

**West Broadway Business and Area Coalition  
West Broadway Business Improvement District**

**Installation, Removal, and Maintenance of Holiday Decorations**

**Purpose:**

The West Broadway Business and Area Coalition (WBC) on behalf of the West Broadway Business Improvement District (WBID) will contract with an outside vendor to provide commercial holiday decoration installation, removal, and maintenance services.

A bid specification was prepared and a request for bids was sent to twelve potential contractors. Of the twelve potential contractors who were invited to submit a bid, five responded.

**Bids:**

	<b>Lowering of Previously Installed Banners</b>	<b>Garland Installation</b>	<b>Snowflake/Wreath Installation</b>	<b>Removal</b>	<b>Hourly Maintenance</b>	<b>Total</b>
1. Custom Christmas Lighting	\$2700	\$1600	\$1600	\$1280	\$60	\$7180
2. Rainbow Holiday Design	\$2970	\$1664	\$1664	\$2048	\$110	\$8346
3. Custom Products and Services	\$2190	\$1856	\$3136	\$2432	\$75	\$9614
4. S & T Landscaping	\$4050	\$2240	\$2240	\$2944	\$150	\$12506
5. Columbia Building Services	\$3375	\$2560	\$6400	\$6400	\$100	\$18735

**Selection Criteria:**

The WBC reserves the right to reject any or all Bids or parts of Bids, to accept part or all of bids on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Call for Bid, or the respondent's reply based on the component prices submitted. The WBC has evaluated Bids on the following criteria:

- Overall cost and value
- Contractor experience and references

- Capacity to perform work
- Ability to work within given timelines

**Recommendation:**

Originally the committee had made the recommendation to use Custom Christmas Lighting. However they were later disqualified when some discrepancies were discovered in their bid. Custom Products and Services, not to be confused with Custom Christmas Lighting, has familiarity with the West Broadway Business District having installed the banners. Additionally, they have demonstrated time and again the capacity to work effectively with the City and other Special Service Districts on streetscaping projects. Custom Products and Services bid is within reason, and WBC Staff felt that since this was the first year of decoration installation, it was important to go with a local company that has familiarity with the corridor rather than simply take the lowest bid.

Therefore, it is recommended by the WBID Steering Committee that the West Broadway Business Improvement District accept the responsible bid from Custom Products and Services and commence with executing a contract for the Scope of Work outlined in the proposal.