

**VENTURA PORT DISTRICT  
VENTURA, CALIFORNIA**

**NOTICE INVITING BIDS**

**REQUEST FOR PROPOSAL FOR THE 2024  
VENTURA HARBOR VILLAGE AND VENTURA 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, August 22, 2024, by 11:30 AM** 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, “2024 Ventura Harbor Village and Ventura Port District Outdoor Holiday Decorations & 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, LED light stands, timers, power 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. Awarded bidder must use insulated electrical staples. On any outlet that is not GFI protected, the contractor will be required to use an inline GFI protector adaptor. 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).

Please visit <https://venturaharbor.com/public-bidding/> for project specifications.

## **VI. REQUIREMENTS FOR RFP RESPONSE**

1. **MANDATORY PRE-BID WALK-THROUGH.** A mandatory pre-bid walk through will be conducted at **10:00 AM on Wednesday, July 31, 2024**. 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 itemized 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 vendor agreement which will commence in September 2024 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 20, 2024.
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 vendor agreement with the Ventura Port District. Upon execution of vendor agreement terms for payment will be agreed on a monthly net 30 schedule.
10. Upon execution of contract proof of insurance must be presented within 7 days with the endorsement page naming the Ventura Port District as additional insured.

## **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 September 6, 2023.

**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.