

Holiday Light Questions and Addendums

Terms of the Contract (Change in the scope of the RFP)

The contract will be a one-year contract with the option to renew for two additional years.

This is based on advice from our attorney and to match previous contracts that have been created for services at the City.

Are we required to bid at the Prevailing Wage

The initial scope documents references that the project will need to follow state law regarding prevailing wage. This is only if the bid comes in over the \$75,000 threshold outlined in state statute

If the bid remains below the state threshold, then the items relevant to prevailing wage will be removed from the contract Terms & Conditions. Based on initial information, we do not believe this base bid will fall above that prevailing wage threshold and will not necessarily need to follow any wage orders.

Earliest install will be allowed

We did not put a date for earliest install. In previous projects, I had them installed around Halloween but left them off until the lighting ceremony. If we can still have manual control, I would not imagine there would be an issue with early installation.

Payment schedule

We will structure the contract to include upfront payment at the signing of the contract for the cost of the lights then 50% of the service portion of the contract at install and the other 50% after removal.

Is a maintenance bond required

No. It will be removed in the final contract language.

Mayor's tree

We do not have a set budget for that alternate bid. The direction I have been given is that the tree should be well lit and with some kind of topper. Outside of that we left it open.

What about the Fire Station and area west of Chestnut?

We did not initially include that as part of the base bid, but if you are interested in bidding that part of the street, we would consider it as an alternate bid. I have also attached the map of measurements at the end of this addendum.

Should we light the west side of 308 Main Street (Eagles Club).

Yes, that leg was inadvertently left off the map. We anticipate it would be 80 feet of additional lights

How should we format the alternate bids

For each of the alternate bids, if you choose to provide pricing, we would like to see a breakout of materials and services.

Example: Mayor's Christmas Tree Alternate Bid

Materials	\$X
Install/Removal	\$X
Total	\$X

What if we don't submit on alternate bids?

The evaluation of the bid will only consider the pricing for the main bid (lighting Main Street). If a bidder does not submit pricing on the alternate bids, it will not count against the evaluation nor will it negate the overall bid.

Can we spread the cost of the materials out over the duration of the contract rather than all upfront

Yes.

Do you require the proof of insurance as part of the bid.

No, but it will be required once we go into the contract approval process with Council shortly after

Will you allow for any last look or revisions after the bids are open

No. Once bids are submitted and opened, that is what will be considered your final bid and what we will evaluate.

Schedule after Sept. 6

Once we receive the bids, staff will begin its evaluation immediately. We should have an answer on who the winner is the following week. If documents and contracts can be signed quickly, I would anticipate the contract going before Council either Sept. 24 or Oct. 8.

