



**CITY OF MT. PLEASANT  
REQUEST FOR PROPOSAL OF LIGHTS -  
DECORATION- REMOVAL & STORAGE  
FOR OUR  
DOWNTOWN “BOOTS & BELLS” THEMED HOLIDAY  
LIGHT DISPLAY**

**PROPOSAL DUE NO LATER THAN  
August 31, 2020 10:00 AM**

**CITY OF MT. PLEASANT  
501 N MADISON  
MT. PLEASANT, TX 75455**

**BID PROPOSAL 5-2021**  
**DOWNTOWN “BOOTS & BELLS” THEMED HOLIDAY LIGHT DISPLAY**

These specifications are intended to provide information by which prospective bidders may understand the requirements of the City of Mount Pleasant relative to the Downtown Themed Holiday Light Display.

**PROJECT:**

City of Mount Pleasant Downtown Themed Holiday Light Display | 2020  
Installed and Ready for Use by November 6

**SCOPE:**

Professional design, build, installation, maintenance/repair through the season, the removal and enclosed storage of a themed, commercial-grade, holiday light display system that represents the City of Mount Pleasant's unique character and establishes the city as a North Texas holiday destination.

With a Focus on the Courthouse Square and Surrounding Merchants,  
Elements to include but are Not Limited to:

1. 24' or Taller Decorated Commercial-Grade Christmas Tree  
--including lights, ornaments, 3D tree topper, installation, removal, enclosed storage
2. Refurbish 75 City-Owned Wreaths with new garland, lights and bows, Install on Downtown light poles with provided brackets;  
mix of lighted and non-lighted wreaths, based upon access to power.
3. 360-Degree Light Treatment of the Downtown Courthouse from ground to roof top.  
--including curtain of lights and RGB wall washers for all 3 levels.
4. Install and provide 14' Tree of lights on All Four Corners of the Courthouse.
5. Lighting treatment of six largest trees on the courthouse grounds to create drama and a photo opp draw.
6. Design and construction of 8' or larger custom lighted ornaments to be hung from trees that represent the theme.
7. Themed decor and lighting for the Downtown Bell Tower.
8. Permanent, year-round LED lighting installed along roofline and site lines of the Courthouse.
9. "Welcome to Mount Pleasant" lighted sign integrated into the holiday design; of quality that may be left up year-round.

10. Décor for Caldwell Park, located off Downtown Square.

--including complimentary lighting of gazebo and grounds with a "themed display"

11. Proposal to include all costs including design, construction of custom elements, installation, rapid response for maintenance/repair issues, removal, enclosed storage and lift rentals for Year 1 and Year 2.

**CONTRACT PERIOD:**

5 years after award of contract with option to renew annually.

**REQUESTED INFORMATION**

All firms must address the following:

1. **Qualifications.** Describe how your firm's experience, qualifications and training meet the requirements of this request for proposals.
2. **Summary of Relevant Experience.** Provide a summary of experience in the last three (3) years that is similar to the scope of work requested.
3. **Staffing.** Provide information showing the personnel to be utilized, their functions and structure of positions within the organization, their supervisors and/or managers and the percentage of their time which would be available to the City.
4. **Financial Condition.** Provide financial statements or other evidence satisfactory to the City of your firm's financial stability.
5. **References.** Provide three references: name, title, title of company, company address, email and telephone number for each.
6. **Equal Employment Opportunity and Affirmative Action.** Please describe your firm's equal employment opportunity and affirmative action policy.
7. **Insurance.** Provide current documentation regarding your firm's worker's compensation, employer's liability, commercial general liability and automobile liability insurance.
8. **Additional Data.** Provide any additional information you wish to bring to the attention of the City.

## GENERAL CONDITIONS

1. **Disclaimer.** This Request for Proposals is not a contract offer.
2. **Proposal costs.** All costs incurred in the preparation of a response will be borne entirely by the applicant.
3. **Ownership of proposals.** All submissions become property of the City.
4. **Freedom of Information.** All proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.
5. **Period of Commitment.** Proposals shall be final and binding on the applicant for acceptance by the City for 60 days from the request for proposal closing date and time.
6. **Assignment and Subcontractors.** Assignment by a successful applicant to any third party of any contract or part of any contract entered into with the City is prohibited.
7. **Changes.** No additions or changes to the original response shall be allowed after submittal. While changes are not permitted, clarification at the request of the city may be required at the applicant's expense.

## SUBMISSION OF RESPONSES

The following requirements must be observed in the preparation and submission of a proposal:

1. All inquiries are to be emailed to [mreeve@mpcity.org](mailto:mreeve@mpcity.org). All answers to questions will be posted on our website: [www.mpcity.net](http://www.mpcity.net). Firms submitting a proposal may **not** contact members of the City Council or other staff of the City. Doing so may result in disqualification from consideration.
2. The entire proposal must not exceed (10) single-sided pages.
3. **Three (3) copies of your proposal must be delivered to City of Mt. Pleasant, 501 N Madison, Mt. Pleasant, TX 75455, no later than 10:00 AM. on June 29, 2020. Faxed, emailed or late responses will not be considered.**
4. Responses must include a cover letter signed by an individual authorized to enter into an agreement with the City on behalf of the firm.

Firm selected must comply with the provisions of Texas General Statutes applicable to contracts with the City.

#### **CONTRACTOR CERTIFICATION REGARDING BOYCOTTING ISRAEL**

Chapter 2270 of our Government Code prohibits us from entering into a contract with a *for-profit* company for goods or services unless the contract contains a written verification from the company that it (1) does not boycott Israel, and (2) will not boycott Israel during the term of the contract. Boycotting Israel includes refusing to deal with, terminating business activities with, or otherwise taking any action intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or with an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

*Pursuant to Chapter 2270, Texas Government Code, Contractor certifies Contractor (1) does not currently boycott Israel; and (b) will not boycott Israel during the Term of this Agreement. Contractor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.*

#### **CONTRACTOR CERTIFICATION REGARDING BUSINESS WITH CERTAIN COUNTRIES AND ORGANIZATIONS**

Chapter 2252, Subchapter F of our Government Code prohibits us from entering into a contract with a *for-profit* company identified by (1) the Texas Comptroller as a company with business operations in Sudan, (2) the Texas State Pension Review Board as a company with business operations in Iran, or (3) the Texas Comptroller as a company known to have contracts with or provide supplies or services to a foreign terrorist organization. Excepted from the prohibition are companies the United States government affirmatively declares to be excluded from its federal sanctions regime relating to (1) Sudan, (2) Iran, or (3) foreign terrorist organizations. *Pursuant to Subchapter F, Chapter 2252, Texas Government Code, Contractor certifies Contractor (1) is not engaged in business with Iran, Sudan, or a foreign terrorist organization. Contractor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.*

5. The City reserves the right to:
  - 1 Amend or cancel this request for proposals prior to the due date and time;
  - 2 Reject any and all proposals received in response to this request;
  - 3 Negotiate the fees contained in any proposal;
  - 4 Waive or modify any irregularities in proposals received;

- 5 Award contracts in any manner necessary to serve the best interest of the City and the State of Texas, without obligation to accept a proposal based upon the lowest fee schedule; and
- 6 Request additional information as determined necessary or request some or all firms responding to make oral presentations.

Thank you for your interest in the City of Mt. Pleasant.