

**NOVA Parks  
Meadowlark Botanical Gardens  
9750 Meadowlark Gardens Court  
Vienna, VA 22182**



## **Meadowlark's Winter Walk of Lights Installation and Takedown**

### **INVITATION TO BID**

NOVA Parks is seeking bids to install and take down LED light strands in trees and bushes at Meadowlark Botanical Gardens located in Vienna, Virginia.

Bids will be received by mail or in person at the NOVA Parks Headquarters, 5400 Ox Road, Fairfax Station, Virginia 22039, until **Tuesday, January 14, 2020, no later than 2:00 pm**. All proposals are to be sealed and clearly marked "Proposal – Meadowlark's Winter Walk of Lights Installation and Takedown" and sent to the attention of Blythe Russian, Park Operations Superintendent.

NOVA Parks shall award the contract to the vendor it determines to have provided the Proposal that is most advantageous to the agency. NOVA Parks reserves the right to award the contract in the aggregate, by individual service, or any combination which is in its best interest. NOVA Parks also reserves the right to reject any and all proposals.

#### **Evaluation factors include:**

- Price
- Reputation, skill, and experience of the vendor
- Quality of the service offered

#### **Procurement Procedures**

Vendors are responsible for becoming familiar with the job site, local conditions, project work, and all local, State and Federal laws, ordinances, rules and regulations that may in any manner affect performance of the work. **A pre-bid site visit is required and will take place on Tuesday December 10 2019, at 6:00 p.m.** Please arrange your required pre-bid site visit with Chris Liebermann at [cliebermann@nvrpa.org](mailto:cliebermann@nvrpa.org). *Meadowlark's Winter Walk of Lights Design Installation Specifications* will be handed out at the pre-bid site visit.

1. Installation and takedown pricing should be listed separately on the ***Form of Proposal*** provided.
2. Vendors should demonstrate their qualifications and experience in similar projects and should identify the principal who will direct the work as well as the individual who will oversee the project onsite day to day. This principal must be able to communicate effectively with the Meadowlark staff and with his or her own crew. A listing of client references from similar projects, including a project description and the name and telephone number of a contact person, **is required** for both the vendor and the subcontractors.

## Specifications

1. All bids shall provide for all labor and appropriate equipment necessary for the installation and take down of specific LED light strands (provided) in specific installation patterns (vertical, swag, limb wrap) as noted in *Meadowlark's Winter Walk of Lights Design Installation Specifications*.
2. Quoted prices must be firm for the 2020/2021 through the 2021/2022 operating seasons.
3. Installation must occur between October 10, 2020 and November 3, 2020, unless otherwise noted. Take down must occur between January 10-February 3, 2021 of the first year, weather permitting.
4. Standard work hours shall be Monday through Friday, 7:00 a.m. to 5:00 p.m. (No weekends, unless approved by Garden Manager.) Installation dates for 2021/2022 season will be communicated at least 4 months in advance. Please include installation and takedown schedule plans.
5. This is a two-year contract that may be extended for a third year if desired by the Owner.
6. Installation must take proper care to not adversely affect any planted areas, trees, bushes or grass areas. All installation equipment or special requirements must be clearly outlined on the Form of Proposal.
7. State all pertinent details, as to billing, prices and related accounting policies.
8. Installer must show proof of insurance and name NOVA Parks as additionally insured.
9. Owner will provide all string lights and connectors.

**10. NOVA Parks  
Meadowlark's Winter Walk of Lights Installation and Takedown  
Form of Proposal – Page 1 of 2**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

	Installation Price per Season	Takedown Price per Season	Notes
<b>All Bid items as specified in the Meadowlark's Winter Walk of Lights Design Specifications</b>			

**Installation Schedule:**

**Equipment Used:**

**Main Contact Person:** \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Onsite Principal:** \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**NOVA Parks**  
**Meadowlark's Winter Walk of Lights Installation and Takedown**  
**Form of Proposal – Page 2 of 2**

**3 References from similar work:**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Printed Name Signature

Phone Number: \_\_\_\_\_

Email \_\_\_\_\_