

## Request for Proposal

**Issued by: Columbia Metropolitan Airport**

**Project Name: Christmas Decorating RFP**

**Company Name: Columbia Metropolitan Airport | CAE**

**Address: 3250 Airport Blvd. | West Columbia, SC 29170**

### **MISSION STATEMENT:**

The mission of the Richland-Lexington Airport District Commission and staff is to maximize the travel and business opportunities of Central South Carolina by fostering quality, competitive air services and facilities in an attractive, secure and comfortable environment; by managing its activities in a socially responsible, cost-effective manner; and by promoting economic development.

### **BACKGROUND AND INTRODUCTION:**

Columbia Metropolitan Airport (CAE) is a destination designed for your travel. It's unexpected in its modernity, yet familiar in its charm. At CAE, you can always take 10 before takeoff. The airport is a catalyst for moving air travel into its next phase of life — accessible luxury for all passengers.

CAE is a leading economic driver in the Midlands region – Richland County, Lexington County and the city of Columbia. At CAE, our team works each and every day to identify and secure airport development opportunities that will directly benefit, strengthen and grow the Midlands region, while also remaining focused on and committed to providing a safe, convenient, easy and affordable air travel system and experience.

### **SCOPE OF WORK:**

CAE is currently seeking an interior decorator/design agency equipped to creatively plan, design, and execute the scope of work. The successful bidder will be responsible for the design layout and implementation of the needs described.

Preferred installation dates are Saturday, November 13 – Sunday, November 14, 2021. Removal dates are to be between Saturday, January 8 – Sunday, January 9, 2022.

The decorations can be for the terminal building, to include the main lobby area, ticketing area, baggage claim, and arrival/departure gate area.

One walk-through of the airport will be granted to each bidder. During this visit, the CAE team will show the bidder (and team if applicable) all of the spaces that typically have Christmas decorations. (This does not mean, however, that a bidder must include these locations in their bid if they opt for an original and new theme and creative direction). On the walk-through, only general high level questions will be answered.

This RFP does not commit the Columbia Metropolitan Airport (CAE hereafter) to enter into an agreement or to pay any costs incurred in the preparation of a proposal pursuant to this RFP. Any agreement shall be in the best interest of the airport.

The airport reserves the right to reject any and all proposals, to extend the date for submittal of responses, to request additional information and data from any or all bidders or to reissue the RFP.

By submittal of a proposal pursuant to this RFP, the bidder certifies that no fee or commission, or any other thing of value, has been paid or agreed to be paid to any airport employee, agent, representative or official in order to procure the contract described in this RFP.

## **RFP TIMELINE:**

The aggressive timeline is in place to quickly, yet efficiently, vet and secure the ideal agency partner for CAE. The RFP timeline is:

1. CAE issues RFP: Tuesday, April 6, 2021
2. CAE provides **optional** walk-through to any interested bidder on the following dates:
  - a. Tuesday, April 20
    - i. 10 a.m. – 11 a.m.
    - ii. 1 p.m. – 2 p.m.
  - b. Wednesday, April 21
    - i. 10 a.m. – 11 a.m.
    - ii. 1 p.m. – 2 p.m.

*\*Please RSVP to [K.Jamieson@flycae.com](mailto:K.Jamieson@flycae.com) with the date and time that you and your team would like to attend one of the optional walk-throughs of the terminal.*

3. Deadline for bidders to submit questions: Friday, April 30 by 4 p.m.
4. CAE responds to bidder questions: On Friday, May 7
5. CAE responses will be posted on our website under the “Business” tab, “Get to Know Us”, “Procurement and Bids”
- 6. Proposal Deadline: To be postmarked, mailed or delivered by 4 p.m. on Friday, May 21, 2021**
7. Notification of final decision to all bidders and contract awarded: Friday, May 28, 2021

## **PROPOSAL:**

Proposals are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act

(FOIA) request. All Contractors are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive advantage if disclosed, should be

identified, along with a statement as to whether or not a claim of confidential or proprietary privilege is being asserted. If such information is later sought by an FOIA request, the Contractor will be allowed to justify its claim of privilege and the District will assess the validity of the said claim in advance of any release.

Proposals shall be submitted via email to Kim Jamieson at [k.jamieson@flycae.com](mailto:k.jamieson@flycae.com), or be hand delivered or postmarked by the deadline and mailed to the airport at: 3250 Airport Blvd. | West Columbia, SC 29170. For any questions, please email Kim Jamieson.

**Responses must be received by CAE no later than Friday, May 21 by 4 p.m.**

#### **CONTRACT TERM:**

The terms of this contract will be from Tuesday, June 1, 2021 through Thursday, June 1, 2023, unless canceled by CAE or by the selected vendor. At the end of the two-year term, and should both parties want to proceed, the contracted vendor will have the first right of refusal to renew the contract for another year.

#### **DESIGN OPTIONS:**

There are three options for this proposal. Bidders do not have to submit a response to all options. Bidders have the option to submit a proposal to one or more if they so choose. All responses (no matter how many per bidder) will be scored accordingly.

##### Option A

Bidder will use what CAE owns for Christmas decorating. CAE requests bidder submits design of how they would feature some or all of the items in CAE's supply into their overall design.

##### Option B

Bidder will use of mix of what CAE owns, while also incorporating any elements and items into the overall Christmas décor design. CAE requests that bidder submits details design layout/map to highlight how each component – existing and new – will be placed in the airport.

##### Option C

Bidder forgoes using any of CAE current Christmas decorations and submits a new design featuring new theme, elements, etc.

##### Decorations owned by CAE include:

80 Swags with unbreakable balls  
32 Decorative Bows, medium, 4" ribbon, all streamers | 4" -20"  
48 Decorative bows, 12" wide, 2.5" ribbon, all streamers, 12" –15" each  
One swag of garland (previously used for large clock) with unbreakable balls  
Six Decorative bows, large, 14"-16", 4" ribbon, all streamers 24"-36"  
One 15' silk Tiffany Tree  
Two 10' Tiffany Trees  
Five Urns with silk poinsettias  
76 Strands of clear, miniature lights, cool burning

60 – 6" balls, 280 – 4" balls, and 300 – 3" balls  
80 – 5" Finials  
Two Decorative extra-large bows, back to back, 3 ribbons & cording  
Two sets of streamers, 3'-4' long, 28 total yards  
Two set of streamers, 14"-24" long, 12 total yards  
89 Strands of garland with unbreakable balls  
55 Strands of garland with unbreakable balls  
89 Decorative bows, 12" wide streamers 15"-18" each  
30 Large decorative bows with 12" wide streamers 15"-18" each.

### **ELEMENTS OF PROPOSAL:**

All submissions must, include the following elements:

Completed Proposal Form,

A brief statement indicating the bidder's credentials to deliver the services sought under this RFP, including years in business,

A minimum of three (3) customer references of similar projects representing at least one account currently or previously serviced by the bidder. References must include:

The company name,

The name, date and telephone number of the company contact knowledgeable about the project work and,

A brief description for the service provided.

Visual displays or pictures,

The quote should include the cost of labor to install all decorations, decorate and fluff trees and garland, as well as remove decorations and pack it all away upon take-down, as needed.

### **EVALUATION/AWARD CRITERIA:**

Each proposal will be evaluated by a selection committee comprised of CAE staff.

The criteria to be used in the evaluation of proposals, along with their respective weighted importance, are as follows:

**Project Understanding** – the degree to which the bidder demonstrates full understanding of CAE's needs as outlined in the RFP. 20 points

**Project Approach** – the level of creativity and innovation represented in the bidder's technical approach. 40 points

**Experience and References** – the degree to which the bidder's experience and references are

suitable for the requirement outlined in the RFP. 20 points

**Cost Proposal** – whether the bidder’s proposed rates and fee schedule are reasonable and practical, based on the services it outlines in the Scope of Work section. 20 points

**Total Points: 100**

**PROPOSAL FORM:**

Bidder/Company Name:

Address:

Phone:

Email:

Total Cost Per Option:

Option A: \_\_\_\_\_

Option B: \_\_\_\_\_

Option C: \_\_\_\_\_

Signature: \_\_\_\_\_