

**VENTURA PORT DISTRICT  
VENTURA, CALIFORNIA**

**NOTICE INVITING BIDS**

**REQUEST FOR PROPOSAL  
VENTURA HARBOR VILLAGE AND PORT DISTRICT  
OUTDOOR HOLIDAY DECORATIONS AND LIGHTING**

**I. NOTICE IS HEREBY GIVEN** that sealed bids will be received by the Ventura Port District, Ventura, California to procure outdoor shopping center holiday decorations and lighting for the Ventura Harbor Village and the Ventura Harbor entry features.

**II. DATE OF OPENING BIDS** – Bids must be filed with the Ventura Port District at the office of the Ventura Port District, 1603 Anchors Way Drive, Ventura California, 93001 no later than **Thursday, September 22, 2022, by 3:00PM Pacific Time**, at which time and place the bids will be publicly opened and read aloud.

Bids shall be submitted in hard copy in sealed envelopes marked on the outside, “Ventura Harbor Village and Ventura Port District Outdoor Holiday Decorations and Lighting”

**III. LOCATION OF WORK** – Ventura Harbor Village from 1449 to 1691 Spinnaker Drive and at the two northern corners of the Ventura Harbor entry feature at Harbor Blvd. and Spinnaker Drive, Ventura, CA 93001.

**IV. DESCRIPTION OF PRODUCT** – Ventura Port District is seeking to procure outdoor holiday decorations and lighting in a coastal theme. The District intends to utilize the existing décor and features, along with new product/lighting (purchased or rented). The awarded bidder would be responsible to store and refurbish items that are owned by Ventura Port District. The District will entertain bids for a rental program vs. purchasing.

**V. SCOPE OF WORK** – The awarded bidder is required to provide all materials, lights, outdoor rated extension cords, extension cord connection covers, light stands, timers, power adapters (including 20-amp twist lock adapters), hardware, boom-truck-manlift, ladders, and safety gear as needed for project installation.

All equipment must be commercial grade, UL listed, and meet applicable stringent building and safety codes (i.e extension cords used for holiday lights must be UL listed and identified for hard usage or extra hard usage.) Cords with a “PD” type label are not permitted for use. On any outlet that is not GFI protected, the contractor will be required to use an inline GFI protector. Vendor is required to submit specifications on all proposed lighting and equipment to be provided. Extension cords must be buried or have safe ADA compliant coverings when they extend on any path of travel. Installation shall not damage Ventura Port District property or landscape in any way.

Manpower labor is required for complete turnkey installation and deinstallation. This includes, but is not limited to, refurbishment of District-owned holiday decor prior to installation, safe installation and removal of decorations and lighting, professional tree climbing, maintenance and repair of decorations and lighting, storage, and inventory of Ventura Port District's holiday products. The awarded bidder must have designated staff on-call for service requests for duration of contract (must respond and tend to items that arise within 24-48 hours).

Below are project specifics and details:

### **FRONT ENTRY FEATURE**

#### **Palm Trees (tall)**

**Total:** Twenty (20) Palm trees in front

**Description:** Tight wrap to approx. 25-ft. height with LED color bead lights; lights are 1/3 in aqua; 1/3 in blue; 1/3 in green.

**Locations:** North & south corners of Ventura Harbor entry at Harbor Blvd. & Spinnaker Dr.

#### **Palm Trees (shorter)**

**Total:** Thirty-three (33) Robellini palm trees

**Description:** Approx. 19 on north side and 14 on south side; LED color bead lights 1/3 in aqua; 1/3 in blue; 1/3 in green.

**Locations:** North & South corners of Ventura Harbor entry at Harbor Blvd. & Spinnaker Dr.

#### **Wall Lights**

**Total:** Six hundred and eighty (680) individual wall lights

**Description:** C-7 crystal faceted LED lights; 1/3 in aqua; 1/3 in blue; 1/3 in green.

**Locations:** North & south corners of Ventura Harbor entry at Harbor Blvd. & Spinnaker Dr.

### **VENTURA HARBOR VILLAGE**

#### **Palm Tree Lighting #1**

**Total:** One (1) palm tree

**Description:** Warm white LED lights in western tallest palm tree - tight wrap; complete wrapping from base to top under fronds; extension cords run for electrical from building; bury lines in ground/lawn.

**Locations:** Island Packers Bldg. 1691

#### **Palm Tree Lighting #2**

**Total:** Four (4) tall palms

**Description:** Palms LED mini tight wrap lights: blue, green, teal lights. Tight wrap from approx. 6-ft. off ground to just under palm fronds.

**Locations:** At Fisherman's Memorial by Promenade

#### **Palm Tree Lighting #3**

**Total:** Four (4) tall palms

**Description:** Palms LED mini tight wrap lights: blue, green, teal lights. Tight wrap from approx. 6-ft. off ground to just under palm fronds.

**Locations:** On parking lot side of the Bldg. 1583

#### **Light Poles Lighting #4**

**Total:** Three (3) Village parking light

**Description:** LED mini tight wrap lights: blue, green, and teal lights on 25 ft. light poles. Tight wrap from approx. 6 ft. off ground.

**Locations:** Parking lot entry 1 & 2

#### **Light Poles Lighting #5**

**Total:** Eighteen (18) Gooseneck Promenade light poles

**Description:** Take down the existing white rope lights to prepare for holiday lighting & decoration installation. Store rope lights during the holiday season, reinstall the white rope lights tightly wrap on promenade poles following the take down of the holiday decorations.

**Locations:** From bldg. 1449 to bldg. 1591

#### **Courtyard Trees**

**Total:** Ten (10) areas + estimated 54 trees based on new landscape or removal of trees (trees shown in walk through)

**Description:** LED color lights, either blue, or teal, or green LED miniature lights, tight wrapped tree trunks.

**Locations:** From bldg. 1559 to bldg. 1591

#### **Gooseneck Light Poles**

**Total:** Thirty-two (32) light poles / lights rented / Sea Pearls existing / bows existing

**Description:** LED tightly wrapped with 50-ft. of LED light cords for C-7 lights, each bulb changeable and in following LED colors: clear warm white, blue, teal, aqua, green; Wrap each gooseneck lamp with garlands of "Sea Pearls" (cluster ball ornaments) in gold, light blue, aqua, green, teal, white, silver in mixture of sparkle, matte & glossy; Affix to each gooseneck lamp top of arch to bell lamp: 1 Sunbrella® cloth sea-capri color - formed bow with sewn basketweave gold trim 2 tails in sea-capri color with sewn basketweave gold trim; center of each bow to have 3 red ornaments in 3 sizes (sparkle, faceted, smooth matte or glossy). Review existing for refurbishments.

**Locations:** From bldg. 1449 to bldg. 1591 + two poles at bldg. 1691\*

**NOTE:** \*Two (2) Island Packers gooseneck light poles at far southwest & northwest side of bldg. 1691 only will install sea pearl ornament garlands & Sunbrella® teal bows; gold trim & red ornaments (no lights as no power/outlet available)

#### **LED Coastal Colored Christmas Trees**

**Total:** Eighteen to Nineteen (18-19) trees / eight (8) existing trees + ten to eleven (10-11) new trees to purchase to match color branch LED lighted trees

**Description:** Six (6) to seven (7) ft tall trees; blue, aqua and lime green colors. 8 trees existing including one (1) red and one (1) champagne remaining; New trees to be purchased: Five (5) blue, four (4) aqua, two (2) lime green. One tree may serve as back up tree. Set up of trees includes: structural weighted platform boxes, Sunbrella sewn slip covers, decorative trim in rough-hewn burlap along top of box; along bottom of box; and around all tree bases that completely cover tree bases and electrical areas and tree bases; box cloth covers to coordinate with tree color; heavy plywood & 2'x 4' customed wood boxes with Sunbrella® cover matching color & heavy weighted 3-4 sandbags each; Extra color LED lights to

coordinate the tree color; tree stand is pipe camped and drilled to box for safety in wind and high traffic areas; burlap is tufted around tree stand/clamps.

**Locations:** From bldg. 1449 to bldg. 1583\*

**NOTE:** \*Specific locations reviewed at the required walk through + existing boxes and materials need to be reviewed for possible refurbishment needs

### **Reindeer**

**Total:** Four (4) Reindeer – review existing reindeer and review for new purchase

**Description:** Furnish and install four (4) 5 to 6 ft. tall grazing reindeer with antlers and complete lighting intrinsic to reindeer mesh and glittered form using long steel stakes in ground to secure feet of reindeer.

**Locations:** Andria's Seafood Restaurant & Market grass bldg. 1449 (2 reindeer); Island Packers grass area bldg. 1691 (2 reindeer)

### **Tree Fencing**

**Total:** One hundred and twenty (120) linear square feet existing picket fence

**Description:** Install existing white fence around perimeter of grass area around the reindeer & tree with white polyvinyl picket fencing.

**Location:** Andria's Seafood Restaurant & Market grass bldg. 1449

### **Wreaths**

**Total:** Six (6) existing wreaths with decorations & lights + one (1) new wreath

**Description:** 5 ft diameter, steel form wreath richly covered in coastal themed ornaments; bows; warm white LED lights in miniature and C-9 mixture of sizes for full, bright nighttime glow. Review existing for refurbishments.

**Locations:** Bldg. 1559, 1575, 1583, 1591 – exact locations specified at walk through

### **Garland Arches**

**Total:** Two (2) existing sea pearl garlands with LED mini lights

**Description:** Arched sea pearl ball garlands that match the Promenade gooseneck lamp poles with mixture of LED mini & C-7 lights – installed onto existing eyelets. Suspended from stainless steel eyebolts around the archway entries extension cords run for electrical from building; secure cords in high traffic walking areas; outdoor rated cords.

**Locations:** Bldg. 1559 entryway from Village and Promenade

### **Seasons Greetings Marquee Letters**

**Total:** Sixteen (16) letters with lights

**Description:** Dismantle existing lettering expression at the Promenade platform sign and install lettering to read, **SEASONS GREETINGS**. Project includes cleaning, touch up of lettering with matching paint, light sockets inside lettering frame, and LED lightbulb replacements as necessary. Two extra light bulbs to be left with management. After install is complete, contractor is responsible for bulb tightening or burn out replacements within 24-48 hrs. After seasonal display, contractor responsible for removal; drayage; wrapping protection and storage of non-used letters. Review existing for refurbishments.

**Location:** Promenade near bldg. 1575

**Santa’s Sleigh One Day Rental**

**Total:** One (1) sleigh + ground tarp + artificial snow covering + gift box props + sandbags

**Description:** Contractor to provide, transport, and set up sleigh for 1 day rental use the morning of December 10, 2022. Sleigh must accommodate seating for two to three people (Santa, Mrs. Claus, plus a guest) and bear weight up to 700 lbs. In addition to sleigh, contractor provides ground tarp, artificial snow covering, wrapped gift boxes, and ample sandbags to secure sleigh safely. After event, complete disassembly, and removal from Ventura Harbor Village site; clean up; return to storage facility.

**Location:** Courtyard near bldg. 1567

**SPECIAL NOTES:**

- All shipping cost must be included in bid.
- All taxes must be included in the bid.
- All incidental and miscellaneous install materials must be included turnkey (i.e. including but not limited to all wire, tools, splicers, extensions, electrical covers, outdoor upgrades, bulb replacement, drayage to & from shop and storage.)
- Interested bidders are required to attend a pre-job walk on **Wednesday, September 14, 2022 at 3:00 PM**. Meet at the Ventura Harbor Village Channel Islands Courtyard in front bldg. 1567 near Hats Unlimited & Margarita Villa.
- Additional walk through required with awarded bidder prior to installation with Ventura Harbor Marketing Manager and Facilities team.
- On call persons to be named with cell # for emergencies, damages due to wind/rain/weather, and vandalism mitigation.

<b>Completion Date</b>	<b>Activity</b>
September 7, 2022	Notice Inviting Bids
September 14, 2022	Mandatory Pre-bid Walk Through
October 5, 2022	Award of Bid
October TBD, 2022	Contract Executed
November 19, 2022	Begin Display
January 3 – January 9, 2023	Removal of Display

**VI. REQUIREMENTS FOR RFP RESPONSE**

1. **MANDATORY PRE-BID WALK-THROUGH.** A mandatory pre-bid walk through will be conducted at **3:00 PM on Wednesday, September 14, 2022**. The meeting location will be at the Ventura Harbor Village nearest bldg. 1567 Spinnaker Dr. in the main Channel Islands Courtyard for jobsite review. Meeting will be continued at the front entry feature at Harbor Blvd. and Spinnaker Dr. At this time, bidders may tour the facilities. None of the information transmitted in this meeting will be construed in any way to modify the specifications. Any modification will be forwarded to all bidders as an addendum.
2. A proposed cost based on the specifications denoted in the scope of work, including services, purchases, installations, ongoing maintenance, removal, storage, and refurbishment of holiday seasonal decorations and lighting based on a service agreement which will commence in October 2022 with annual storage included.
3. Statements regarding the suitability of the holiday decorations and lighting for use in an outdoor environment near the sea.

4. Statement verifying that the décor shall be available for delivery with installation completed by November 19, 2022.
5. Detailed summary of responding entity or organization.
6. At least three references for holiday décor installation and purchase including contact names and phone numbers.
7. Insurance credentials.
8. A one-page statement of any other relevant factors that should be considered by the District in evaluating the proposal may be provided.
9. Awarded service provider will enter into a service contract with the Ventura Port District. Upon execution of service agreement terms for payment will be agreed on a monthly net 30 schedule.

**VII. REVIEW & SELECTION PROCESS**

The District reserves the right to reject any or all proposals submitted. Although in principle, the District intends to award to the lowest responsible bidder, the District reserves the right to compare the relative merits of the respective bids and to choose that which in the opinion of the District will best serve the interests or need of the District.

During the evaluation process, the District reserves the right to request additional information or allow corrections of errors or omissions.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

It is anticipated the selection of the vendor for the holiday decorations and lighting will be completed by October 5<sup>th</sup>, 2022.

**VIII. BACKGROUND**

The District is the owner/operator of the Ventura Harbor and Ventura Harbor Village. The Harbor is a 274-acre multiple use recreational and commercial fishing small craft harbor. The Ventura Harbor is a premier recreational harbor in Ventura County offering a variety of amenities for boater enthusiasts and visitors, including easy access to the Channel Islands, recreational fishing activities, boatyards, fuel docks, tours, rentals, cruises, yacht clubs and public launch ramp. Ventura Harbor has five marinas with 1,500 boat slips.

The Ventura Harbor Village is a vibrant mixed-use seaside attraction with boutiques, art galleries, and waterfront restaurants, plus entertainment venues, Island Packers whale watching and island tours, monthly and seasonal events, harbor boat tours, and more. The Ventura Harbor is also home to the Channel Islands National Park Headquarters and Visitor Center, along with being one of the largest offloading harbors for squid.

**IX. CONTACT INFORMATION**

If you have questions, please contact Jennifer Talt Lundin, Marketing Manager, at (805) 477-0470 or via email at [jtaltlundin@venturaharbor.com](mailto:jtaltlundin@venturaharbor.com) Monday through Thursday, 8:00AM to 5:00PM.