

Downtown
CARLETON
PLACE

Request for Proposal

Downtown Carleton Place
Business Improvement Area
Holiday Lighting and Decorating Services

In Partnership With
The Town of Carleton Place

May 2018

Proposal Overview

Downtown Carleton Place BIA and the Town of Carleton Place would like to 'wow' the citizens of Carleton Place and its visitors. We are inviting proposals for the procurement of qualified and competent lighting installation companies to undertake a detailed lighting rental, installation and maintenance program throughout the BIA area and some outside the BIA areas (see Holiday Lighting Map).

The intent is to showcase Downtown Carleton Place as the best place to shop & dine, while enjoying an impactful, crisp, clean streamlined holiday light scheme and photo area experience. The project will primarily focus on nighttime décor, however, transitional (nighttime to daytime pieces) are encouraged and welcomed.

We want a beautiful and festive atmosphere, encouraging community members to shop and dine in their downtown. We want residents to celebrate their hometown and lastly, leave lasting & impactful impression for our out of town visitors and newcomers.

Proposal Guidelines & Qualifications

The Lighting Contractor must be capable of providing accurate, reliable, on-time, proactive service (weekly monitoring of lights) during the 90 day period. Please include your guaranteed service agreement. The Lighting Contractor must be qualified and licenced in Ontario. The Request for Proposal should provide a description of what the vision will look like: theme, colors, lights per strand, and strands per tree or pole, photo areas etc. There must be two options submitted.

We would like submissions to include photo visuals and/or examples, a required timeline to execute the design and the space requirement where applicable.

The lights and displays must be up and running by Tuesday November 13th 2018. Tear down must be by Friday February 15th 2019.

Project Areas & Objects

The trees (large and small trees), shrubs, and lamp standards along Bridge Street all can be decorated, we are open to a new scheme of lighting, so please be creative. The central bridge in the Carleton Place is quite dark in the winter months (the bridge on Bridge Street). A plan to have this decorated or lit up would be welcomed.

Lighting should be continuing to Townline Road. Lansdowne Avenue to the Heritage Mall, and Moore Street to Tim Horton's. Not every tree needs to have lights, however there should be a plan or reason for where the lights are. The large evergreen trees beside Town Hall must have lights. The large trees and area in front of The Canadian Wool Growers Co-op, is an area that needs attention.

The Town's green lamp standards have outlets approximately 15 feet above the street level. Most store fronts have outlets that are usable. There will be greenery baskets hung on the green lamp standards, unless your plan uses another option for day time décor.

If you are not decorating the trees on Bridge, a solid explanation of why is expected.

Request for Proposal and Project Timeline

Bid Start Date: Monday May 8^h 2018

Question period end date: Monday May 21st 4:00 pm EST

Bid End Date: Friday June 30th , 2018 at 4:00 pm EST

Contract: 1 year, with possible two-year renewal-based year 1 performance.

Budget

Please include two options in your bid. The project budget is: \$12,000. Payment will split into two payments, upon completion of installation and tear down in 2019.

Lead Contact & Inquiries

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Examples

