



118 N. Broadway, Lake Orion, MI 48362
Phone: 248-693-9742 Fax: 248-693-9749
www.downtownlakeorion.org

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

May 22, 2023

Quote for **SING & STROLL PRODUCTION SERVICES** are being accepted.

Quotes must be **DELIVERED TO**

**VILLAGE OF LAKE ORION
ATTN: Lake Orion DDA Bids
21 E. CHURCH STREET
LAKE ORION, MI 48362
ON, or by NOON, on Wednesday, June 21, 2023**

SUBMIT ORIGINAL AND ONE (1) COPY. Quotes received after NOON of the date they are due will not be accepted or will be marked late, and retained unopened. Quotes can be emailed to office@downtownlakeorion.org but an original still needs to be mailed to the above address. Quotes will be opened at 1:00 PM on June 22, 2023.

Addenda, clarifications and changes to the documents must be obtained on line by registering (free registration available) for the MITN system as follows: 1) go to www.mitn.info, 2) review the vendor registration options that are available to vendors, and then 3) select vendor registration at the bottom of the page to register and then, 4) sign up to register.

Quote tabulations will be posted on MITN.

The Village of Lake Orion reserves the right to accept or reject any and all Quotes and to waive any and all irregularities or split award by items, unless otherwise stipulated, and to accept the quote which will serve its interest.

Additional information regarding this quote or any questions can be answered by contacting the Molly LaLone of the Village of Lake Orion Downtown Development Authority, preferably by e-mail, director@downtownlakeorion.org, subject: **SING & STROLL PRODUCTION SERVICES**

Sincerely,

Molly LaLone
Executive Director
Lake Orion Downtown Development Authority

REQUEST FOR QUOTES SING & STROLL PRODUCTION SERVICES

OVERVIEW

The Lake Orion Downtown Development Authority requests a proposal for the below services, the proposal should include a scope of work and a cost proposal. All bidders must be qualified professionals, please provide references and proof of insurance.

The bid specifications were approved by the DDA Board of Directors on May 16, 2023. This request is publicly advertised on the DDA web site, and on MITN for the following time period: May 22, 2023 – June 21, 2023. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid. The proposals shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations.

SCOPE OF SERVICE

Consultant to work with the Village and DDA to provide production services for the Sing & Stroll Tree Lighting event. The event is scheduled for **Thursday, November 16, 2023**, from 5:00pm to 7:00pm. The timeline of the event is as follows:

- 5:00 pm event opens
- 5:00-5:15 DJ plays holiday music while attendees get hot cocoa and/or roast marshmallows
- 5:15-5:35 Dance studio performance
- 5:35-5:45 LOHS choir set up
- 5:45-6:05 LOHS choir performance
- 6:10-6:30 Tree lighting ceremony
- 6:30-7pm Christmas song sing along on screens, pics with Santa, cocoa & marshmallows

The Scope of services may include, but shall not necessarily be limited to:

- Professional grade DJ table and mixing software
- Top quality speakers and sound equipment
- Wireless microphones for announcements and to amplify choir singing
- A Karaoke screen for holiday caroling
- Lighting – for stage and for area in front of stage

You are responsible for tents, extension cords, battery powered heaters etc. needed in order for you to perform your duties and for your comfort

EVENT MAP



Green – Stage area

Orange – Dance and Choir performances

Red – Manned Fire Pits

REQUEST FOR QUALIFICATIONS

1. Business Name
 - a. Areas of specialty.
 - b. Years in business.
2. Business Address
 - a. Address for Business
 - b. Mailing address (if different than business address)
3. Personnel
 - a. Principal contact (name, phone number, email) of the firm.
 - b. Other key personnel names who will be used for DDA business.
4. Experience - provide a short narrative (no more than two (2) pages) detailing previous experience providing this service. To include, but not necessarily be limited to: previous municipalities (if applicable), events, etc.
5. List specific reasons (no more than two (2) pages) why your business should be considered by the DDA of Lake Orion for providing this service.
6. Provide evidence of a comprehensive liability and workers compensation insurance policy for all staff assigned to work for the DDA.
7. Note any exceptions or deviations to the required scope of services outlined in Scope of Service section.
8. Has the business been in bankruptcy, reorganization or receivership in the last five (5) years?
9. Pricing - note the DDA currently prefers an itemized quote of services and charges.

EVALUATION CRITERIA

The DDA will only review complete proposals received by the specified deadline and per the listed requirements. Finalists may be selected to present their respective proposals to the selection committee for review. Finalists shall be scored and ranked based on criteria which includes, but is not limited to:

- Technical approach to the project.
- Professional qualifications, expertise, quality and depth of key personnel with similar projects.
- Previous experience and successful record with similar projects.
- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program, in order to meet budget restraints, if required.

The Village of Lake Orion DDA reserves the right to interview any number of qualifying performing artists/businesses as part of the evaluation process. The decision as to which firm to contact (if any) shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations. Meetings with short-listed proposers will provide additional information and criteria upon which the DDA will base its selection decision. The DDA reserves the right to select, and subsequently recommend for award the proposed firm(s)' services which best meets its required needs, quality levels and budget constraints. Award shall be made by the DDA Board of Directors.

The bid specifications were approved by the DDA Board of Directors on May 16, 2023. This request will be publicly advertised on the DDA web site, and on MITN for the following time period: May 22, 2023 – June 21, 2023. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid.

PRELIMINARY SCHEDULE *(The following are estimated dates and are not binding)*

DDA Board Approval to request proposals	May 16, 2023
RFQ Available	May 22, 2023 – June 21, 2023
Questions due	June 19, 2023
Receive proposals	June 21, 2023 by NOON
Proposals opened	July 22, 2023 at 1:00 PM
Selection	July 18, 2023

NON-DISCRIMINATION CLAUSE

In the performance of any contract or purchase order resulting wherefrom, the contractor agrees to obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the village regulating or applying to public improvements. Furthermore, the contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract or purchase order, with respect to his or her hire, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, ancestry, age, sex, gender identity, sexual orientation, height, weight, marital status, or physical or mental disability, except when said disability prevents such individual from performing the essential job functions, and the disability cannot be reasonably accommodated. The contractor further agrees that every subcontract entered into for the performance of this contract or purchase order will contain a provision requiring nondiscrimination in employment, as herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the contract or purchase order.

ETHICS POLICY

Gratuities: It shall be unethical for any person to offer, give, or agree to give any village employee or former village employee, or for any village employee or former village employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

ADA COMPLIANCE

The Village of Lake Orion will provide necessary, reasonable auxiliary aids and services, and provide assistance in filling out forms, to individuals with disabilities when doing business with the Village of Lake Orion. Individuals with disabilities requiring such auxiliary aids or services should contact the Village of Lake Orion by writing or calling:

Susan Galezka
(248) 693-8391 x 102
galezkas@lakeorion.org
21 E. Church St. Lake Orion, MI 48362

Sealed Bid Form – SING & STROLL PRODUCTION SERVICES***Requested by Lake Orion Downtown Development Authority*****Bid Opening: June 22, 2023**

The undersigned hereby declares that he/she has carefully examined the instructions and specifications as listed in the Bid Packet. The undersigned declares the prices set forth in this bid do cover all the requirements listed in the bid packet "Sing & Stroll Production Services".

It is understood and agreed that all bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid, and that the prices bid will remain firm through invoice.

The Lake Orion Downtown Development Authority reserves the right to split or abstract any or all bid proposals and award multiple contracts from the same quotation, based on price, availability and service, when in its judgment it best serves the Village of Lake Orion and the Lake Orion Downtown Development Authority.

-Attach Bid Sheet-**BIDDERS**

Name of Bidder: _____

Address: _____

Telephone No.: _____ Fax No.: _____

Authorized Signature: _____ Date: _____

Entity's Name & Address, Contact Information & Phone Number

1) _____

2) _____

3) _____