

**REQUEST FOR PROPOSAL FOR THE 2024
VENTURA HARBOR VILLAGE AND VENTURA PORT DISTRICT
OUTDOOR HOLIDAY DECORATIONS AND LIGHTING**

PROJECT SPECIFICATIONS

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, aqua/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 aqua/teal lights on 25 ft. light poles. Tight wrap from approx. 6 ft. off ground. 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: 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: Nine to Ten (9-10) areas + estimated 52 tightly wrapped trunks and selected trees for tight branch wrap (trees shown in walk through)

Description: LED color lights, either blue, or teal, aqua, or green LED miniature lights, tight wrapped tree trunks with 8-10 trees with tightly wrapped branches as well. Add more twinkling light strands to at least 4 courtyards – to be designated at the walk through.

Locations: From Bldg. 1559 to Bldg. 1591

Gooseneck Light Poles

Total: Thirty-six (36) light poles / lights rented / Sea Pearls existing / bows existing

Description: Thirty-two (32) Promenade light poles with 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 + 6 poles at Bldg. 1691*

NOTE: *Six (6) Island Packers gooseneck light poles at Bldg. 1691 will install sea pearl ornament garlands & Sunbrella® teal bows; gold trim & red ornaments (no LED lights as no power/outlet available)

LED Coastal Colored Christmas Trees

Total: Nineteen (19) trees / 9 Existing trees + 10 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 hue color lit trees There are some existing trees from previous year, however, review for lighting and rust to determine new purchase order. Order 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' customized 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 and final number of trees existing and for purchase to be reviewed at the required walk through + existing boxes and materials need to be reviewed for possible refurbishment needs

Reindeer

Total: Minimum Four (4) Reindeer – existing reindeer + 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: Seven (7) existing wreaths with decorations & lights

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: Three (3) existing sea pearl garlands with LED mini lights + One (1) additional new swag sea pearl garland on Bldg. 1567 near Margarita Villa Restaurant and the new Loose Cannon restaurant.

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: 3 arches are at the Bldg. 1559 entryway from Village and Promenade and Parking Lot. New swag garland at Bldg. 1567.

Seasons Greetings Marquee Letters

Total: Sixteen (16) letters with lights

Description: Dismantle existing lettering expression (Ventura Harbor) 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. Use insulated electrical staples only. 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 and reinstall of new marquee lettering/messaging for the winter months per Marketing Dept

direction. 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 14 or the morning of December 21, 2024 (final date to be determined in September 2024). 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

OPTIONAL: An Addition Line-Item Quote – To review within annual budget

Total: One (1) 25ft.+ freestanding coastal, nautical or holiday-themed tree, wind resilient design, including installation, purchase or rental fee, removal, maintenance, annual storage (if applicable) lighting, secure base options.

Description: Open to traditional or creative design or elements that complement the seaside brand, nautical vibe, and/or coastal holiday décor theme. Contractor to provide, transport, and set up of tree as well as disassemble and remove.

Location: Center 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, July 31, 2024 at 10:00 AM**. 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 and Facilities team.
- On call persons to be named with cell # for emergencies, damages due to wind/rain/weather, and vandalism mitigation.

Completion Date	Activity
July 19, 2024	Notice Inviting Bids
July 31, 2024	Mandatory Pre-Bid Walk Through at 10 AM
August 22, 2024	Bid Due Date at 11:30 AM
September 4, 2024	Award of Bid
September TBD, 2024	Contract Executed
November 20, 2024	Begin Display
January 4– January 11, 2025	Removal of Display