

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



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

**INVITATION TO BID**

Meadowlark Botanical Gardens hosts the annual Winter Walk of Lights, which is an approximate mile long walk through a nature based light show. NOVA Parks is seeking bids to install and take down LED light strands in selected 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 Wednesday, August 6, 2025. 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 Wednesday, July 30, 2025 at 12pm.**

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 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, draped, hanging) as noted in *Meadowlark's Winter Walk of Lights Design Installation Specifications*.
2. Quoted prices must be firm for the 2025/2026 through the 2026/2027 operating seasons.
3. Installation must occur between October 6, 2025 and October 31, 2025, unless otherwise noted. Take down must occur between January 14<sup>th</sup> -February 4, 2026 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 2025/2026 season will be communicated to Garden Manager, Jeff Hill at [jhill@nvrpa.org](mailto:jhill@nvrpa.org) at least a month in advance of installation.
  - a. Please include installation and takedown schedule plans including specific dates and times.
  - b. Number of staff members planned for each date of planned work.
  - c. Planned scheduled equipment to be on site.
5. This is a two-year contract that may be extended for a third year if desired by the Owner.
6. Installation and take down procedures must take proper care to not adversely affect any planted areas, trees, bushes or grass areas.
  - a. All installation equipment or special requirements must be clearly outlined on the Form of Proposal.
  - b. Staff utilizing equipment must demonstrate or show proof of competency on equipment.
  - c. All lights taken down must be placed in proper containers and prepared for pickup by on site staff.
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 necessary lights and connectors.

**NOVA Parks**  
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**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
All Bid items as specified in the Meadowlark's Winter Walk of Lights Design Specifications			

**Installation Schedule:**

**Equipment Used:**

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

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

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

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

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

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

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**NOVA Parks**  
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**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
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Phone Number:\_\_\_\_\_

Email \_\_\_\_\_