



REQUEST FOR PROPOSALS

PURCHASE OF  
HOLIDAY DECORATIONS

**LEGAL NOTICE**

**INVITATION TO SUBMIT PROPOSALS**

**TO PROVIDE HOLIDAY DECORATIONS**

Sealed proposals for Holiday Decorations are to be completed by Thursday, September 8, 2016 and must be mailed or hand-delivered to the address listed below by Thursday, September 8, 2016 at 10:00 a.m. Proposals will be publically opened and read aloud at the above stated time and place. Proposals not physically received by the Village by 10:00 a.m. on Thursday, September 8, 2016 will be returned, unopened to the firm. All proposals should be addressed to:

Village of Oswego  
Re: (Contractor name)  
Holiday Decorations  
Attention: Tina Touchette  
Village Clerk  
100 Parkers Mill  
Oswego IL 60543

Proposal packets are available online at <http://www.oswegoil.org>. The link can be found under the Business & Development tab-Bids & RFP's. Additionally packets can be picked up at the Finance Department, Oswego Village Hall, 100 Parker's Mill, Oswego, Illinois, 60543.

Each vendor is to submit their proposal for unit prices as indicated on the proposal sheet provided and include all supporting documents.

The Village of Oswego is a tax exempt body. All purchases of materials subject to a sale or use tax shall be coordinated with the Village of Oswego in order to claim this tax exempt status.

Payment will be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/). The Contractor shall submit invoices to the applicable agency upon delivery of the goods. The Agencies will make payment within 30 days of receipt of invoices. Payments will be made via check or credit card.

Emailed or faxed proposals will not be accepted.

This contract is not subject to payment of Prevailing Wages. Each contractor is to submit their proposal as indicated in the Specifications and include all signed supporting documents.

The Village reserves the right to reject any or all proposals and to waive any informality.

Award of Contract: The Village of Oswego Board of Trustees will make the final award of the proposal after it has been reviewed.

## VILLAGE HOLIDAY DECORATIONS

### SPECIFICATIONS

- A. All lighting will be LED, UL approved. Tree lights will be bright colored, snowflakes will be bright white. No lights on garland.
- B. Artificial Tree. Pre-lit, colored lights, panel tree, which can be expanded in the future. No decorations. Tree will be displayed at the Oswego Village Hall Fountain. 100 Parkers Mill, Oswego IL. 60543 Three sizes: 14'/18'/22' tall. Only one tree may be purchased.
- C. A ground mounted display which will be located at Oswego Village Hall, 100 Parkers Mill, Oswego IL. 60543, on the southeast corner of the property, along the berm. The display will not have any type of wording and will be 20' - 30' long and 8'-10' tall. Three different themes. One each for: winter, holiday & other. All displays must have a non-denominational theme. The Village may elect to purchase one or more designs.
- D. Light pole snowflakes for town light poles. 3' x 3' & 4' x 4' in size, three different styles. The 3' x 3' size will be for the 15' poles and 4' x 4' size for the 25' poles.
- E. Colored, custom light pole decoration: Incorporate all or a portion of the Village logo. 3' x 3'. The bidder shall supply up to three concept drawings with the bid package for review. The concept drawings shall be in color and depict dimensions and mounting hardware.



- F. Artificial, green, non-lighted, plain garland, for 15' town light pole bases. 15' lengths. Three different types.
- G. Delivery: All decorations need to be delivered to 100 Theodore Drive, Oswego IL. 60543, no later than November 1, 2016.
- H. The vendor will supply any and all warranty information and cut sheets for each decoration.
- I. Vendor will quote any quantity discounts on the proposal sheet.
- J. Village decision will be based on cost, maintenance and aesthetics. Total Village budget of up to \$60,000.00 may be used toward any one or a combination of proposals.
- K. Electronic version of Village Logo will be supplied to vendor upon written request.

**Letter below correspond with letters above:**

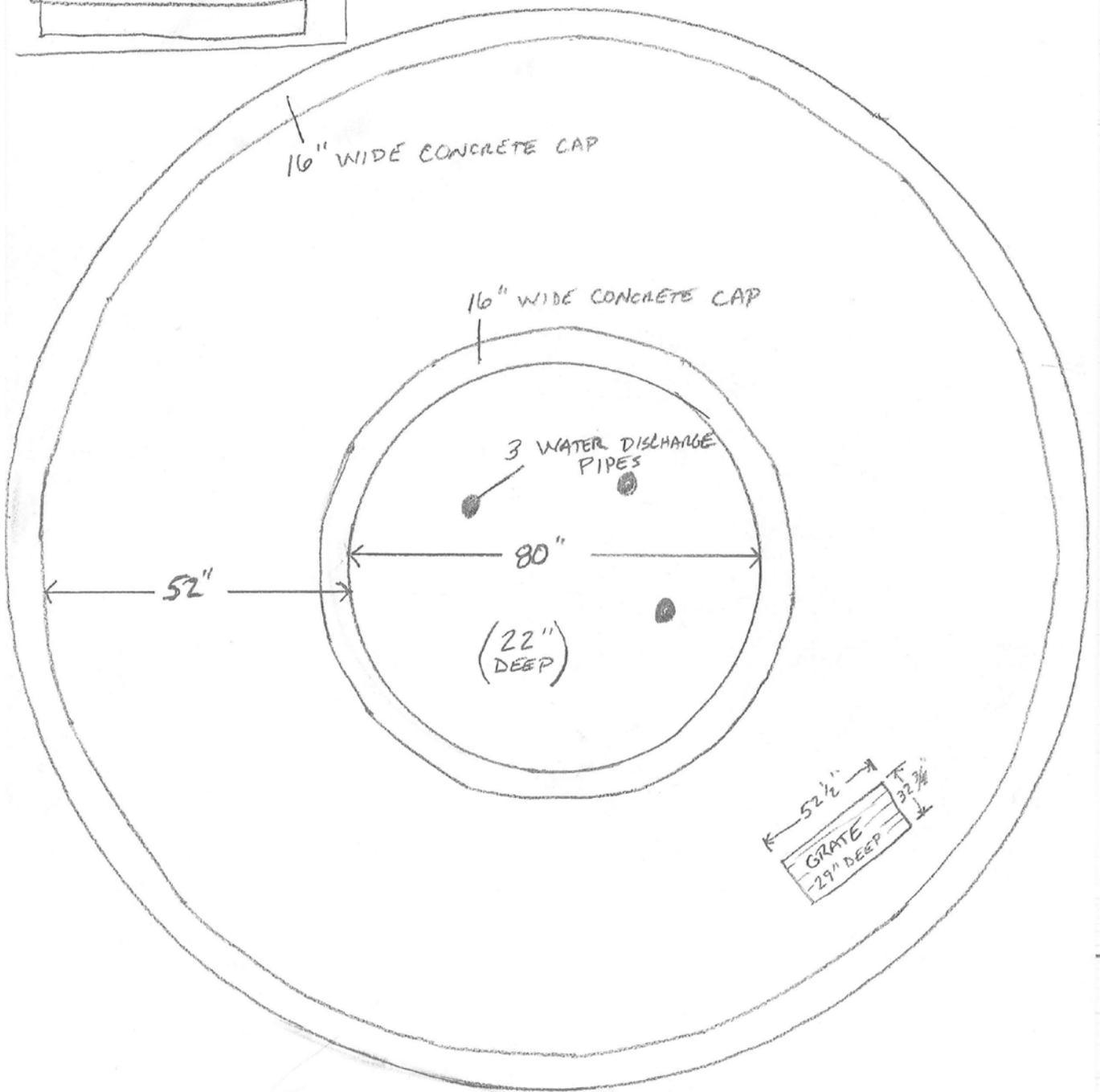
**B. Artificial Tree: Located at Village Hall Fountain. 100 Parkers Mill, Oswego IL 60543**



SIDE VIEW



VILLAGE HALL FOUNTAIN



C. Ground Display Location: Southeast corner of Village Hall. 100 Parkers Mill, Oswego IL. 60543.



D. E. F. Town Light Poles:

Typical Green Pole-25' tall



4'x4'

Typical Black Pole-15' tall



3'x3'

**REFERENCES**

**VILLAGE OF OSWEGO**

General Information, list below current business references for whom you have performed work similar to that required by this proposal.

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

## Proposal Sheet

ITEM	QUANTITY	UNIT	COST PER UNIT	EXTENDED PRICE	DISCOUNT QUANTITIES
Artificial Tree-14'	1	Each			
Artificial Tree-18'	1	Each			
Artificial Tree-22'	1	Each			
Ground Display "Winter"	1	Each			
Ground Display "Holiday"	1	Each			
Ground Display "Other"	1	Each			
Snowflake 3x3-Style #1	1	Each			
Snowflake 3x3-Style #2	1	Each			
Snowflake 3x3-Style #3	1	Each			
Snowflake 4x4-Style #1	1	Each			
Snowflake 4x4-Style #2	1	Each			
Snowflake 4x4-Style #3	1	Each			

ITEM	QUANTITY	UNIT	COST PER UNIT	EXTENDED PRICE	DISCOUNT QUANTITIES
Pole Decoration #1	1	Each			
Pole Decoration #2	1	Each			
Pole Decoration #3	1	Each			
Garland #1	1	Each			
Garland #2	1	Each			
Garland #3	1	Each			

**Proposal Sheet Signature:**

PRINTED NAME \_\_\_\_\_

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_\_\_

**NON-COLLUSION CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation 720 ILCS 5/33E concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

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(Printed Name of Contractor)

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Address

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City

State

Zip Code

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Signature of Authorized Representative

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Title

Date

**ELIGIBLE CONTRACTOR AND SUBCONTRACTOR CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either State Law or Section 1-19-16 of The Village Code regarding ineligible contractors.

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(Printed Name of Contractor)

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Address

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City

State

Zip Code

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Signature of Authorized Representative

---

Title

Date

## CONTRACTOR BID AGREEMENT

TO: Village of Oswego  
100 Parker's Mill  
Oswego, IL. 60543

The undersigned bidder, in compliance with your advertisement for bids for work as specified, and related documents prepared by or at the direction of the Village of Oswego, Owner, and being familiar with all conditions surrounding the work, including availability of labor and material, does hereby propose to furnish materials, labor, equipment and services and pay for same and shall perform all work required for the completion of the Project, in accordance with the Contract documents and at the price provided.

Bidder certifies this bid to be for the project described in the Instruction to Bidders document and to be in accordance with plans, specifications and Contract documents, including the invitation for bids.

In no event shall any delays or extensions of time be construed as cause or justification for payment of extra compensation to the Contractor. Any claims for an increase of the Contract time shall be made in writing to the Village within seven (7) days of the cause.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_