Cedar City Corporation is accepting separate sealed bids for Main Street tree light maintenance and installation. If you are interested in submitting a bid, project specifications and bid information will be available immediately and can be obtained from Danny Stewart, Cedar City Economic Development., 10 N. Main St., Cedar City, UT 84720 – Tel: (435) 586-2770 or econdev@cedarcity.org. City bids and projects can also be found on the Cedar city website at www.cedarcity.org. The deadline for submitting a bid is 5:00 PM on May 4, 2022. The right is reserved by Cedar City Corporation to reject any and all bids.

Dated this 19 day of April 2022.

Cedar City Corporation
Danny Stewart
Cedar City Economic Development
CEDAR CITY CORPORATION
ECONOMIC DEVELOPMENT DEPARTMENT

REQUEST FOR PROPOSAL

DOWNTOWN TREE LIGHTING

TUESDAY, APRIL 19, 2022

DUE DATE: WEDNESDAY, MAY 4, 2022, BEFORE 5:00 PM

Cedar City Corporation
Economic Development
(435) 586-2770
Summary Sheet

1. Project: Ongoing maintenance of white LED tree lights on the trees in the Historic Downtown along Cedar City’s Main Street and Center Street.

2. Requested Proposal: Any proposal shall include the following: Itemized quote for materials and delivery, all costs associated with labor and installation. Proposal should include a detailed plan for ongoing maintenance of tree lighting, including a proposed schedule for regular removal and re-installation or replacement of existing lights to allow for tree growth and regular pruning. Proposal should also include a quote for regular maintenance due to damages to trees and to tree lights.

3. Proposal Due: Before 5:00 PM Mountain Time on Wednesday, May 4, 2022

4. Place: Cedar City Corporation Office, 10 N. Main Street, Cedar City, UT 84720
Section 1 – Proposal Guidelines

Project Description
This RFP is for the selection of a vendor for the maintenance of the LED outdoor string lights on the trees located on Main Street and Center Street in Cedar City’s Historic Downtown.

GENERAL CONSIDERATIONS:

1. Cedar City Contact: The Cedar City Economic Development Department, Danny Stewart, may be contacted for any questions or clarifications on the Proposals. He can be reached at (435) 586-2770.

2. Proposal Deadlines: Proposals shall be delivered to the Cedar City Economic Development Department no later than 5:00 p.m., Mountain Daylight Time, Wednesday, May 4, 2022.

3. Number of Proposal Copies and Point of Delivery: Digital .pdf proposals must be emailed to econdev@cedarcity.org with the subject “Downtown Tree Lighting – [Company Name]”.

4. Type and Format of Proposal Required: In accordance with the attached guidelines for preparing proposals. By submitting a proposal, your firm agrees to all applicable provisions, terms, and conditions associated with this RFP. This RFP, your submitted proposal, all appendices, and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

5. Proposal Evaluation Procedures: The proposal shall be evaluated by Cedar City staff as assigned and selected.

6. Remarks: If determined necessary for final selection, the City may require additional information via phone interview or email inquiry.

7. Disposition of Proposals: Proposals become the property of Cedar City Corporation, are treated as privileged documents, and are disposed of according to City policies. Cedar City Corporation reserves the right to reject any or all proposals.

8. Incomplete or Late Proposals: Proposals that do not specifically address each item on the evaluation criteria may be rejected. Proposals that are submitted after the deadline will be rejected.

9. Disclaimer: The City reserves the right to reject any and all proposals and not purchase any product and/or services. The City also reserves the right to waive any or all informalities in proposals.

10. Sub-Contractor/Partner Disclosure: If Vendor’s proposal requires the use of subcontractors, partners, and/or third-party products or services, you must clearly state this in your proposal. Cedar City requires that the vendors submitting proposals have primary project and service liability for all products and services that shall collectively meet the RFP requirements. The City will not refuse a proposal based upon the use of subcontractors or third-party products; however, the City retains the right to refuse the subcontractors you have selected. Vendor shall remain solely responsible for the performance of all work, including work that Vendor sub-contracts.

11. Cost of Proposals: The City shall not be responsible or liable for any costs incurred by vendor firms in the preparation and submission of their response to this RFP.
RESPONSE REQUIREMENTS
These requirements were developed to standardize the preparation of proposals for this project. The proposal shall contain the following information in the order listed:
   1. Company Name
   2. Itemized Quote for Project Costs
   3. Project Drawings
   4. Services Required of the City
   5. Previous Project Examples

It is very important that the proposals submitted be clear and concise and in the recommended format, so they can be evaluated in an objective manner by the City. The various sections in the submitted proposals should be tabbed for easy reference.

DETAILS AND EVALUATION CRITERIA
1. Company Name and Information – Please list all contact information for your organization.
2. Itemized Quote for Project Costs – Quotes should contain an itemized list of all applicable costs associated with the project. This should also contain any and all warranties associated with work and/or materials.
3. Project Drawings – This section should contain a drawing or schematic of the proposed project.
4. Services Required by the City – This section should include any project related costs, materials, or services required for project completion that will not be provided or subcontracted by you, the vendor.
5. Previous Projects Examples – This section should contain the information about previous projects completed by the vendor. Photos are preferred.
Section 2 –Selection

VENDOR SELECTION
The City reserves the right to make an award based solely on the information provided, to conduct discussions, or to request proposal revisions if deemed necessary. The vendor selected for the award will be chosen on the basis of the City’s evaluation and determination of which firm will provide the greatest benefit to the City, not necessarily on the basis of lowest price. The City has no obligation to reveal how vendor proposals were assessed.

Therefore, proposals should contain your best terms as related to the submission requirements of this RFP.

WARRANTY
The City expects all materials and labor to be covered by a reasonable warranty period, preferably no less than 90 days.

SUMMARY
The Proposal should be as clear and concise as possible while providing the necessary details. Please keep proposals as brief as possible while still meeting all necessary response requirements, as a courtesy to the evaluation committee. Cedar City reserves the right to refuse any and all proposals.

NOTE: A page is defined as an 8” by 11” or 11” by 17” sheet which contains text, pictures, graphs, charts, plan sheets or any other graphics. There is a limit of three 11” by 17” sheets which should be used in conjunction with pictures, graphs, charts, plans, or any other graphics. If 11” by 17” sheets contain text only, they will be counted as two pages each.