



**REQUEST FOR PROPOSAL FOR
3 Year HOLIDAY LIGHTING INSTALLATION and REMOVAL
DOWNTOWN ALBANY BID
ALBANY, NEW YORK**

CLIENT: DOWNTOWN ALBANY BUSINESS IMPROVEMENT DISTRICT, INC.
21 Lodge Street
1st Floor
Albany, NY 12207

BACKGROUND

The Downtown Albany Business Improvement District, Inc. (BID) is an independent not-for-profit 501 (c) (3) organization comprising of property owners and businesses in the downtown Albany business district. Established in 1996, the BID's mission is to restore, promote and maintain the character and viability of downtown Albany and improve the quality of life and overall image for all those who live, work and visit the Capital City of Albany. Working in partnership with businesses, property owners, cultural institutions and organizations, government agencies and elected officials, the BID works to make Albany's downtown historic district clean, safe and friendly.

GOAL

The installation and removal of the BID's holiday lighting displays.

This service will commence as directed by the BID on, or about the weekend of the Thanksgiving holiday and to be removed on or about the last weekend in February (see schedule within scope of services.) This is a **three-year contract** beginning with November 2027 for seasonal programs in 2027/2028, 2028/2029 and 2029/2030. Proposals must include and specify a bid for each of these years.

Please see Scope of Services below.

INVITATION

Your firm is invited to submit a proposal to serve as the Downtown Albany Business Improvement District's contractor for the above referenced.

SELECTION PROCESS

- a) The BID will accept proposals until Friday, September 25th, 2026, at 3:00 PM. Proposals should include at a minimum, the following materials:
- a statement of qualifications and relevant experience
 - a proposed scope of services

- a proposed work schedule
 - fee for services must include a fee for each seasonal year
 - Three (3) hard copies of proposal or one electronic copy submitted via email
 - Three (3) references
- b) A bidder will be selected at the Board's discretion no later than October 28, 2026 and notification of award will follow.
- c) The selection of the bidder is solely at the discretion of the BID Board of Directors. The BID reserves the right to consider all or parts of any proposal and is under no obligation to accept any or all proposals. The BID reserves the right to negotiate further with any bidders after the receipt of the proposals.
- d) Upon award the contractor must provide a \$1,000,000. (One million dollar) liability insurance binder naming the Downtown Albany BID and the City of Albany as additional insured.

Proposal Due: Friday, September 25th, 2026 at 3:00 pm

Submit To: Don Wilson, Operations Manager
Downtown Albany BID
21 Lodge Street
1st Floor
Albany, NY 12207

Contact: Don Wilson
(518) 465-2143 x112
(518) 465-0139 Fax
dwilson@downtownalbany.org

Holiday Lighting/Decoration Scope of Service

Pick up from Downtown Albany BID storage container behind the Quackenbush Garage (Orange Street between Broadway and Water Street) in downtown Albany and installation of the following on or about the weekend of Thanksgiving:

Installation of green garland and red bows along Clinton, North and South Pearl and Broadway including 3 pronged lighted pieces incorporated into the garland & bows with 2 metal clamps. Approx. 8

Installation of lighted displays on light poles along Pearl St. from Clinton Ave. to Madison Ave. and on Clinton Ave. from Broadway to N. Pearl St. Approx. 50

Installation of lighted displays on light poles along State Street between Eagle Street and Broadway. Approx. 15

Bows and Garland on Clinton Ave. Approx 6

Large wreaths are on Broadway light poles from State Street to Pruyn. Approx. 10

4 – French horns are installed on State Street light poles east and west of Pearl St.

6 – Garland pole wraps and red velvet ribbons around light poles on S. Pearl from Madison to Westerlo.

All decorations **EXCEPT** the lighted displays on State Street will be removed using the schedules below and must be returned to the BID's storage container at location mentioned above.

- 2028 removal no earlier than 1/14 and no later than 1/29
- 2029 removal no earlier than 1/12 and no later than 1/27
- 2030 removal no earlier than 1/11 and no later than 1/26

Lighted displays on State Street will be removed the last weekend of February 2028, 2029 and 2030.