

## ATTACHMENT B

### **A. Additional Instructions and General Conditions**

By submitting a Proposal, Proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of providing quality personnel to achieve the City's objectives.

Submitted Proposals are not to be copyrighted.

### **B. Execution of Agreement**

The agreement for services shall be signed by the successful Proposer and returned with the required insurance within five (5) days, not including Sundays and legal holidays, after the City has provided written notice that the contract has been awarded. Failure to execute agreement and file acceptable insurance documents as provided herein shall be just cause, at City option, for annulment of the contract award.

Should the successful Proposer decline to execute a contract, City Council has the option to either reject all Proposals and call for new Proposals or accept one of the other Proposals.

### **C. Award**

The City will evaluate and award based on completeness of bid packet, price quoted, qualifications, and references.

### **D. Qualifications (Complete a-d below) Please leave no blanks. Put N/A if applicable.**

a.) Provide a brief profile of the firm such as the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size, and location of offices; and number of employees.

b.) Provide a general description of the firm's financial condition and identify any conditions (i.e. bankruptcy, pending litigation, planned office closures, impending merger) that may impede Proposer's ability to complete the work.

c.) Describe the firm's experience in providing similar work and highlight the participation in such work by the proposed staff for this RFP.

d.) Identify subcontractors, by company name, address, contact person, telephone number, and their function in relating to the work under this RFP (if applicable).

**E. Staffing (Complete a – b below)**

a.) Provide list of key personnel to perform work under this proposal and a description of their applicable work experience. *(Key personnel must be available for the duration of the work and no key personnel shall be removed or replaced without the prior written concurrence of the City.)*

b.) If applicable, list any required licenses of key personnel needed to perform the work under this Proposal.

**F. Pricing**

a.) Pricing is to be based on description and specifications in ATTACHMENT A and in EXHIBIT A. Any exceptions to, or deviations from, the requirements of this RFP where Proposer wishes to propose alternative approaches to meeting the City's requirements, should be thoroughly explained below:

**G. Approach Plan**

a.) You will be responsible for any unnecessary damage to landscape and properties. Will you be able to protect the turf from damage caused by lift trucks? If so, how?

b.) Maintenance Plan

Describe plan to ensure maintenance of lighting and decorations throughout the term of the contract.

c.) Safety Plan

Describe safety plan to ensure all employees and equipment during holiday light installation and removal. The City expects awarded vendor to follow all OSHA Regulations and electronic devices are prohibited from premises that are not required to be used while operating equipment or spotting communications.

Do all your employees have the necessary safety training and fall equipment needed?  
If not, please explain.            YES            NO

**H. SCOPE OF WORK**

Please initial indicating your acknowledgment of the following requirements:

\_\_\_\_\_ Lighting and decorations will be installed between Monday, November 5, 2018 and Tuesday, November 20, 2018. Lights should be fully tested by November 20<sup>th</sup>.

\_\_\_\_\_ Lighting and decorations will be removed between the period of Monday, January 7, 2019 through Tuesday, January 15, 2019.

\_\_\_\_\_ Proposer will provide lights that are commercial grade light emitting diode (“LED”) and prices will include installation and removal of all provided materials including, but not limited to, extension cords, clips and other items as needed. All products shall be leased to the City from November 5, 2018 for the contract period.

\_\_\_\_\_ Proposer shall provide repair and/or service of lights that malfunction within 2 days of notification of such malfunction. Vendor must supply after hours phone number for reporting maintenance.

After Hours Number: \_\_\_\_\_

\_\_\_\_\_ Samples of all lighting and decorations shall be preapproved by City staff prior to installation.

### PROPOSAL CHECKLIST

**Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.**

DOCUMENT	INITIAL TO INDICATE DOCUMENT IS ATTACHED TO PROPOSAL
Complete RFP Packet, copy, & flash drive with all forms. *	
Credentials (W-9, licenses, proof of good standing etc.)	
Conflict of Interest Disclosure *	
"Does Not Boycott Israel" *	
Holiday Light and Decoration Summary	
Attachments A and B *	

\*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.