



Grand Haven, Michigan

## **Downtown Holiday Decorations**

### **Request for Bid**

The Grand Haven Main Street Downtown Development Authority (DDA) is seeking proposals from qualified vendors to supply and install holiday decorations on City of Grand Haven light poles within the Main Street district for the **2025, 2026, and 2027 holiday seasons**.

**Proposal Submission Deadline:** October 14, 2025

**Submission Instructions & Contact:** Proposals should be submitted to

Chandi Pape, Executive Director  
Grand Haven Main Street DDA  
519 Washington Ave.  
Grand Haven, MI 49417  
[cpape@grandhaven.org](mailto:cpape@grandhaven.org)  
616-844-1188

Grand Haven Main Street DDA intends to contract with a vendor who can ensure high-quality, safe, and timely installation and maintenance of holiday decorations each year.

The DDA reserves the right to accept or reject any or all proposals, in whole or in part, and to waive any irregularities in the proposal process.

### **HOLIDAY DECORATIONS SPECIFICATIONS**

September 29, 2023

1. Scope
  - a. Supply and install **white lights and live pine garland** on City light poles in the Main Street district, on Washington Ave. from Harbor Dr. to Beacon Blvd.
  - b. Decorations will be installed each fall for the next three years.
  - c. All labor, supervision, equipment, materials, and supplies necessary for the execution of the work shall be provided for by the Contractor at no additional cost to Grand Haven Main Street or the City of Grand Haven.
  - d. Reasonable care shall be exercised during installation to protect from damage all existing trees, signage, and other site features, improvements, structures, and utilities.
  - e. **Completion of Project no later than:**

- i. **Wednesday, November 19, 2025**
- ii. **Wednesday, November 18, 2026**
- iii. **Wednesday, November 17, 2027**

2. Applicable Specification and Standards

- a. Hanging Standards: Light poles to be wrapped with fresh evergreen (pine) garland, and white twinkle lights. Garland wrapped in lights should start at 24" from the base with approximately 24" between each wrap. Each pole should have 150 lights. Garland should be wired securely at the base and top of each pole.
- b. Warranty and Maintenance of Decorations: The contractor shall monitor the downtown throughout the holiday season (weekly visits, minimum) to check and ensure all lights are working, to reset GFI outlets at the top of light poles, if necessary, and to replace or repair any light strands that fail or become detached, as needed, through January 15, each year.

3. Materials

- a. 53 – 28' sections fresh pine garland
- b. 53 – 150 strand of white (clear) lights

4. Removal

- a. Decorations must be **removed safely and stored or disposed of appropriately** after the holiday season each year.
  - i. **February 20, 2026**
  - ii. **February 19, 2027**
  - iii. **February 18, 2028**
- b. **Where possible, lighting should be reused from year to year** to promote sustainable practices and help reduce costs year-over-year.