



**REQUEST FOR PROPOSAL  
CITY OF ZEELAND, MICHIGAN**

**CITY OF ZEELAND DOWNTOWN SKYLINE LIGHTING, TREE LIGHTING & PATIO LIGHTING**

Please quote the supply and service of skyline and tree lighting in the downtown district per the specs outlined in this document.

**PROPOSAL GUIDELINES**

One SIGNED (physical or electronic) copy of the proposal must be submitted by  
Friday, July 17, 2026 at 4:30 PM

ABBY DEROO, CITY MARKETING DIRECTOR  
ZEELAND CITY HALL  
21 SOUTH ELM STREET  
ZEELAND, MICHIGAN 49464  
[aderoo@cityofzeeland.com](mailto:aderoo@cityofzeeland.com)

**RFP REQUIREMENTS**

1. Any proposal submitted after the time and date specified shall not be considered. Contractors shall assume full responsibility for timely delivery of proposals and shall assume the risk of late delivery or non-delivery regardless of the manner he/she utilizes for the transmission of their proposal.
2. The proposal shall cover the costs of the supplies, installation, insurance, maintenance and removal upon conclusion of the contract plus any training of local project directors.
3. The City of Zeeland may waive any informalities or minor defects or reject any and all proposals which, in the opinion of the City, may not be most advantageous



and/or in the best interest of the City. Any proposal may be withdrawn prior to the above-scheduled time.

4. Contractors, by execution of the proposal, thereby declare that the proposal is made without collusion with any other person, firm, or corporation, and agrees to furnish all proposed items in strict adherence with all State and Federal laws.
5. The City reserves the right to terminate any awarded proposal for any reason by giving written notice of such termination.

### **BID SPECIFICATIONS**

1. The cost of supplies, installation, maintenance, equipment rental, removal upon conclusion of contract, training of local project directors, insurance or any other fees must not exceed the quoted price.
2. The City of Zeeland is looking to bid the service for skyline lighting, tree lighting and patio lighting to highlight the historic downtown district, as well as tree lighting at City gateways.
3. Skyline lighting of the following zones (based on power source availability):
  - a. BLOCK ONE NORTH A: 17 E. Main – west, east, north sides
  - b. BLOCK ONE NORTH B: 37 E. Main - Zeeland Historical Museum
  - c. BLOCK ONE NORTH C: 47, 51, 53, 55 E. Main (outlet on 55 E. Main)
  - d. BLOCK ONE SOUTH A: 52 & 62 E. Main, 14 & 16 S. Elm (outlet on 52 E Main)
  - e. City Hall
  - f. Splash Pad Restrooms
  - g. BLOCK TWO SOUTH A: 110 E. Main (west and north) through 140 E. Main (outlet on 124 E. Main)
  - h. BLOCK TWO SOUTH B: 150, 152, 154, 156 E. Main (outlet in landscaping behind 152 E. Main)
  - i. BLOCK TWO NORTH A: 101, 109, 111, 113, 115, 119, 121, 123, 129, 131, 137, 139, 141, 145, 149, E. Main (outlet behind 145 E. Main)
  - j. BLOCK TWO NORTH B: Post Office



- k. BLOCK THREE SOUTH A: 210 E. Main, The Bridge
- l. BLOCK THREE SOUTH B: 244 E. Main, Generational Wealth
- m. BLOCK THREE NORTH A: 201, 205, 207, 209, 217 E. Main (outlet on 201 E. Main, Main Street Bicycle Co)
- n. BLOCK THREE NORTH B: Pizza Hut
- o. BLOCK THREE NORTH C: ACE Dentistry

4. Patio Lighting:

Patio lights require 2-3 feet spacing between bulbs.

Edison style (warm white) patio lighting of the following areas:

- a. Elm Street Park (across from City Hall).
- b. Rear Patio behind 152 E. Main.
- c. Library Alley (south of 154 E. Main, north of Howard Miller Library).
- d. Passageway next to 137 E. Main.

5. Tree Lighting:

Downtown ornamental curb trees receive trunk wraps to be spaced approximately 6” apart.

Tree canopies to be wrapped approximately 18” apart.

Use lights with 5mm style lens. Bulbs spacing no more than 6”. Sun warm white color.

- a. Seasonal canopy and trunk lighting on all curb trees on Main between State/Centennial. (approximately 15 trees)
- b. Seasonal canopy and trunk lighting on all curb trees on Elm Street between Cherry/Main (including splash pad and Elm Street Park). (approximately 13 trees)
- c. Seasonal lighting of arborvitae, shrubs and trees around Elm Street Park. (approximately 19 trees)
- d. Seasonal lighting of evergreen trees in City Roundabout at Main/Washington intersection. (3 evergreen trees)
- e. Seasonal lighting of evergreen trees at Eastern City Gateway at Main/Chicago Drive/Business Loop. (4 evergreen trees)



6. Skyline Lighting specs:
  - a. LED lights : commercial grade, C9 bulbs with no more than 15” spacing between bulbs. Sun warm white color.
  - b. Skyline bulbs must be fastened to the top of roof. No drilling or fasteners without prior approval. Fasten with clips or clear silicone, when needed.
  - c. Removal of silicone/adhesive residue is expected at takedown.
  - d. System controlled by digital timers.
  - e. Timeline: initial contract must be installed by September 15, 2026.
  
7. Contract terms:
  - a. One Year Initial Contract with option to renew for four additional years. Please include pricing for all consecutive years.
  
8. Contracts must include detailed reports indicating:
  - a. Zone addresses
  - b. Power Source Location
  - c. Number of lights
  - d. Watts per bulb
  - e. Total watt hours
  - f. Hours used per day
  - g. Total days
  - h. kWh cost
  - i. estimated electricity cost
  
9. Proposals must include the following information:
  - a. Describe method of installation, including knowledge of materials that will be used to attach lights to buildings (please include photographs of materials to be used), as well as method of installation/removal: ladder, lifts, etc. (Walking on roofs will not be permitted, with the exception of City Hall).
  - b. Reference photos and contact information from former/current projects.
  - c. Information on spacing bulbs.
  - d. Contract information detailing length of service; owning vs. renting materials.
  - e. Estimated cost for electric to operate the skyline system.
  - f. Pricing structure: initial installation price, price per year, price for additional years. Estimated life of the system, including bulbs, clips and adhesive life.



- g. Please detail category costs: skyline lighting, tree lighting, patio lighting.
- h. Please detail the type of maintenance that is included in the package as well as the response time for a maintenance call. Requesting approximately 24 maintenance calls per year; requesting three timer adjustments per year.
- i. Please include warranty information.
- j. Bid will be awarded based on criteria in this packet. Once final project overview & budget are committed, the City may elect to add additional properties or trees to the project for an additional fee.

**City of Zeeland RFP Document, see Addendum A**

**City of Zeeland Standard Insurance Requirements, see Addendum B**

Thanking you in advance for your cooperation with this process.



## ADDENDUM A

### CITY OF ZEELAND DOWNTOWN SKYLINE LIGHTING, TREE LIGHTING & PATIO LIGHTING RFP CRITERIA

**PLEASE USE ADDITIONAL PAGES, AS NEEDED.**

Please include breakdown of specific rates:

YEAR 1 - what is included?

YEAR 2 - what is included?

YEAR 3 - what is included?

YEAR 4 - what is included?

YEAR 5 – what is included?

Estimated cost for electrical usage:

Please state what specific equipment and labor is included:

Complete Company Name

Address:

Phone:

Email Address:

Corporation(s):

State in which incorporated:

Offices:

Partnerships:

Name of Partners:

Primary Project Contact:

Please sign & date proposal

THE CITY OF ZEELAND RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY INFORMALITIES/IRREGULARITIES IN THE PROPOSAL ACCEPTED. PROPOSALS WILL BE REVIEWED INTERNALLY BY THE CITY OF ZEELAND.



## **ADDENDUM B**

### **CITY OF ZEELAND STANDARD INSURANCE REQUIREMENTS**

*Provide Liability Insurance and a Certificate of Insurance showing the City of Zeeland as additional insured with a liability coverage of at least \$2,000,000. As is such, the successful bidder shall be required to hold the City of Zeeland harmless from any liability in connection with the required work.*