

Georgetown Business Improvement District

Request for Proposals

Holiday Décor Wreath Installation

April 7, 2025

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Introduction:

The Georgetown Business Improvement District (Georgetown BID) is soliciting proposals to install holiday wreaths on street light poles to create a festive holiday atmosphere. The contractor will install holiday wreaths that will be attached at the street light poles along M Street, K Street, Wisconsin Avenue and the along the Boardwalk at Washington Harbour in Georgetown. 210 wreaths will be installed locations will be determined by Georgetown BID. Wreaths must be in place from approximately November 11, 2025, through January 5, 2026, with similar dates on subsequent years of the contract. The contractor will work with the Georgetown BID to secure all permits and permissions needed.

The Georgetown BID is a 501 (c) 6 not-for-profit company chartered by the District of Columbia to protect and enhance the appearance of the public spaces that abut the commercial areas of Georgetown. Its members include all owners of commercial property within the BID boundaries (see the BID map enclosed) and their tenants. These tenants include all restaurants, hotels, retail and service establishments, as well as professionals working from offices in Georgetown. BID membership exceeds 1500.

The BID, chartered in 1999, works in collaboration with its members and city agencies to achieve and maintain a clean, vibrant, safe and accessible neighborhood.

The Georgetown BID website (www.georgetowndc.com) provides a valuable introduction to the BID and its members. A map of the Georgetown BID is attached at Appendix A. Picture of the Georgetown BID Wreath can be seen in Appendix B.

This procurement is a cost plus – not to exceed contract. At the discretion of the BID, it may issue Change Orders within or outside the scope of the contract. These may be additional or expanded services.

The period of performance is seasonal and is as for two years with option for additional years.

RFP Response Timeline

The RFP process shall adhere to the following schedule.

RFP posted	April 7
Proposals Due from Contractors	April 23

Scope of work

1. The contractor shall install, remove and securely store wreaths along designated poles on the 2800 – 3400 blocks of M street, 1000 block – 1699 Wisconsin Avenue, 2800 block of Pennsylvania Avenue, 2700 Block of K street and along the Board at Washington Harbour. Additional locations may be added.
2. Installation method and hardware must be approved by DDOT and any other city agencies
3. 60 inch wreaths will be provided by the Georgetown BID.

4. Reinstallation of any fallen and /or damaged wreathes or décor features must be completed within 48 hours.
5. The contractor shall at its sole cost and expense promptly replace any equipment associated with this job that is damaged and/or destroyed by its employees or any of its agents or subcontractors.
6. The contractor shall provide storage of the wreathes and hardware in a safe, secure location.

Term of the contract:

The term of the contract is for two (2) years, with one (1) one year option. The contract may be terminated by the Georgetown BID by providing written notice 60 days in advance of contract termination. The option year may be exercised by the Georgetown BID at its sole discretion. The contract will be terminated if the scope of work is not met.

Contractor supplied equipment:

The contractor is responsible for providing all equipment, vehicles, supplies, materials and uniforms. The contractor will be responsible for repair, maintenance and replacement of vehicles, mechanical equipment and tools, and shall ensure the proper use thereof.

Pre-qualification requirements:

The pre-qualification process shall address, but shall not be limited to, the following information on each prospective bidder. The Georgetown BID may, after this review, deem the bidder not qualified and remove them from further consideration:

1. Organization outline/description and brief history.
2. The resumes and professional qualifications of the key staff, including relevant professional licenses, affiliations, and specialties.
3. Information and references attesting to financial capability, including prior year's financial statement.
4. A summary of at least two similar contracts and references.
5. A statement attesting to compliance with wage, hours, and workplace safety.
6. A statement attesting to compliance with Federal and District equal employment opportunity law.
7. Information about pending lawsuits, investigations, judgments, indictments, or convictions against the company, its affiliates, partners, directors, officers, or managers over the past two years.

Proposal Requirements:

The BID requests that each bidder submit a proposal that outlines in detail how the bidder intends to meet the requirement of the contract.

The proposal must include:

- Labor rates
- Material costs
- Storage location and costs
- Detail installation plan included specific hardware used to attach to poles
- Equipment costs accounting for different pole heights

- A management plan that explains how the project will be supervised.
- An operational plan that explains how the services will be provided. The plan must respond to each of the items in the Scope of Work.
- Installation schedule
- Payment schedule
- Proof of insurance in the following amounts consistent with District of Columbia law:
 - Comprehensive commercial general liability- not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate.
 - Automobile liability- not less than two million dollars (\$2,000,000) per occurrence.
 - Workers' compensation and employers' liability- one hundred thousand dollars (\$100,000) each accident; one hundred thousand dollars (\$100,000) disease- each employee; five hundred thousand dollars (\$500,000) disease- policy limit.
 - Excess liability- not less than five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) aggregate.

All bidders will agree to provide a waiver of subrogation by the insurer against the BID and will add the BID as an additional insured.

Evaluation of the proposal:

Proposals will be evaluated on these criteria:

1. Prequalification criteria.
2. Responsiveness to each item in the SOW.
3. Cost and proposal details.
4. Preferences will be given to CBE/certified DBE.
5. References that address:
 - Experience and demonstrated ability to provide high quality services reliably and consistently.
 - Demonstrated success in similar lighting applications.
 - Proven ability to be flexible and adaptable to changing conditions.
 - Demonstrated capability and experience of the management team.

Final selection will include an on-site interview of selected candidates in Georgetown and may include a walking tour of the BID boundary area where services will be provided. Evaluation will be based on: Cost; Responsiveness to SOW; proposal details; Pre-qualification Criteria; and References. Selection will be based on best value and ability to perform.

Proposal submission

All proposals are to be submitted to

Matt Millage
 Director of Public Space Operations
 Georgetown Business Improvement District
 1000 Potomac Street Ste 122 NW
 Washington, D.C. 20007

mmillage@georgetowndc.com

All proposal submissions must be received by 5 PM on April 23, 2025.

Appendix A

Map of BID Boundaries



**Appendix B
Georgetown BID Wreath**



