

**VENTURA PORT DISTRICT  
VENTURA, CALIFORNIA**

**NOTICE INVITING BIDS**

**REQUEST FOR PROPOSAL FOR THE 2026  
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 20, 2026, 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, “2026 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 lighting (purchased or rented). The awarded bidder would be responsible for storing and refurbishing 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 new and 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 **8:30 AM on Thursday, August 6, 2026**. The meeting location will be at and throughout the Ventura Harbor Village meet between bldg. 1567 and 1575 Spinnaker Dr. in the main Ventura Harbor Village entry at the 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 2026 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, 2026.
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 the lowest responsible bidder, the District reserves the right to compare the relative merits of the respective bids and to choose 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 and on September 2, 2026.

## **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. 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 or Ruby Hedrick, Senior Marketing & Events Coordinator, at (805) 477-0470 or via email at [jtaltlundin@venturaharbor.com](mailto:jtaltlundin@venturaharbor.com) or [rhedrick@venturaharbor.com](mailto:rhedrick@venturaharbor.com) Monday through Friday, 8:00AM to 5:00PM.

**REQUEST FOR PROPOSAL FOR THE  
2026 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 new 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; new 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.

**VENTURA HARBOR VILLAGE**

**Palm Tree Lighting #1**

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

**Description:** New 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:** New LED mini tight wrap lights: blue and aqua/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:** New LED mini tight wrap lights: blue and 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:** New LED mini tight wrap lights: blue 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 holiday season, reinstall white rope lights tightly wrap on promenade poles following take down of the holiday decorations. Final quantities may be adjusted due to ongoing construction

**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:** New LED color lights, either blue, or teal, aqua, with new LED miniature lights, tight wrapped tree trunks with 8-10 trees with tightly wrapped branches as well. Add more twinkling light strands –colors to be designated at the walk through or approved by client in advance of purchase and installation.

**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 tightly wrapped 50-ft. of new 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. Final quantities may be adjusted due to ongoing Harbor Village construction

**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 / Review and utilize existing trees, then review for purchase any additional trees based on needs which will be reviewed in the mandatory walk through to match color branch LED lighted trees

**Description:** Six (6) to seven (7) feet tall trees; blue, aqua and lime green hues 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 to 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. Final quantities may be adjusted due to ongoing Village construction

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

**NOTE:** \*Specific locations and final number of trees existing and for purchase to be reviewed at mandatory walk through + existing boxes and materials would be reviewed for possible refurbishment.

## **Reindeer**

**Total:** Minimum of eight (8) to ten (10) reindeer. Review reindeer for new purchase

**Description:** Furnish and install eight (8) to ten (10) grazing reindeer, each approximately 5–6 feet with antlers and lighting intrinsic to reindeer mesh and glittered form using long steel stakes in ground to secure feet of reindeer at determined areas in walkthrough such as listed below.

**Locations:** Andria's Seafood Restaurant & Market grass Bldg. 1449 (2 reindeer); Island Packers grass area Bldg. 1691 (2 reindeer) planter behind The Greek restaurant (2 reindeer), planter behind Deep Sea Winery (2 reindeer) 2 additional reindeer location TBD on mandatory walk through.

## **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 – eight (7-8) existing wreaths with decorations & lights

**Description:** 5 ft diameter, steel-formed wreath richly covered in coastal themed ornaments; bows; warm white new LED lights in miniature and new C-9 mixture of sizes for full, bright nighttime glow. Refresh décor annually and review lighting

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

## **Garland Arches**

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

**Description:** Arched sea pearl ball garlands that match the Promenade gooseneck lamp poles with mixture of new LED mini & new 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, and at Bldg. 1567.

## **Garland Sea Pearl Swags**

**Total:** Hang matching sea pearl swags to existing sea pearl garlands & swags and install along businesses facing the parking lot.

**Description:** Arched sea pearl ball garlands that match the Promenade gooseneck lamp poles– installed onto existing eyelets. Suspended from stainless steel eyebolts.

**Locations:** Bldg. 1567 (3 businesses) Bldg. 1557 (2 businesses) Bldg. 1583 (1-2 businesses) Bldg. 1591 TBD at mandatory walk thru.

## **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 new 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 13, 19 or 20, 2026 (date TBD and may be flexible due to weather). Sleigh must accommodate seating for two people (Santa, Mrs. Claus) and bear weight up to 700 lbs., The sleigh shall safely accommodate Santa and Mrs. Claus if seated. Contractor shall provide an access step. In addition to sleigh, the contractor provides ground tarp, artificial snow covering, wrapped gift boxes, and ample sandbags to secure sleigh safely. Clean up, remove, return to storage facility.

**Location:** Courtyard near Bldg. 1567 or Promenade Stage

### **OPTIONAL: An Additional Line-Item Quote – To review within annual budget Description:**

A suggested extra element that would be in line with the theme of coastal/ nautical/ holiday, which features a wind resilient design, including installation, purchase or rental fee, removal, maintenance, annual storage (if applicable), lighting, and secure base options. Contractor to provide, transport as well as disassembling. **Location:** Ventura Harbor Village

### **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 include 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 **Thursday, August 6, 2026 at 8:30 AM**. Meet at the Ventura Harbor Village Channel Islands Courtyard in front bldg. 1567 near Hats Unlimited & The Loose Cannon.
- Additional walk through required with awarded bidder prior to installation with Ventura Harbor Marketing and Facilities team.
- On call team named with cell # for emergencies, weather damage or vandalism.
- All holiday lighting and decorations shall be fully installed, operational, and approved by Ventura Harbor Marketing prior to the scheduled display opening date.

| <b>Completion Date</b>      | <b>Activity</b>                           |
|-----------------------------|-------------------------------------------|
| July 24, 2026               | Notice Inviting Bids                      |
| August 6, 2026              | Mandatory Pre-Bid Walk Through at 8:30 AM |
| August 20, 2026             | Bid Due Date at 11:30 AM                  |
| September 2, 2026           | Award of Bid                              |
| September TBD, 2026         | Contract Executed                         |
| November 20, 2026           | Begin Display                             |
| January 4– January 13, 2027 | Removal of Display                        |