

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

New Contract     OTR     Sole Source     Bid Waiver     Emergency    Previous Contract/Project No. **Previous – FB-00971**  
 Re-Bid     Other    LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.: **RQAV1900026/FB-01310**    TERM OF CONTRACT: **One time purchase**

Requisition /Project Title: **AIRPORT HOLIDAY DECORATION 2019**

Description: **This solicitation will be used to rent holiday decorations for the exterior and interior areas within the Miami International Airport. Services to be provided will include furnishing the decorations, installation, and removal of the holiday decorations for the Miami-Dade Aviation Department.**

Issuing Department: **Aviation**    Contact Person: **Phillip Rincon**    Phone: **305-375-1443**

Estimate Cost:    GENERAL    FEDERAL    OTHER  
Funding Source: **Proprietary**

**ANALYSIS**

Commodity Codes: **03734**    **96260**    [ ]    [ ]    [ ]

Contract/Project History of previous purchases three (3) years  
Check here  if this is a new contract/purchase with no previous history.

**EXISTING**                      **2<sup>ND</sup> YEAR**                      **3<sup>RD</sup> YEAR**

Contractor: [Redacted]

Small Business Enterprise: [Redacted]

Contract Value: **\$350,000**

Comments: [Redacted]

Continued on another page (s):     Yes     No

**RECOMMENDATIONS**

**SBE**                      Set-aside                      Sub-contractor goal                      Bid preference                      Selection factor

Basis of recommendation: [Redacted]

Signed: **Phillip Rincon**                      Date sent to SBD: **05/31/2019**

Date returned to PMS: [Redacted]

## **SECTION 2**

### **SPECIAL TERMS AND CONDITIONS**

#### **2.1 PURPOSE**

This solicitation will be used to rent holiday decorations for the exterior and interior areas within Miami International Airport (MIA). The Awarded Bidder will be required to furnish, install, and remove the decorations. In addition, the Awarded Bidder shall be required to provide generators, inclusive of fueling services, as needed.

#### **2.2 TERM OF CONTRACT**

The contract shall commence succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the Internal Services Department, Strategic Procurement Division, and shall remain in effect until such time as the goods are delivered and/or services are completed and accepted by the County's authorized representative.

#### **2.3 METHOD OF AWARD**

Award of this contract will be made in the aggregate, to the lowest responsive, responsible Bidder who submits an offer on all items listed in the solicitation, and who meets the qualifications listed below. The Bidders overall offer may be rejected if the Bidder fails to submit an offer on all items.

#### **QUALIFICATION CRITERIA**

- a) Bidder(s) are required to demonstrate that their firm has been providing holiday decorations, as requested in this solicitation and outlined in Section 3, "Technical Specifications". Bidder(s) shall provide three (3) client letters. The letters shall be signed and include the dates of service, goods provided, work performed, and client contact information.
- b) Bidder(s) shall provide the name of the Project Manager and/or Supervisor, along with their contact information. This shall be the individual in the organization who is knowledgeable and experienced in providing the listed services and who will serve as the primary point of contact for the County. The Project Manager and/or Supervisor shall have full authority to act on behalf of the Bidder on all matters related to the services outlined throughout this solicitation.

Bidder(s) shall submit the specified information listed above with their bid submittal as proof of compliance to the requirements of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Bidder(s) to complete, supplement or supply the required information during the evaluation period.

If the Awarded Bidder fails to perform in accordance with the terms and conditions of the contract, the Bidder may be deemed in default of the contract. If the Awarded Bidder defaults, the County shall have the right to negotiate with the next responsive, responsible Bidder.

#### **2.4 PRICES**

The price proposed by the Bidder shall be fixed and firm, throughout the term of the contract.

#### **2.5 PRE-BID CONFERENCE AND SITE VISIT**

It is highly recommended that Bidders visit the site of the proposed work and become familiar with any conditions which may in any manner, affect the work to be completed or affect the equipment, materials and labor required prior to submitting an offer. No additional allowances will be made because of Bidder's lack of knowledge of these conditions.

The Pre-Bid Conference will be held, Wednesday, June 26, 2019 at 10:00 am (EST). The meeting point will be Miami-Dade Aviation Department Building 3030 2<sup>nd</sup> floor B-Wing Conference Room B-205, located at 4331 NW 22<sup>nd</sup> St, Miami, FL.

This meeting is permissible under the Cone of Silence. Therefore, Miami-Dade County representatives will be available to answer questions concerning this Solicitation during the pre-bid conference and site visit.

Bidders shall provide their own transportation and arrive promptly as the meeting will start on time. Bidders are requested to bring a copy of the solicitation to the site visit, as additional copies will not be available. This is a public meeting and multiple members of distinct community councils may be present.

#### **2.6 INDEMNIFICATION AND INSURANCE**

The following clause replaces the insurance requirements listed on Section 1.22, Paragraph A. for Commercial General Liability Insurance and Paragraph A.2 & 3, for Automobile Liability Insurance:

- A. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence. Miami-Dade County must be shown as an additional insured with respect to this coverage.
- B. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

## **2.7 WARRANTY REQUIREMENTS**

The Awarded Bidder shall be responsible for promptly correcting any deficiency, at no cost to the County, within twenty-four (24) hours after the County notifies the Awarded Bidder of such deficiency in writing. If the Awarded Bidder fails to replace the defective items or correct the deficiency within the period specified, the County may, at its discretion, notify the Awarded Bidder, in writing, that the Awarded Bidder may be subject to contractual default if the replacements are not completed to the satisfaction of the County within twenty-four (24) hours of receipt of the notice. If the Awarded Bidder fails to repair or replace the items within the period specified in the notice, the County may (a) place the Awarded Bidder in default of its contract, and/or (b) procure the products from another Bidder and charge the Awarded Bidder for any additional costs that are incurred by the County for this work or items; either through a credit memorandum or through invoicing.

## **2.8 EQUAL PRODUCTS**

The manufacturer's name and product part number information or description contained in this solicitation are used for the sole purpose of establishing the minimum requirements of level of quality, standard of performance, and design, and is in no way intended to prohibit the offer of another manufacturer's product of equal level of quality, standard of performance, and design unless otherwise indicated in Section 4.2 Price Sheet.

This specific solicitation requires submission of the following supporting documentation to enable County evaluation of "equal" products offered by the Bidder:

- Manufacturer's Product Information Sheet.
- Additional supporting product literature.

Submitted supporting documentation must in total, meet the required specifications set forth within this Solicitation. Where the submitted supporting documentation provides information that does not comply with the specifications,

the Bidder shall state, in an official letter on corporate letterhead as part of their bid submittal, the differences between the product they are specifically offering, and the product described and referenced in this Solicitation, to substantiate compliance to all of the specifications set forth in this Solicitation.

The approval or rejection, of a Bidder's offered product as an equal product that meets the minimum requirements of level of quality, standard of performance, and design as requested by the County, is at the sole discretion of the County. Failure to offer an equal product or failure to submit the required supporting documentation of an offered product, as specified in this section, may result in the rejection of the Bidder's entire Bid. County rejection of any of the Bidder's offered products may result in the rejection of the Bidder's entire bid.

## **2.9 FAA SPECIAL PROVISIONS**

### **i) Compliance with Nondiscrimination Requirements**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to

ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, Required Contract Provisions Issued on January 29, 2016 Page 19 AIP Grants and Obligated Sponsors Airports (ARP) unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal.

Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

7. During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:
  - Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
  - 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
  - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
  - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
  - Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not);
  - Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
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- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123 (prohibits discrimination on the basis of race, color, national origin, and sex);
  - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
  - Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**ii)** All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act

(FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The [contractor | consultant] has full responsibility to monitor compliance to the referenced statute or regulation. The [contractor | consultant] must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

- iii) All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

#### **2.10 User Access Program (UAP)**

As listed in Section 1, Paragraph 1.36 Terms and Conditions, UAP is not applicable to this solicitation.

#### **2.11 2026 World Cup**

The terms of this agreement are subordinate to the terms of the Airport Agreement submitted by Miami-Dade County to the United States Soccer Federation on February 21, 2018. In carrying out its obligations under this Contract, Contractor shall not take or omit any action which is inconsistent with, or in derogation of, the County's obligations under the Airport Agreement. Where the Contractor's rights or obligations under this Contract are in conflict with the County's obligations under the Airport Agreement, and upon notice by the County to Contractor, the terms of this Contract shall be deemed conformed to the County's obligations under the Airport Agreement. Where such conformance would cause a material change in this Contract, Contractor shall have the right, upon written notice to the County within five (5) days of receipt of notice of such a conflict, to terminate this Contract for convenience; in such termination, the Contractor shall have no cause of action for money damages of any kind, including but not limited to direct damages, unamortized costs or debt, stored or ordered materials, indirect damages, lost profits, loss of opportunity, loss of goodwill, or otherwise. In the event that the Contract does not elect to terminate this Contract within the time specified herein, this contract shall be deemed to have been amended via consent of the parties to conform its terms to the requirements of the Airport Agreement, but only to the extent needed to avoid conflict with same.



## SECTION 3

### TECHNICAL SPECIFICATIONS

#### **3.2 SCOPE OF WORK OVERVIEW**

The purpose of this solicitation is to rent holiday decoration for the exterior and interior areas within MIA for Holiday Season 2019 for the Miami-Dade Aviation Department (MDAD). The County shall approve all decorations before installation.

The Awarded Bidder shall be responsible furnishing, delivering, installing, and removing the holiday decorations outlined in this solicitation. Additionally, the Awarded Bidder will be required to decorate exterior and interior areas of MIA, such as building exteriors and interiors, landscape, roadways, and any other structure or facility as may be required. The Awarded Bidder must also provide all necessary tools and equipment required for installation and for the delivery of electrical power to decorative installations, where specified in this solicitation. Refer to floor plans for the locations of all items listed below.

#### **3.2 CENTRAL BOULEVARD – AIRPORT ENTRANCE**

##### **A) MINIATURE LIGHT WRAPS**

The Awarded Bidder shall wrap the trunk of 102 royal palms in **clear** high-quality miniature LED lights. See Attachment A for reference image.

1. Light wraps shall begin at the base of the trunk and continuing up to 12” inches from where the grey wood ends for the royal palms.
2. Each wrap around the trunk shall be spaced 3” inches apart.
3. The final top 30”- 36” inches of the grey wood of the royal palms shall be wrapped with a wide solid, tight wrap of red colored LED miniature lights. This should create a “burst” or “crown” effect.
4. The LED lights shall be steady, except for every fifth royal palm tree, which shall have LED twinkling lights.
5. No trimming or removal of palm fronds is allowed without approval from MDAD.
6. The palm trunks shall not be pierced in any way in the installation of the lights (no nails, staples, screws or similar hardware) unless expressly approved in advance by MDAD.

##### **B) GENERATORS TO POWER LED WRAPS**

The Central Boulevard royal palms location does not have electrical outlets. Therefore, the Awarded Bidder shall provide a lump sum offer to supply a reasonable number of generators to provide power to all the LED royal palm wraps and related labor under this section. Palm wrap LED miniature lights must be "ON" from Dusk 6:00PM to Dawn 6:00AM.

The Awarded Bidder shall be responsible for arranging the manual or automatic turning on and off of generators, refueling of generators and the cost of the fuel, and providing the means to secure equipment from vandalism or theft.

### **C) BANNERS AND GARLAND WRAPS AT LIGHT POSTS**

Two (2) 30" X 96" high double-sided banners with mounting hardware and wind breaker bracket kits. 1. See Attachment A for reference images and link to product references.

1. Message: "I LOVE THE BEACH IN THE WINTER WELCOME TO MIAMI"
2. Product reference: Dekra-Lite Industries, Inc. or approved **equal product.**
3. Location: E-2nd Floor Central Terminal
4. Refer to provided sample image
5. Vinyl Garland Pole Wrap around light post consisting of wide cut (1/4" width) 6" garlands color: RED wrap to be installed at full length of light post.

### **D) BANNERS AND GARLANDS WRAP AT LIGHT POSTS**

Two (2) 30" X 96" high double-sided banner with mounting hardware and wind breaker bracket kits. See Attachment A for reference image and link to product reference.

1. Message: "HOLIDAY CHEER"
2. Product reference: Dekra-Lite Industries, Inc. or approved **equal product.**
3. Location: E-2nd Floor Central Terminal
4. Refer to provided sample image
5. Vinyl Garland Pole Wrap around light post consisting of wide cut (1/4" width) 6" garlands color: RED wrap to be installed at full length of light post.

## **3.3 MIA INTERIOR: NORTH AND CENTRAL TERMINALS**

### **A) BAR WITH GARLAND, LIGHTS, AND DECORATIONS**

Forty-one (41), 12' Ft. long artificial Spruce of Frazier Fir Garland with clear LED lights and Decorations. See Floor Plan for North and Central Terminal locations. See Attachment A for reference image.

1. Garland shall be approximately 14" inches in diameter with a minimum of 1,500 clear LED mini bulbs. Pole shall be a maximum of 2" inches in diameter with gold finish. A wooden 2" inch dowel finished in gold is acceptable.
2. Bar shall have ball finials on both ends, in matching gold finish.
3. Density of garland shall be as depicted in provided picture.
4. Product shall be attached from suspended ceiling grid and the method of attachment used shall be as inconspicuous as possible.
5. Ball ornaments and embellishments shall suspended from the garland at various lengths with a ¼" wide gold fabric ribbon. Ball ornaments shall range in size from 6", 8" and 10" in diameter.
6. Ornament colors shall be red, apple green, and gold in varying textures and finishes or as otherwise approved by MDAD.
7. Embellishments shall include 9" clear acrylic 12-pointed stars, by Dekra Lite Industries, Inc. Part # ORSS17710, or approved equal product.
8. 8" five-pointed stars in matte finish gold, by Dekra Lite Industries, Inc. Part # ORA74843Y30, or approved equal product.
9. Clearance from bottom of hanging ornament to floor shall be 9" FT minimum or as directed and approved by MDAD.
10. Clearance from bottom of double swag garlands to floor shall be 9' ft. minimum or as directed and approved by MDAD.

**B) LIGHTED ORNAMENT DROPS WITH SNOWFLAKE FRAME**

The Twenty-two (22), 8' FT Lighted Ornament Drops with Snowflake Frame. See Floor plan for MIA-Mover Station locations. See Attachment A for reference image.

1. Each lightweight snowflake style frame, shall be 8'-0" in diameter, offered by Dekra-Lite Industries Inc. or approved equal product.
2. Shall contain twelve (12) ea
3. Thirty-six (36) ea strands of 8"-0" long shimmer LED warm white lights or approved equal product.
4. Ornament drops shall be with LED lights. Snowflake frame shall be attached to a suspended ceiling. Clearance from bottom of ornament drop to floor shall be 9' ft. minimum, or as directed and approved by MDAD.
5. Ornament colors shall be red, apple green, silver and clear acrylic snowflakes with varying shades and finishes or as otherwise directed and approved by MDAD.
6. Frame shall be lightweight "Snowflake" style in design with center focal point and eight (8) extending arms. Frame to be exactly 8' ft long when measured across from any point. Each frame must have thirty-six (36) sets of lights

and ten (10) sets will be LED warm white twinkling lights. All lights must have white wires.

7. Each frame must have twelve (12) custom made ornament drops from Dekra-Lite or approved **equal product**. Each drop must contain a quantity between eleven (11) to fourteen (14) ornaments and measure 8' long from frame to tip of ornament drop.
8. Ornaments must have exact color palette and surface finish as referenced product below:
  - Dekra-Lite Part# ORSS177010 Clear Acrylic Star
  - Dekra-Lite Part# ORGK100023691 13" Red finial
  - Dekra-Lite Part# ORA89006B070500 200mm Silver Durian
  - Dekra-Lite Part# ORA4099B070500 130mm Silver Durian
  - Dekra-Lite Part# ORA89006B070500R 200mm Red Durian
  - Dekra-Lite Part# ORA4099B070500R 130mm Red Durian
  - Dekra-Lite Part# ORRDG200REDSHI 200mm Shiny Red
  - Dekra-Lite Part# ORRDG150REDSHI 150mm Shiny Red
  - Dekra-Lite Part# ORRDG150APGRNSHI 150mm Shiny Apple Green
  - Dekra-Lite Part# ORRDG100APGRNSHI 100mm Shiny Apple Green
  - Dekra-Lite Part# ORRDG100SILSHI 100mm Shiny Silver
  - Dekra-Lite Part# ORRDG100REDMAT Matte Red

### **C) CHRISTMAS TREES**

Three (3) 10' FT Christmas Trees. See Floor Plan for Central Terminal locations. See Attachment A for reference image.

1. Each Christmas tree, shall be LED lighted and fully decorated artificial Spruce or Fraser Fir green Christmas trees of ready shaped and fire-retardant material. There shall be no gap between the bottom branches and the base platform. Tree branching shall extend to the floor. Tree base diameter shall be a minimum of 60" in. on a tilt-free metal stand or base platform. It shall have a minimum of 3,200 tips or better and a minimum of 3,000 LED-crystal lights (UL certified) in warm white.
2. Trees shall be decorated as depicted in the picture provided in Appendix A to achieve a similar visual effect.
3. Trees shall be installed on a raised platform at a minimum of 6" in. high and equal in diameter to the tree base diameter. Finish: Matte gold. Design shall be as directed and approved by MDAD.
4. Ball ornaments and finial colors shall be red, apple green, and gold in varying shades, sizes, textures and finishes or as otherwise directed and

approved by MDAD. Embellishments shall include clear acrylic snowflakes, stars, and beaded sprays.

5. Tree topper shall be a five (5) pointed star in matte gold finish.
6. Ornaments designs and styles shall be as directed and approved by MDAD.
7. Decoration arrangement concept: Smaller ones at the top and larger at the bottom in equal numbers with snowflakes and stars interspersed throughout.

#### **D) CHRISTMAS TREE**

One (1) 6' FT Christmas tree. See Floor Plan for Central Terminal 1<sup>st</sup> Floor Arrivals Location. See Attachment A for reference image.

1. Christmas tree shall be a lighted and fully decorated artificial Spruce or Fraser Fir green Christmas tree of ready shaped and fire-retardant material. There shall be no gap between the bottom branches and the base platform. Tree branching shall extent to the floor. Tree base diameter shall be a minimum of 55" in. on a tilt-free metal stand or base platform. It shall have a minimum of 847 tips or better and a minimum of 2,000 LED-crystal lights (UL certified) in warm white.
2. The tree shall be decorated as depicted in the picture provided in Appendix A to achieve a similar visual effect.
3. Tree shall be installed on a raised platform at a minimum of 6" in. high and equal in diameter to the tree base diameter. Finish: Matte gold and design shall be as directed and approved by MDAD.
4. Ball ornaments and finial colors shall be red, apple green, and gold in varying shades, sizes, textures and finishes or as otherwise directed and approved by MDAD. Embellishments shall include clear acrylic snowflakes, stars, and beaded sprays.
5. Tree topper shall be a five (5) pointed star in matte gold finish.
6. Ornaments designs and styles shall be as directed and approved by MDAD.
7. Decoration arrangement concept: Smaller ones at the top and larger at the bottom in equal numbers with snowflakes and stars interspersed throughout.

#### **E) WATERLOO STARS AND BALL ORNAMENT GROUPINGS**

Eighteen (18) Waterloo stars and ball ornament groupings. See Floor Plan for Central Terminal D-G Entrance Door locations. See Attachment A for reference image and link to product reference.

1. Each grouping shall consist of sets of three (3), 3-D Waterloo Stars at each grouping location, unless noted otherwise on location plan (see attachment #). Stars shall be 3.3ft #LMS172, Gold Structure with LED Lights as offered by Dekra-Lite Industries Inc.
2. Stars shall be hung at varying heights from ceiling grid with appropriately sized wire in order to create a floating appearance.
3. Ball ornaments shall be hung from the stars in varying heights with thin wire. Ball ornaments shall be in varying sizes, 4”and 6” and shall appear to be floating as depicted in provided picture. Finish of ball ornaments shall be a combination of shiny and matte gold finish.
4. Clearance from bottom of ornaments to floor shall be approximately 8’-6” or as directed and approved by MDAD.
5. Lights shall be a combination of steady and twinkling or flickering lights.
6. The Awarded Bidder shall provide power cable and transformer.

#### **F) BALL ORNAMENT GROUPINGS**

Two (2) Ball Ornament groupings. See Floor Plan for Information Counter “D” Arrivals Level and Information Counter “E” Departures Level locations. See Attachment A for reference image.

1. Each grouping shall be installed over Information Counters and consist of a total of twelve (12) ornaments, in 10” and 12” diameter for “E” Departure Level location and 6” and 8” for “D” Arrival Level location.
2. Ball ornaments shall be in a combination of shiny and matte finishes.
3. Ball ornaments shall be hung at staggered heights from ceiling grid with a 1/2” matte gold ribbon as per MDAD instructions.
4. Ornament colors shall be apple green, gold, and red.

### **3.4 MIA INTERIOR - SOUTH TERMINAL**

#### **A) LIGHTED GARLAND**

One (1) lighted Garland. See Floor Plan for South Terminal, “J” Information Center Meeter Greeter Lobby 3<sup>rd</sup> Floor (Above Information Counter) location. See Attachment A for reference image.

1. Lighted garland, shall be a PVC green garland, Spruce or Frazier Fir, with a minimum of 2,400 tips or better, fire retardant material with a minimum of 2,000 LED clear lights (UL certified), warm white, including all necessary extension cords, t-connectors and coupling constructions.

2. The garland shall be hung around balcony handrail located above the information center. Garland shall be decorated to match the pictures provided.
3. Ball ornaments and embellishments shall be suspended from the garland at various lengths with a 1/4" matte gold fabric ribbon.
4. Ball ornaments shall be approximately 4" inches diameter.
5. Colors shall be red, apple green, and gold in varying textures and finishes or as otherwise directed by MDAD.  
Embellishments shall include clear acrylic 9" twelve –pointed stars in matte gold color finish, by Dekra-Lite Inc., Part # ORSS17710 or approved **equal product**.
6. 8" five-pointed stars by Dekra-Lite Inc., Part # ORA74843Y30 All ornaments shall be shatterproof and fire retardant as offered by Dekra-Lite or approved **equal product**.
7. Color options, as well as designs, may be changed as determined by MDAD at their sole discretion.
8. Lights shall be steady, no blinking or flickering lights. The power cable and transformer shall be included.

#### **B) BALL ORNAMENT GROUPING**

One (1) Ball ornament grouping. See Floor Plan for Information Counter "J" location. See Attachment A for reference image.

1. Ball ornamental grouping, shall consist of a total of twelve (12) ornaments, in 10" and 12" diameter.
2. Ball ornaments shall be in a combination of shiny and matte finishes.
3. Ball ornaments shall be hung at staggered heights from ceiling grid with a 1/2" matte gold ribbon as per MDAD instructions.
4. Ornament colors shall be apple green, red, and gold. Varying sizes shall be, 8" and 10" and shall appear to be floating as depicted in provided picture.
5. Finish of ball ornaments shall be a combination of shiny and matte gold finish.

#### **C) GARLAND SCROLLS, IN ADDITION TO DECORATIONS WITH LED LIGHTS**

Twenty-nine (29) Garland scrolls, in addition to decorations with lights. See Floor Plan for Terminal "J" column locations. See Attachment A for reference image.

1. Each Garland Scroll, shall be "S" shaped 4.5' Ft with a minimum of 600 LED light bulbs and shall be attached to columns with metal banding straps in satin nickel color to match and blend with column.

2. Ornament colors shall be red, apple green, and gold in varying sizes, textures and finishes or as otherwise directed and approved by MDAD.
3. Embellishments shall include clear acrylic stars, snowflakes and five (5) pointed stars in matte gold.
4. Clearance from bottom of garland scrolls to floor shall be 9' ft. minimum or as directed and approved by MDAD.

#### **D) WATERLOO STAR GROUPING, WITH BALL ORNAMENTS**

One (1) group of eight (8) Waterloo stars, with ball ornaments. See Floor Plan for South Terminal "J" Departure Level location. See Attachment A for reference image and link to product references.

1. Stars shall be 6.6ft. #LMS084, Gold Structure with LED lights as offered by Dekra-Lite Industries Inc., or approved **equal product**.
2. Stars shall be hung at varying heights from ceiling grid with appropriately sized wire in order to create a floating appearance.
3. Ball ornaments shall be hung from the stars in varying heights with thin wire.
4. Ball ornaments shall be in varying sizes, 8" and 10" and shall appear to be floating as depicted in provided picture.
5. Finish of ball ornaments shall be a combination of shiny and matte gold finish. Clearance from bottom of ornaments to floor shall be approximately 9'-0" or as directed and approved by MDAD.
6. Lights shall be a combination of steady and twinkling or flickering lights.
7. The Awarded Bidder shall provide power cable and transformer.

### **3.5 MIA-MOVER STATION LOCATION**

#### **A) DECORATED CHRISTMAS TREE**

One (1) 15' FT Christmas tree. See Floor Plan for MIA-Mover Station location. See Attachment A for reference image.

1. Christmas tree shall be LED lighted and fully decorated with artificial Spruce or Fraser Fir green Christmas tree of ready shaped, fire retardant material.
2. There shall be no gap between the bottom branches and the raised platform. Tree base diameter shall be approximately 80" in. on a tilt-free metal stand or base. It shall have a minimum of 8,574 tips or better and a minimum of 5,000 LED-crystal lights (UL certified) in warm white.
3. The tree shall be decorated as depicted in the picture included in Appendix A to achieve a similar visual effect.



4. Trees shall be installed on a raised platform 6” high and equal in diameter to the tree diameter. Base finish shall be matte gold and design shall be as directed and approved by MDAD.
5. The tree shall be decorated as depicted In Appendix A.
6. Ornament ball and finial colors shall be red, apple green, and gold in varying sizes, textures and finishes or as otherwise directed and approved by MDAD. Embellishments shall include clear acrylic stars, snowflakes, beaded sprays and 5 pointed stars. Tree topper shall be a 5-pointed star in matte gold finish.
7. Ornament arrangement concept: Smaller ones at top and larger at the bottom.
8. Ornaments designs and styles shall be as directed and approved by MDAD.

### **3.6 EXECUTIVE OFFICES, (1) E-FIS**

#### **A) DECORATED CHRISTMAS TREES**

Three (3) 7’ FT Christmas trees for two (2) Executive Offices, and one (1) E-FIS. See Attachment A for reference image.

1. Each Christmas tree shall be a LED lighted and fully decorated artificial Spruce or Fraser Fir green Christmas tree of ready shaped, fire retardant material. There shall be no gap between the bottom branches and the raised platform. Tree base diameter shall be approximately 55” inches on a tilt-free metal stand or base. It shall have a minimum of 847 tips or better and a minimum of 2500 LED-crystal lights (UL certified) in warm white.
2. The tree shall be decorated as depicted in the picture included in Appendix A to achieve a similar visual effect.
3. Trees shall be installed on a raised platform 6” high and equal in diameter to the tree diameter. Base finish shall be matte gold and design shall be as directed and approved by MDAD.
4. Ornament ball and finial colors shall be red, apple green, and gold in varying sizes, textures and finishes or as otherwise directed and approved by MDAD. Embellishments shall include clear acrylic stars, snowflakes, beaded sprays and five (5) pointed stars. Tree topper shall be a 5-pointed star in matte gold finish.
5. Ornament arrangement concept: Smaller ones at top and larger at the bottom.

### **3.7 MISCELLANEOUS LOCATIONS THROUGHOUT MIA**

#### **A) MENORAHS**

Seven (7) 5' FT Menorahs. See Floor Plan for locations. See Attachment A for reference image.

1. Each Menorah shall be made of metal material with silver finish and shall meet standard UL electrical components and connections.
2. Minimum height shall be 5' ft. measured from the floor to top of the center bulb, with flickering bulbs to simulate candles.
3. Each Menorah shall be of a high quality professional/commercial grade design. Menorahs shall have its own base in the same metal finish and shall be attached to a 4" solid marble base or solid material providing the illusion of marble.
4. There shall be no exposed mounting hardware on base.
5. Awarded Bidder will be responsible for properly lighting the correct number of bulbs and the correct sequence each day as per traditional Hanukkah customs.
6. All Menorahs must be removed at the conclusion of the Hanukkah Holiday adhering to Jewish traditions.
7. Appearance and finishes to be approved by MDAD.

### **3.8 MIA BUILDING 845 – 5600 NW 36 STREET**

#### **A) BAR WITH GARLAND, LIGHTS AND DECORATIONS**

Four (4), 12' Ft. bar with long artificial Spruce of Frazier Fir Garland, with clear LED lights and Decorations. See Attachment A for reference image.

1. Garland shall be approximately 14" inches in diameter with a minimum of 1500 clear LED mini bulbs.
2. Pole shall be a maximum 2" inches in diameter and 12' long bar, with gold finish, and finials on each end.
3. A wooden 2" inches dowel finished in gold is acceptable.
4. Bar shall have ball finials on both ends, in matching gold finish.
5. Density of garland shall be as depicted in provided picture.
6. Product shall be attached from suspended ceiling grid and the method of attachment used shall be as inconspicuous as possible.
7. Ball ornament and embellishments shall be suspended from the garland at various lengths with a ¼" wide gold fabric ribbon.
8. Ball ornaments shall range in size from 6", 8" and 10" in diameter.
9. Ornament colors shall be red, apple green, and gold in varying textures and finishes or as otherwise approved by MDAD.

10. Embellishments shall include clear acrylic 9" stars by Dekra Lite Industries, Inc. Part # ORSS17710, 12 pointer stars and 10" five-pointed stars in matte finish gold, or **approved equal product.**
11. Clearance from bottom of hanging ornament to floor shall be 9" FT minimum or as directed and approved by MDAD.er beaded sprays.
12. Clearance from bottom of double swag garlands to floor shall be 9' ft. minimum or as directed and approved by MDAD.
13. For safety reasons all ornaments shall be shatterproof and fire retardant. All decorations shall be attached in a secure manner to prevent removal or tampering by the public.

### **3.9 HOLIDAY ORNAMENTS SAFETY**

For safety reasons all ornaments shall be shatterproof and fire retardant. All decorations shall be attached in a secure manner to prevent removal or tampering by the public.

### **3.9 PRE-INSTALLATION**

Prior to installation, the Awarded Bidder shall submit twenty (20) days after award to MDAD personnel: Photos, shop drawings, sketches, samples and/or full scale mock-ups for approval. County approval is required before production and installation.

### **3.10 LABOR MATERIALS AND EQUIPMENT**

The Awarded Bidder shall provide its own ladders, hoist lifting/elevating equipment, aerial lifts, and tools as necessary to install and remove all required decorations while adhering to OSHA safety guidelines. Decorating services shall consist of furnishing, delivering, installing and removal (takedown) of all decorative materials, including the electrical powering of decorative installations with generators, where needed. Installations shall include all appurtenances required for complete and secure installations. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

### **3.11 CLEAN-UP**

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the Awarded Bidder shall thoroughly clean up all areas where work has been performed, as mutually agreed with the associated user department's project manager.

### **3.12 INSTALLATION DATES & TIMES**

Holiday decoration installation and take down shall be as follows or as otherwise directed and approved by MDAD: 2019

- Installation commences November 12<sup>th</sup> with completion by November 17<sup>th</sup>, 2019.
- Takedown commences January 7<sup>th</sup>, 2020 with completion by January 10<sup>th</sup>, 2020.

Hours of installation:

- a) Exterior: 9:00PM – 5:00AM
- b) Terminal: 10:00PM – 6:00AM
- c) Offices: 8:00AM – 5:00PM

MDAD will allow reasonable flexibility for early installation depending on schedules of passenger traffic and operational needs of the Department.

### **3.13 IDENTIFICATION, UNIFORMS AND VEHICLES**

All personnel performing services under this contract must possess and carry a valid government issued photo identification such as a driver's license.

All personnel shall wear a uniform shirt (or t-shirt) clearly displaying the Awarded Bidder's company name. Uniforms shall be neat, clean and professional in appearance. Non-uniform clothing will not be permitted.

The Awarded Bidder's equipment shall be in proper working conditions, free from leakage of fluids. All vehicles must be clearly identified with company name and number in both sides and must be legible from a minimum distance of fifty (50') feet.

### **3.14 DELIVERIES**

For safety reasons, vehicles, including delivery, may not be left unattended along the Upper and Lower drives at the terminal or anywhere in close proximity to the terminal. If the Awarded Bidder plans to park in any of the above reference areas to unload and make deliveries must provide an employee that must remain present with the vehicle at all times while parked. The Awarded Bidder is responsible for any parking fees incurred while delivering and installing decorations.

### **3.15 MAINTENANCE AND REPAIR**

The Awarded Bidder shall be responsible for any necessary repairs of the rental decorations during the term of the contract period. Repairs shall include but not

limited to: replacement of bulbs, electrical wiring, and replacement of defective or damaged decorations.

**3.16 WORK ACCEPTANCE**

This project will be inspected by an authorized representative of the County. This inspection shall be performed to determine acceptance of work, appropriate invoicing, and warranty conditions.

**3.17 STORAGE**

MDAD will not provide any storage.

**3.18 PARKING AND TRANSPORTATION TO WORKSITE**

Awarded Bidder's employees shall have the option of parking their personal vehicle in various parking garages or employee parking lot, for a non-refundable fee/toll. The Awarded Bidder shall provide transportation for all their employees to and from the work sites, while working under this contract.