

CITY OF MT. PLEASANT

BID DOCUMENTS

DOWNTOWN HOLIDAY DECORATIONS



KATHLEEN LING
Mayor

NANCY RIDLEY
City Manager

Prepared By:
Division of Community Services

Michelle Sponseller
Downtown Development Director

SEPTEMBER 2016



NOTICE TO BIDDERS

Downtown Holiday Decorations

September 13, 2016

The City of Mt. Pleasant is requesting sealed Bids at the Office of the City Clerk, City Hall, 320 W. Broadway St., Mt. Pleasant, MI 48858 until 1:30 pm on Tuesday, September 20, 2016 at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked "Bid Enclosed – Downtown Holiday Decorations – September 2016."

Proposals are solicited on a lump sum basis for the purchase of:

- 160 artificial wreaths either 32", 36", 40" or 48" per specifications.
- 18 BS618 "Winter Flakes" screen printed banners

To view and download complete plans and specifications at no charge, visit the City of Mt. Pleasant website at www.mt-pleasant.org/bids.

The City of Mt. Pleasant reserves the right to accept or reject any or all bids, to waive any irregularities in the bids, and to select the bid considered most advantageous to the city.

Michelle Sponseller
Downtown Development Director
(989) 779-5348

Jeremy Howard
City Clerk
(989) 779-5374

Dated: September 20, 2016



DOWNTOWN HOLIDAY DECORATIONS CITY OF MT. PLEASANT, MICHIGAN

BID SPECIFICATIONS

SECTION I – GENERAL DESCRIPTION AND QUANTITY

Bid: Wreaths

Specs: two-sided, unlit pole mounted wreaths with pinecones (on each side), bows (one on each side), and mounting hardware.

Size Options: 32", 36", 40", 48" – size choice will be determined upon pricing. Companies are encouraged to offer pricing on as many sizes as are available provided they meet the specs listed above. Space is provided to bid all four options.

Quantity to Bid: 160

Bid: Banners

Specs: BS618, 30" x 60" screen-printed canvas banners.

Link to product: <https://displaysales.com/2016/06/21/2016-banner-designs/>

Quantity to Bid: 18

TIMELINE

Bids due: Tuesday, September 20, 2016 by 1:30 p.m.
Notice of Award: September 26, 2016

City of Mt. Pleasant, Michigan
BID PROPOSAL
Downtown Holiday Decorations



TO: City Clerk
320 W. Broadway Street
Mt. Pleasant, MI 48858

BID DUE DATE: September 20, 2016 (no later than 1:30 p.m.)

In accordance with the specifications and other bid requirements heretofore provided, the undersigned agrees to provide the below-listed bid items at the price(s) set forth below. This is a firm bid and not subject to withdrawal or change for a period of thirty (30) days.

The Bidder understands that the City of Mt. Pleasant reserves the right to accept or reject any or all bids, to waive any irregularities in the bids, and to select the bid considered most advantageous to the City.

BID Wreaths

Quantity: 160 Unit Price: _____ Total Materials Price: _____

Size of Wreaths: _____ Shipping: _____

Total Bid: _____

(Materials and Shipping Cost)

BID Wreaths

Quantity: 160 Unit Price: _____ Total Materials Price: _____

Size of Wreaths: _____ Shipping: _____

Total Bid: _____

(Materials and Shipping Cost)

BID Wreaths

Quantity: 160 Unit Price: _____ Total Materials Price: _____

Size of Wreaths: _____ Shipping: _____

Total Bid: _____

(Materials and Shipping Cost)

BID Wreaths

Quantity: 160 Unit Price: _____ Total Materials Price: _____

Size of Wreaths: _____ Shipping: _____

Total Bid: _____

(Materials and Shipping Cost)

BID: Screen-Printed Banners

Quantity: 18 Unit Price: _____

Total Materials Price: _____

Shipping: _____

Total Bid: _____
(Materials and Shipping Cost)

BID RESPECTFULLY SUBMITTED BY,

Company: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____

Authorized Signature: _____ **Date:** _____

Print or Type Name: _____ **Title:** _____

Email: _____ **Fax Number:** _____