proposer to perform faithfully on any previous contract or work for the City may be grounds for rejection. The proposer, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these proposal documents; such evidence shall be presented within a specified time and to the satisfaction of the City.
  
6. **COLLUSIVE PROPOSING.** The Proposer certifies that the proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project, without prior knowledge of competitive prices, and that the proposal is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

**B. INSURANCE**

1. **INSURANCE REQUIREMENTS.** The successful proposer shall provide insurance as follows:

- a. **Certificate of Insurance; Cancellation of Modification**

- (1). Before commencing work, the Proposer shall submit to the City for approval a Certificate of Insurance meeting the requirements specified herein, to be in effect for the full contract period.

- (2). The Proposer shall notify the City in writing at least thirty (30) calendar days prior to any change or cancellation of said policy of policies.

- (3). Cancellation or modification of said policy or policies shall be considered just cause for the City of Berwyn to immediately cancel the contract and/or halt work on the contract, and to withhold payment for any work performance on the contract.

- b. **Minimum Coverage**

- (1). Any policy or policies of insurance purchased by the Proposer to satisfy their responsibilities under the proposal shall include contractual liability coverage, and shall be in the following type and minimum amounts:

Informal Project specs: Class I (under \$1M)

| <u>Type of Coverage</u>             | <u>Each Occurrence</u> | <u>Aggregate</u> |
|-------------------------------------|------------------------|------------------|
| a. Comprehensive General Liability  |                        |                  |
| (1) Bodily Injury & Property Damage | \$500,000              | \$1,000,000      |

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| b. Automobile Liability             | Combined<br><u>Single Limit</u> |
| (1) Bodily Injury & Property Damage | \$500,000                       |
- c. Worker's Compensation Insurance as required by Illinois state law.

**The City requires that the Contractor's Insurance carrier be A-rated or better by A.M. Best.**

The City requires that the Contractor's Insurance carrier be A rated or better by A.M. Best.

**WHEN ADDITIONALLY REQUIRED:**

|                         |           |
|-------------------------|-----------|
| Errors & Omissions      | \$500,000 |
| Fidelity Bond (minimum) | \$ 50,000 |

c. **Hold Harmless: Endorsement Required**

(1). The Proposer, including their subcontractor, employees, representatives or agents, shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees, and agents from any and all liability, loss, cost, damage and expense (including reasonable attorney's fees and court cost) resulting from, arising out of, or incurred by reason of any claims, actions or suits based upon or alleging bodily injury including death, or property damage rising out of or resulting from the Proposer's operations under this document.

(2). Proposer is not, and shall not be deemed to be, an agent or employee of the City of Berwyn

(3). Responsibility for Damage Claims – Notwithstanding the above, it is specifically agreed between the parties executing this contract that is not intended by any of the provisions of any part of the contract documents to create in the public or any member thereof a third party beneficiary hereunder, or to authorize anyone not a party to this contract. It is understood that no subcontractor is a third party beneficiary to any contract between the Contracting Authority and prime contractor. Nothing in any special provision or any supplemental specification shall be construed as eliminating or superseding the requirements of this section.

d. **Additional Insurance Requirements**

Owner's Insurance shall not include coverage for loses or damage caused by the negligent act or omissions of Contractor of Subcontractors, or for damage to material or equipment while under the control of or stored by Contractor prior to installation or prior to inclusion of such material or equipment in construction. Contractor shall maintain appropriate insurance for such risks or occurrences.

Contractor shall be responsible for the owner's deductible on the owner's builder's risk.

C. **SPECIFICATIONS**

1. **FORMAL SPECIFICATIONS.** The proposer shall abide by and comply with the true intent of the specifications (i.e., not take advantage of any unintentional error or omission). Whenever mention herein is made of a service to be provided in accordance with laws, ordinances, etc., shall be construed as the minimum requirements of the specifications.

2. **PROPOSED ALTERNATE.** When an item is identified in the bid document by a manufacture's name or catalog number, it is understood that the bidder proposes to furnish the commodity and/or service so identified by the City unless the bidder specifically proposes an alternate. In bidding on a proposed alternate, the bidder shall clearly state on his/her bid exactly what he/she proposes to furnish, and forward with his/her bid, a complete description of the proposed alternate, including brand, model number, drawings performance and test date, references, and any other information necessary for a complete evaluation. Bidder shall include a statement setting forth any charges in other materials, equipment, or other work which would be required by incorporation of the proposed alternate. The burden of proof of the merit of the proposed alternate rests upon the proposer.

The City's decision to approve or disapprove of a proposed alternate shall be final.

3. **QUALIFICATIONS, CREDENTIALS AND REFERENCES.** The proposer shall provide a description of qualification, credentials, experience, and resources as they relate to provision of the proposal. The proposer shall also provide a list of clients for whom similar work has been performed within the last two years, including the firm, contact person, address, and phone number of each contract person.
4. **ADDENDUM TO SPECIFICATIONS.** Any substantive interpretation, correction or change of the proposal documents shall be made within addendum. Interpretation, corrections or changes of the proposal documents made in any other manner shall not be binding. Such interpretations, corrections or changes shall not be relied upon by proposer. Any addenda shall be issued by the City within a reasonable time prior to the proposal date.

D. **SECTION OF FIRM**

1. **REJECTION OF PROPOSALS.** The City reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. The city also reserves the right to reject a similar nature, or proposal from a proposer who, investigation shows, is not in a position to satisfactorily and timely perform the contract.
2. **SELECTION.** The City desires to enter into negotiations and ultimately reach an agreement with a Proposer who demonstrates the best combination of attributes to conduct the project, and who also negotiates a project cost with the City that is fair and reasonable. The City may conduct discussions with any proposer who has submitted a proposal to determine qualifications, for further consideration. Since the initial review by the City will be deemed preliminary in nature, the document and process will be deemed confidential until such time as the successful proposer is selected. Criteria for selection will include but not limited to:
  - Ability to provide the type and quality of service that best meets the needs of the City.
  - Organization, size, management and structure of the firm to provide service.
  - Experience and qualifications of the persons with supervisory and management assignments, especially relating to similar work assignments.
  - Satisfactory reference checks of clients on similar projects.

- Previous and existing compliance with laws and ordinances relating to contracts with the City and to the proposer's employment practices.
- Whether the proposer is in arrears to the City, in debt on a contract or is a defaulter on a surety or other agreement with the City.
- If a reasonable doubt arises as to proposer's solvency, the City reserves the right to require financial information sufficient to show solvency.
- Cost estimate; the City is not required to accept the proposal with the lowest cost estimate.

**Once the City has reached an agreement with the Proposer, a purchase order will be issued to the selected vendor. The purchase order will define the conditions of the contract between the City and the contractor selected to receive the award; this document shall serve as guidance and is considered contractually binding once the Purchase Order has been signed.**

3. **CORRECTIONS TO SUBMITTED PROPOSALS.** Any changes that are made to this proposal using correction fluid, writing utensils, etc. before submission must be dated and initialed in each area that a change is made.
4. **PRICING REQUIREMENTS.** All pricing submitted by the bidder shall be indicated in both words and figures. (Ex. \$200.00, two hundred dollars).
5. **PRESENTATIONS.** When required and based on evaluation of proposals submitted, the City may select finalists who will be required to participate in interviews, including key personnel designated for the proposal, and to make presentations regarding their qualifications and their ability to furnish the required service to best serve the needs of the city.  
Formal presentations will be scored and evaluated by the Public Works Director who will make a recommendation to the City Council for final approval. Nothing in the proposal can obligate the City to enter into a contract.
6. **LOCAL PURCHASES.** Unless otherwise specified, cost and other considerations being equal, local firms shall be given first consideration for the project. The City of Berwyn encourages and appreciates the use of local labor, product and services.
7. **ERRORS IN PROPOSAL.** Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-compliance by the proposer with specifications, instructions and conditions shall be construed in the light most favorable to the City. Changes in proposals shall be initialed and dated.

**E. GENERAL CONTRACT PROVISIONS**

1. **CONTRACT AWARD.** Upon City's selection and satisfactory between City and Proposer on the work to be performed, a written award in the form of a Purchase Order, contract or other instrument shall result in binding contract. The contract shall be on forms provided by the City; or if the proposer's contract document is used, the City reserves the right to modify and document to conform to the request for proposal and to do so in the light most favorable to the City.
2. **INSURANCE.** Current Certificate of Insurance in the amounts specified shall be on file with the City before work can commence.

3. **AVAILABILITY OF FUNDS.** A contract shall be deemed valid only to the extent for appropriations available to each project. The City's extended obligation on these contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriation for the following fiscal year.
4. **CONTRACT ALTERATIONS.** No alterations or variables in the terms of a contract shall be valid or binding upon the City unless authorized in writing by both parties.
5. **SUBLETTING OF CONTRACT.** Proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title or interest therein, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the City, but in no case shall such consent relieve the Proposer from their obligations, or change the terms of the contract.
6. **CONTRACT PERIOD.** Contract shall remain in force for the full specified period and until all services have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall be met, unless:
  - a. Extended upon written authorization of the city and accepted by contractor, for a period negotiated and agreed upon by both parties, when in the best interest of the City.
  - b. Terminated due to the default, as described below.
7. **DEFAULT.** The Contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Proposer upon non-performance, violation of contract terms, delivery failure, bankruptcy or insolvency, or the making of an assignment for the benefit of creditors. The City reserves the right to grant Contractor a specified cure period of during which to cure or remedy the default, which cure period shall be included in the written notice to default. If default is not cured within the specified time, City reserves the right, but is not obligated to, extend the cure period or City may deem the contract terminated without further notice. Lack of knowledge by the contractor will in no way be cause for relief from responsibility.
8. **INDEMNITY.** The Proposer shall indemnify, defend and hold harmless the City of Berwyn and its officers, employees and agents from any and all liability, loss, cost, damage, and expense (including reasonable attorney's fee and court costs) resulting from, arising out of, or incurred by reason of any claims, actions, or suits based upon or alleging bodily injury including death, or property damage arising out of or resulting from Proposer's operations under this Contract, whether such operations be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either.

Proposer is not, and shall not be deemed to be, an agent or employee of the City of Berwyn

Proposer further agrees to:

- a. Save the City, its agents and employees harmless from liability of any nature or kind for the use of any copyright or uncopyright composition, secret process, patented or

unpatented invention, article or appliance of which the Proposer is not the patentee, assignee, licensee or owner, furnished or used in the performance of the contract.

- b. Obtain all permits and licenses required by city, state and federal governments and pay all related fees. The Proposer shall also comply with all laws, ordinances, rules and regulations of the City, State of Illinois and the Federal Government including the Prevailing Wage Act.
9. **NON DISCRIMINATION.** Proposer shall not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, sexual statement, or otherwise commit an unfair employment practice. Proposer further agrees that this non-discriminatory agreement shall be incorporated by the Proposer in all contracts entered into with suppliers of commodities and/or services, contractors and subcontractors, and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract.

F. **PAYMENT PROVISIONS**

1. **PAYMENT TERMS.** Payment may be made only after inspection and acceptance by the using department. Payment of balances shall be made only after approval and final acceptance by the City.
2. **INVOICING.** Following acceptance of each payment term, payment shall be made within thirty (30) calendar days from receipt of itemized invoice. Before the City will pay any invoice, the invoice must include a detailed description of all charges, the proposal number, department name, dollar amount, quantity of hours worked, and any other pertinent information. All reimbursable expenses must be accompanied by a copy of the vendor's receipt. Submit invoice in duplicate to:  
  

City of Berwyn  
Project Operations Manager  
6700 W. 26<sup>th</sup> Street  
Berwyn IL 60402
3. **WITHHOLDING PAYMENT.** Consideration for withholding payment shall include faulty materials, or workmanship, failure to meet delivery deadlines, and liens that have been filed, or evidence indicating a possible filing of claims. In all cases, regulations and limitation imposed by the Federal Government.
4. **TAXES.** The City of Berwyn is exempt from all Federal, State of Illinois and other State Taxes on the purchase of commodities and services used by the City of Berwyn within the State of Illinois. The Finance Department shall provide tax exemption certification to out-of-state taxes imposed on purchases of commodities and/or services which are which are used within another state are applicable and subject to payment.

Contractors and subcontractors shall pay all legally required sales, consumer and use taxes on all commodities and/or services purchased or rented to complete their contract.

If a contractor, subcontractor, or builder is to use building materials, supplies, and equipment in the performance of a construction contract with a designated exempt entity, the person shall purchase such items of tangible personal property without liability for the tax if such property will be used in the performance of the construction contract and a purchasing agent authorization letter and an exemption certificate, issued by the designated exempt entity, are presented to the retailer.

**SECTION IV REFERENCES**

The vendor must complete the required reference information listed below. The vendor must provide at least three (3) references from companies or agencies that have purchased the proposed holiday light decorations from your company. The company's name and address, a contact name, title, and phone number, must be included with the reference information.

1.     Company Name:       \_\_\_\_\_

          Company Address: \_\_\_\_\_

          Company Contact: \_\_\_\_\_

          Title of Contact: \_\_\_\_\_

          Phone Number: \_\_\_\_\_

2.     Company Name:       \_\_\_\_\_

          Company Address: \_\_\_\_\_

          Company Contact: \_\_\_\_\_

          Title of Contact: \_\_\_\_\_

          Phone Number: \_\_\_\_\_

3.     Company Name:       \_\_\_\_\_

          Company Address: \_\_\_\_\_

          Company Contact: \_\_\_\_\_

          Title of Contact: \_\_\_\_\_

          Phone Number: \_\_\_\_\_

**Note: Additional reference may be included with the vendor's proposal.**

**SECTION V COMPANY INFORMATION & SIGNATURE SHEET**

**Vendors must include with their submitted proposal this completed and signed Company Information & Signature Sheet and a price list for the proposed Holiday Light Decorations required for this contract.**

The undersigned bidder, having examined and determined the scope of this Request for Proposal, hereby proposes to supply and delivery the proposed commodities as described in the proposal documents at the prices set forth within.

The undersigned bidder states that this bid is made in conformity with the specifications and qualifications contained herein. In the event that there are any discrepancies or differences between any conditions of the vendor’s proposal and the Request for Proposal prepared by the City of Berwyn, and the City’s Request for Proposal shall prevail.

The undersigned bidder certifies that this proposal is made in good faith and without collusion or connection with any other persona or persons associated with the project.

**Delivery:** Upon receipt of a purchase order from the City of Berwyn, the vendor guarantees delivery of the proposed Holiday Light Decoration by installation date.

Name of Firm: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Website Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Addenda Form:**  
The undersigned hereby acknowledges receipt of the following applicable addenda:

| Addenda Number | Date  |
|----------------|-------|
| _____          | _____ |
| _____          | _____ |

**PROPOSAL PRICES**

2015

AREA I - Roosevelt Road \_\_\_\_\_  
AREA II - Cermak Road \_\_\_\_\_  
AREA III – Ogden Avenue \_\_\_\_\_  
AREA IV – Depot District \_\_\_\_\_

UNIT COST – *For use in the event of a change order*

- 36” Outdoor Double Faced Wreaths Decorated Unlit Roping: \_\_\_\_\_
- 36” Unlit Natural Balsam Wreaths with Red Bows and Roping: \_\_\_\_\_
- 36” Natural Balsam Wreaths with Red Bows and Roping: \_\_\_\_\_
- Additional Large Red Bows: \_\_\_\_\_/each
- Additional Roping: \_\_\_\_\_/per foot

Signature: \_\_\_\_\_  
Name of Contact \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Contact: \_\_\_\_\_  
Title of Contact: \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
  
Date: \_\_\_\_\_

## ATTACHMENT A

The contractor is required to supply all brackets and decorations, where specified by the City of Berwyn. The contractor is responsible for installation, maintenance and removal of decorations.

The decorations are to be installed and removed by the dates found in the aforementioned timeline. The contract will cover a one year period.

**AREA I            ROOSEVELT ROAD**  
Harlem Avenue to Lombard Avenue  
South Side of Roosevelt Road  
East side of Harlem Avenue  
West side of Lombard Avenue

(52) commercial poles to be decorated from under the banner arms or approx; every pole. 16' to the ground with unlit 12" balsam roping over a solid red poly wrap. Place large red poly bow at top attachment facing street.

**AREA II            CERMAK ROAD**  
Harlem Avenue to Lombard Avenue  
Both sides of Cermak Road  
East side of Harlem Avenue  
West side of Lombard Avenue

(38) commercial poles to be decorated with an unlit 36" outside diameter double faced balsam wreath decorated with red poly bow and pine cones. Mounted on brackets hanging over the street approx. 16' with an overlay of unlit 12" balsam roping over solid red poly from under the wreaths to the ground. Alternating every other pole.

(61) ornamental poles to be decorated with unlit 36" single faced wreath decorated with red poly bow and pine cones mounted flush to the pole facing the street with an overlay of 12" balsam roping over solid red poly wrap to the ground. Alternating every other pole.

**AREA III            OGDEN AVENUE**  
Harlem Avenue to Lombard Avenue  
Both sides of Ogden Avenue  
East side of Harlem Avenue  
West side of Lombard Avenue

(80) commercial poles to be decorated with unlit 12" balsam roping over solid red poly wrap from under the banner arms or approx. 16' to the ground. Red poly bow at top attachment facing street.

**AREA IV      DEPOT DISTRICT**

Windsor Avenue – Harlem Avenue to Ridgeland Avenue  
(East side of Harlem Avenue)

Stanley Avenue – Harlem Avenue to Ridgeland Avenue  
(East side of Harlem Avenue)

Oak Park Avenue – 32<sup>nd</sup> Street to 34<sup>th</sup> Street  
(both sides of Oak Park Avenue)

Grove Avenue – 32<sup>nd</sup> Street to 34<sup>th</sup> Street  
(both sides of Grove Avenue)

- (68) commercial poles decorated with unlit 36" outside diameter double faced wreath decorated with red poly bow and pine cones on bracket hanging over the street with an overlay of 12" balsam roping over solid red poly wrap from under the banner arms or approx. 16' to the ground. Every corner pole
- (44) platform poles to be decorated with unlit 12" balsam roping over solid red poly wrap from top of pole to the ground. Red poly bow at top facing platform.
- Harlem Avenue Station and Oak Park Avenue Train station to be decorated with draped balsam roping and one (1) 48" wreath with large poly bow on each station facing the train tracks.

**Notes:**

- Roping should be wound on coated wire center from under the banner arms to the ground.
- Prospective bidders are encouraged to visit Berwyn to ascertain a visual scope of the project.
- Care shall be taken to prevent marring or scratching of the City infrastructure. Plastic zip ties are preferred.
- Contractor is responsible for maintenance of the holiday decorations. In the event that decorations are damaged, vandalized or otherwise not in a presentable manner, the contractor shall rectify at no cost to the City. The City will make the final determination on the maintenance requests.
- This is a lump sum contract.

**Unit Cost Pricing:**

While the individual pole counts are assumed accurate, there may be slight deviations. To account for this, bidders are asked to submit unit costs for material. Unit cost pricing is assumed installed and should include time and materials. Additional material requirements should be cleared through the City's representative.

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### Appendix

- Typical commercial pole decorated with unlit balsam roping with red ribbon



\*Note: should be decorated fully with a SOLID red wrap so as to avoid “candy stripe” effect. Minimum of three (3) wraps around pole is required.

- Typical large red poly bow:



(24” flocked bow)

- Typical unlit 36" outside diameter wreath decorated with red bow and pine cones\*



\*poly bow acceptable alternate

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