



**City of Port Orchard
City Clerk's Office
216 Prospect Street
Port Orchard, WA 98366
(360) 876-4407
cityclerk@cityofportorchard.us**

**REQUEST FOR PROPOSALS:
PURCHASE OF
HOLIDAY DECORATIONS**

**Original: February 16, 2018
Revised: February 27, 2018**

Sealed proposals will be received by the City Clerk's Office, 216 Prospect Street, Port Orchard, WA 98366, **on or before Monday, March 12, 2018, at 4:00 p.m.**

LEGAL NOTICE

INVITATION TO SUBMIT PROPOSALS

PURCHASE OF HOLIDAY DECORATIONS

The City of Port Orchard is currently soliciting proposals from qualified bidders to provide Holiday Decorations for the City's downtown, in accordance with the specifications contained in this Invitation to Bid.

Proposals are to be **sealed** and received by the City Clerk's office during normal business hours no later than Monday, March 12, 2018, by 4:00 pm. The proposals can be either mailed or hand-delivered to the address listed below. Emailed or faxed proposals will not be accepted. Proposals will be publicly opened and read aloud on Monday, March 12, 2018, at 4:10 p.m. at City Hall, 216 Prospect Street, Port Orchard, WA 98366. The respondent shall bear all costs associated with the preparation and submission of the response to the request for proposal. Proposals not physically received by the City Clerk's office on the above receipt date will not be considered and will be returned, unopened, to the vendor. All proposals should be addressed to:

City of Port Orchard Re: (Bidder name) Holiday Decorations
Attention: Brandy Rinearson, City Clerk
City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366

The City reserves the right to reject any or all proposals, to terminate the process at any time, to waive any informalities or irregularities in any submittal, and to take any other such actions that may be deemed in the best interest of the City. Awards will be made to the responsive and responsible bidder, quoting the lowest price.

Proposal packets are available online at <http://www.cityofportorchard.us>. Go to the Business tab-Request for Proposals. Additionally, packets can be picked up at the City Clerk's office, City Hall, 216 Prospect Street, Port Orchard, WA 98366. Or by contacting Brandy Rinearson, City Clerk, at (360) 876-7030.

SCOPE:

The City of Port Orchard is soliciting proposals from qualified bidders, hereinafter referred to as the Vendor, to provide over-the-street Holiday Decorations for the City’s downtown, in accordance with the specifications contained in this Invitation to Bid.

PROPOSAL REQUIREMENTS:

Each vendor is to submit their proposal for unit prices as indicated on the proposal sheet provided and include any supporting documents.

Vendor will include any discounts on the proposal sheet.

Upon award, the vendor must provide one sample of the material being proposed listed on the Proposal Sheet; if samples were not previously provided or they are different than what was previously provided

The vendor will supply warranty information for the decorations.

SPECIFICATIONS

A. Garland: New, Outdoor Artificial Commercial Grade commonly known as “Street Décor or Skyline”, Mountain Branched Pine (green), lights*, with reinforced cable inside. They will be hung from the top of 20’ poles that already have cable strung across the street from pole to pole. Mounting hooks must be attached to the garland, allowing it to clip onto the existing wire. Mounting hooks are to be at both ends of each garland and placed as described below. The diameter of the garland is to be 16” with a minimum of 32 tips per feet. Quantity and lengths are as follows:

- 1 @ 75’ with mounting hooks approximately every 18.75’
- 1 @ 58’ with mounting hooks approximately every 14.5’
- 2 @ 73’ with mounting hooks approximately every 18.25’
- 1 @ 69’ with mounting hooks approximately every 17.25’
- 1 @ 76’ with mounting hooks approximately every 19’
- 1 @ 60’ with mounting hooks approximately every 15’
- 1 @ 70’ with mounting hooks approximately every 17.5’

*Lights: C-9, 12” ON center, LED with 18GA wire. Bulbs: Warm White.

B. Bows: Commercial grade, red, between 22”to 24” in size, and double faced with steel frame bow. Quantity: 48.

Photo below of the current garland that is being replaced:



PRICING/DELIVERY

Delivery/freight cost must be included on the proposal sheet.

All decorations need to be delivered to 1535 Vivian Court, Port Orchard, WA 98366, no later than November 1, 2018.

All purchases of materials subject to a sale or use tax shall be included in the bid.

VENDORS' COSTS

The City shall not be liable for any costs incurred by proposers in responding to this solicitation.

INVOICING:

Payment will be made in accordance with the GAAP and Cash-Basis Budgeting, Accounting, and Reporting System (BARS) manual as required by [RCW 43.09.200](#). The Vendor shall submit invoices to the City of Port Orchard upon delivery of the goods. The City will make payment within 30 days of receipt of invoices. Payments will be made via check.

AWARD:

Award will be made to the responsive and responsible bidder, quoting the lowest price, for that product that will best serve the needs of the City of Port Orchard.

The City reserves the right to reject any or all proposals and to waive any informality.

QUESTIONS:

All questions and clarifications regarding this Request for Proposal must be submitted in writing to Brandy Rinearson, City Clerk by email to cityclerk@cityofportorchard.us; no later than March 2, 2018, by 4:00 p.m.

PUBLIC RECORDS:

Vendor acknowledges that the City is a public agency and must comply with all Public Records laws. All offers submitted in response to the solicitation shall become the property of the City and,

subsequent to award recommendation, become a matter of public record available for review pursuant to Washington Public Records Act, [RCW 42.56](#).

If a Vendor believes that a specific section of its response is confidential, that should be withheld from the public record, Vendor shall isolate the pages and mark each page confidential in a specific and clearly labeled section of its Proposal response. The Vendor shall include a written statement as to the basis for considering the marked pages confidential including the specific harm or prejudice if disclosed. The City Attorney will review the material and make a determination as to the confidentiality of any of the information and/or material contained within the Submittal. In the event of a public records request for documents Vendor deems confidential, it shall be the Vendor's sole responsibility, including sole cost, to take appropriate action, including legal action, to protect such documents.

PROPRIETARY INFORMATION

Offerors shall clearly mark any proprietary information contained in its bid with the words "Proprietary Information." Offeror shall not mark any Solicitation Form as proprietary. Pricing data shall not be considered proprietary. Marking all, or nearly all, of a bid as proprietary may result in a rejection of the bid.

Offerors acknowledge that the City is required by law to make certain records available for public inspection. In the event that the City receives a request for disclosure of proprietary information by any person, court, agency or administrative body, or otherwise has a reasonable belief that it is obligated to disclose the proprietary information to any such person or authority, the City will provide Offeror with prompt written notice so that Offeror may seek a protective order or other appropriate remedy. The Offeror, by submission of materials marked Proprietary Information, acknowledges and agrees that the City will have no obligation to advocate for non-disclosure in any forum or any liability to the Offeror in the event that the City must legally disclose the proprietary information.

Proposal Sheet

ITEM	QUANTITY	UNIT	COST PER UNIT	EXTENDED PRICE
75' Garland w/LED Lights	1	Each		
73' Garland w/LED Lights	2	Each		
70' Garland w/LED Lights	1	Each		
58' Garland w/LED Lights	1	Each		
69' Garland w/LED Lights	1	Each		
60' Garland w/LED Lights	1	Each		
76' Garland w/LED Lights	1	Each		
22"-24" Red Bows	48	Each		
Freight Cost				\$
TOTAL				

Proposal Sheet Signature:

COMPANY: _____

PRINTED NAME: _____

TITLE: _____

SIGNED: _____

DATE: _____

REFERENCES

Please provide below three current business references for whom you have provided product similar to this proposal.

1. Facility/Governmental Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

2. Facility/Governmental Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____

3. Facility/ Governmental Agency Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Dates of Service: _____