



INVITATION TO QUOTE
CITY OF NORTH MIAMI
PURCHASING DEPARTMENT
776 NE 125TH STREET, ROOM 303
NORTH MIAMI, FLORIDA 33161

**THIS IS NOT
AN ORDER**

QUOTATION NO.: 64-21-22

TITLE: INSTALLATION & REMOVAL OF HOLIDAY LIGHTING

DATE OF ISSUE: FRIDAY, JULY 29, 2022

DUE DATE: TUESDAY, AUGUST 30, 2022, BY NO LATER THAN 3:30 PM

CONTACT PERSON: MARIE CHARLES

PHONE: (305) 895.9886

E-MAIL: purchasing@northmiamifl.gov

QUOTES SHOULD BE SUBMITTED TO:

City of North Miami
Purchasing Department
776 NE 125 Street
Room 303
North Miami, FL 33161

Or via e-mail to: purchasing@northmiamifl.gov

1. PURPOSE

The purpose of this ITQ is to request quotes from qualified and experienced vendors to provide the City of North Miami with installation and removal of holiday light displays for various locations throughout the City that will decorate and benefit the local community and its visitors. The City intends to award one or more vendor whose price, experience, and qualifications proves to be the most beneficial.

2. WALKTHROUGH MEETING

A site visit will be held on Monday, August 8, 2022, at 10:00AM at the North Miami City Hall building located at 770 NE 125 Street North Miami, Florida 33161, to discuss the Scope of Work and Technical Specifications of the requested work.

Vendors are requested to bring a copy of this ITQ to the site visit as additional copies will not be available. **For more information in regards to the walkthrough, please contact Christine Carney (305) 895-9840 ext. 12602**

3. DEADLINE FOR QUESTIONS

Any questions or clarifications regarding this Invitation to Quote shall be submitted in writing to the Purchasing Department via email at purchasing@northmiamifl.gov by no later than **3:30 PM (EST)** on Friday, August 12, 2022. Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing. All questions and/or requests for clarification received by the City on a timely basis, shall be answered by means of addenda posted on the City's website at: <https://www.northmiamifl.gov/bids.aspx>

4. TERM OF CONTRACT

The Contract will commence upon the date established in the City's Notice of Proceed, which will be contingent upon the completion and submittal of all required solicitation documents. The initial term of this Contract will be for one (1) year, with three (3) additional one-year options to renew, under the same terms and conditions, at the sole discretion of the City. The fee structure of the Contract shall remain fixed for the initial first year term and shall be considered for price adjustment during the subsequent renewal terms, subject to the City's approval.

5. INDEMNIFICATIONS AND INSURANCE

In order to be considered eligible for this contract, the vendor must submit proof of the following insurance coverages, limits, including endorsements described herein.

- Commercial General Liability Insurance - \$1,000,000 for each occurrence / general aggregate, to include personal advertising injury and products/completed operations
- Automobile Liability Insurance – Covering any auto including, owned, hired, non-owned or scheduled, with \$1,000,000 combined single limit bodily injury & property damage.
- Workers' Compensation / Employers Liability - Contractor agrees to maintain Worker's Compensation Insurance & Employers Liability in accordance with Florida Statute Chapter 440.

The successful Vendor(s) must submit, prior to signing of contract, a Certificate of Insurance naming the City of North Miami as additional insured for Commercial General Liability and Auto Liability Insurance; 30-day notice of cancellation must be included in the additional insured endorsement. Vendor shall guarantee all required insurances remain current and in effect throughout the term of contract.

Vendor shall indemnify and hold harmless the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Vendor or its employees, agents, servants, partners principals or subcontractors.

Vendor shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the City, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

Vendor expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Vendor shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City or its officers, employees, agents, and instrumentalities as herein provided; neither will it limit waive City's immunities provided by F.S.768.28. The city reserves the right to require or adjust any of the insurance coverages it deems necessary depending upon the company, the project and the potential exposure.

6. MINIMUM QUALIFICATION AND EXPERIENCE

In order to be considered eligible to respond to this Solicitation, the Respondent must meet the following minimum qualifications:

- Respondent shall be licensed to do business in the State of Florida. Please submit Sunbiz report with your company registered as active.
- Respondent must provide at least three (3) references of clients for which it has performed work similar in scope to the service described in this ITQ, within the past three (3) years. If available, such references should be for services performed on behalf of public/government agencies located within the State of Florida. **References must be submitted on contract Form A-14 listed under attachments.**

7. LICENSES, PERMITS, AND FEES

The Awarded Vendor shall obtain and pay for all licenses, permits, and fees required for completion of the scope of services; and shall comply with all laws, ordinances and regulations requirements applicable to the work contemplated herein. Damages, penalties, and/or fines imposed on the City or the Awarded Vendor for failure to obtain required documentation shall be the responsibility of the Awarded Vendor.

8. SCOPE OF SERVICES

The City has identified four areas to be decorated. The City shall make the final determination on specific areas to be decorated each year. Please provide a lighting & design plan for each area listed below and detail what will be provided within the budgeted amount.

- **AREA ONE – (North Miami City Hall)** is located at 776 NE 125 St, North Miami, FL 33161. Decorated areas include but are not limited to trees surrounding the property and outlining the building rooftop, and the courtyard adjacent to the city hall building.
- **AREA TWO – (North Miami Public Library)**. Decorated areas include but are not limited to trees surrounds the property and outlining the building rooftop.
- **AREA THREE – (Pioneer Boulevard)** between NE 6th and NE 10th Street. Area decorated consists of numerous trees with power run to the base of some trees. The City is looking for proposals from potential contractors to provide the number and design of trees decorated based on what would provide the best appearance as well as possible large-scale festive lighting displays.
- **AREA FOUR – (Joe Celestin Center)** Building, 1525 NW 135 Street, North Miami, FL. Decorated areas include but are not limited to the trees within the entrance of the Joe Celestin Building, and the outlining of the building rooftop.

9. INSTALLATION

- **Lighting shall be installed, tested and fully operational at all four areas described above by 6:00 p.m. on the Friday after Thanksgiving. Contractor must have all lights installed by the specified deadline.**
- The City will provide automatic timers for lights and displays. Timers are to be turned on and set from 5:00 pm to 5:00 am.
- The City is responsible for any necessary tree trimming. Contractor shall under no circumstances trim the trees.
- Contractor shall notify the City should it become apparent that trimming is necessary for any reason. The City will provide a trimming schedule.

10. DESIGN

Contractor shall provide the design of all areas. These shall include, but are not limited to:

- Conceptual drawing indicating which trees will have featured lighting to produce the most dramatic effect
- Style of décor and lights and decoration of trees
- Number of strands needed and types of decorations to be used
- Prices for additional lights and extension cords, ***if applicable***
- Methods of installation in relation to plan and type of tree
- Tree trimming and pruning requirements requested of the City
- Installation and removal timeframe The City is looking for a traditional, yet creative, holiday design. The design for each Area shall be different from year to year.

Contractor shall submit design plan for confirmed areas to be decorated. Design plan will reflect directions noted in this RFP for each area. Contractor shall identify the following:

- Number of trees to be decorated
- Estimated number of strands based on tree height
- Creative approach utilized, for example, color usage when allowed, new technology being used, orientation of strands, additional decorations for purchase, etc.
- Examples of design approach for different types of trees

11. REMOVAL AND STORAGE

- Contractor shall begin removal of lights displays no later than the third Monday in January.
- Contractor shall complete the removal of all installed lights no later than the last Friday in February. It is assumed that light strings are removed out of trees each year.
- Contractor is responsible for disposal of debris and will leave the areas clean and free of debris.
- Contractor is responsible to provide storage for lighting during the terms of the Agreement. All lighting will remain the property of the Contractor.

12. COMPENSATION

Contractor shall provide all design and labor services, products and materials under this agreement. The City shall pay the Contractor 25% of the project cost upon commencement of installation and the remaining 75% upon successful completion of installation.

13. CLEAN UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the Contractor shall thoroughly clean up all areas where Work was done as mutually agreed with the City's designated representative.

14. FAILURE TO PERFORM

The City of North Miami reserves the right to remove any vendor from this contract whenever the City determines it is in the best interest of the City to do so. In the event a firm is removed during the term of the contract, the City reserves the right to fill the vacancy with the next ranked firm on the Final Ranking that results from the evaluation process.

15. LABOR, MATERIALS AND EQUIPMENT SHALL BE SUPPLIED BY THE CONTRACTOR

Unless otherwise provided in this Solicitation the Contractor shall furnish the following, including but not limited to, all labor, material, equipment, barricading, adequate supervision, and coordination for satisfactory Contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose stated in this Solicitation. All materials, services, workmanship, and equipment shall be subject to the inspection and approval of the City's Project Manager.

16. LOCAL VENDOR PREFERENCE

The evaluation of competitive bids is subject to Section 7-151 of the City of North Miami Code of Ordinances which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses.

This preference shall apply to submittals received from bidders in the purchase of supplies or services in which objective factors are used to evaluate the submittals received from offerors are assigned point totals, a preference of ten (10) percent of the total evaluation points, or ten (10) percent of the total price, shall be given to a local business.

To satisfy this requirement, the business shall affirm in writing that it meets the following requirements:

1. Business must be located in the City of North Miami (City) with a current city business tax receipt and certificate of use issued at least twelve (12) months prior to the City's issuance of the Solicitation AND;
2. Business must have a physical business location/address located within the City's limits, in an area zoned for the conduct of such business, from which the vendor operates or performs business on a day-to-day basis, that is a substantial component of the goods or services being offered to the City AND;
3. Business must certify in writing and provide all required documentation supporting its compliance with the foregoing at the time of submitting its bid or proposal by signing and notarizing this form.

Alternatively, a business who subcontracts at least twenty (20) percent of the contractual amount of a City project with subcontractors who meet the above-listed criteria is deemed a Local Business for the award of preference in accordance with Section 7-151 of the City of North Miami Code of Ordinances. In the event that the prime Bidder/Respondent utilizes sub-contractors to qualify for Local Business Preference, the prime Bidder/Respondent must also submit Contract **Form A-6** with their submittal, along with this form.

Business location means a permanent office or other sites where the local business conducts, engages in or carries on all or a portion of its business. A post office box or location at a postal service center shall not constitute a business location.

The offeror, supplier, or contractor seeking the local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City.

Note: The Respondent seeking local business preference has the burden to show that it qualifies for the preference, to the satisfaction of the City, by submitting supporting documentation. Failure to do so may result in being considered ineligible for local business preference.

ATTACHMENTS:

Attachment A – Contract Forms

A-3 – Local Preference Affidavit

A-5 – Addendum to Bid Documents *(If applicable)*

A-6 – Disclosure of Subcontractors and Supplies

A-14 – References

All referenced forms can be found on the City's website at

<https://www.northmiamifl.gov/217/Contract-Forms>



PRICE FORM
INSTALLATION & REMOVAL OF HOLIDAY LIGHTING
ITQ No. 64-21-22

The prices listed below shall include the total cost to complete the Services including, but not limited to, overhead and profit, supervision, materials, labor, equipment, delivery, bonds, insurances, etc., as necessary to ensure the proper delivery of services and/or products requested by the City of North Miami.

	LOCATION	COST PER SERVICE
1	North Miami City Hall	\$
2	North Miami Public Library	\$
3	Pioneer Boulevard	\$
4	Joe Celestin Center Building	\$
Grand Total		\$

Note: *Lighting shall be installed, tested and fully operational at all four areas described above by 6:00 p.m. on the Friday after Thanksgiving. Contractor must have all lights installed by the specified deadline.*

All Addenda are posted on the City’s website at: <https://www.northmiamifl.gov/bids.aspx>

It is hereby certified and affirmed that the respondent shall accept any awards made as a result of this quotation. Respondent further agrees that prices quoted will remain fixed for a period of sixty (60) days from the date quotation is due.

Authorized Signature: _____ **Title:** _____

Print/Type Name: _____ **Phone:** _____

E-mail: _____ **Fax:** _____

Firm Name: _____ **F.E.I. ID No.:** _____

Address: _____ **City:** _____ **State:** _____

NOTES:

- 1. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award**