

**NOVA Parks
Cameron Run Regional Park
4001 Eisenhower Avenue
Alexandria, VA 22304**



Cameron Run Ice and Lights Installation and Takedown

INVITATION TO BID

NOVA Parks is seeking bids to install and take down LED light strands in trees and buildings at Cameron Run Regional Park in Alexandria, Virginia.

Bids will be received by mail or in person at NOVA Parks Headquarters, 5400 Ox Road, Fairfax Station, Virginia 22039, until **Monday, August 8, 2022, no later than 2:00 pm**. All proposals are to be sealed and clearly marked "Proposal – "Cameron Run Ice and 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.

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 Cameron Run 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 *NOVA Parks Cameron Run Light Installation Bid Document*.

2. Quoted prices must be firm for the 2022/23 through the 2023/24 operating seasons.
3. Installation must occur between October 1-31, 2022, unless otherwise noted. Take down must occur between March 2-31, 2023, 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 Park Manager.) 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.

NOVA Parks

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Company Name: _____ Contact Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

	Installation Price per Season	Takedown Price per Season	Notes
All Bid items as specified in the NOVA Parks Cameron Run Light Installation Bid Document- Red			
All Bid items as specified in the NOVA Parks Cameron Run Light Installation Bid Document- Optional			

Installation Schedule:

Equipment Used:

Main Contact Person: _____

Cell Phone #: _____

Email: _____

Onsite Principal: _____

Cell Phone #: _____

Email: _____

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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 _____