



## **REQUEST FOR QUOTE**

### **DOWNTOWN ROMEO STREETScape HOLIDAY DECORATIONS INSTALLATION WINTER 2026-29**

The Downtown Development Authority (DDA) in the Village of Romeo, Michigan seeks companies to submit quotes to provide the installation of the **WINTER** Holiday Decorations in the DDA District in downtown Romeo, northwest Macomb County, Michigan. Installation to be completed between November 1-15 and a removal deadline of January 30th.

#### **DDA Downtown Romeo Poles, Planters, Alleyway and Village Park**

##### **Scope of Work:**

##### **Remove Floral Baskets from Lightpoles**

- 98 singles
- 40 doubles/wrap-arounds
- Deliver to Greens Vendor

##### **Installation of Winter Holiday Decorations**

##### **Poles in Central Business District & Village Park - Holiday Decorations**

- 100 poles with greens and lights wrapping provided by DDA
- 34 poles with lighted “half-snowflake” attachment provided (alternating poles with Holiday banners installed by DPW)

##### **Pots and Planters (9 Planters)**

- Vendor to provide fresh greens (provided by Vendor) for 8 round planters and 1 long planter
- Add the reusable birch (5 per planter) and bow (1 per planter) to each planter (provided by DDA)

##### **Three Alleyways**

- Install lighted “half-snowflake” and greens swag across alley entries (provided by DDA).
  - Starkweather Alley- will require eyebolt into mortar of adjacent buildings and cable; electrical access off of lightpole in the alley.
  - Paton Manor Alley- use existing eyebolts and add new cable to hang; electrical access at rear of alley.
  - Parker Alley- use existing eyebolts and add new cable to hang; electrical access off of lightpole in the alley.

##### **Village Park Decorations in Gazebo:**

- Install 4 lighted snowflakes (provided by DDA) from rafters of Gazebo, one at each entry point. Do not drill into wood. Electrical access panel near Gazebo.
- Install 1 Selfie-Station/Photo Display

##### **Village Hall**

- 2 large 4ft. wreaths (provided by Vendor) at Village Hall



## **Romeo Downtown Development Authority**

141 S. Main St., Suite A, Romeo, Michigan 48065

586-752-1170 Office

info@romeodda.org

www.downtownromeo.net

### **Maintenance of Holiday Decorations**

- Cost of any Maintenance for Central Business District Holiday Decorations during the duration of the holiday season.
- Removal and disposal of all fresh greens from planters.
- Removal and delivery of all provided materials to the DPW at a time TBD.

### **Decorations that will be provided by Downtown Development Authority**

- 100 Lit Garland
- 53 lit half-snowflakes
- 4 lit snowflakes
- 50 reusable birch
- 10 bows
- 3 greens swags

### **Company Qualifications**

- Company must be a registered business in the State of Michigan.
- Company must provide three referrals for similar projects; Name, Location, and Contact information.
- Company must state their business qualifications.
- Company must be willing to provide liability and workers comp insurance. Village of Romeo and Romeo Downtown Development Authority must be added to insurance.

### **Criteria**

The Romeo DDA reserves the right to reject any and all quotes, proposals and bids, to waive any formalities and to select the company and proposal in any manner deemed to be in the best interest of the Romeo DDA. The company selected shall agree not to discriminate against any employee or applicant for employment because of sex, race, age, religion, color, national origin, or disability status.

### **Information Including Deadline**

The quote will be complete in legible form, preferably typewritten.

Please include the enclosed Quote Form and supporting qualification documents with your quote:

- Three referrals for similar projects, including name, location, and contact information.
- State business qualifications.



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Mark the outside of your quote envelope or digital submittal:

**Romeo DDA: DOWNTOWN ROMEO HOLIDAY DECORATIONS INSTALLATION**

***Proposals are due at the Romeo DDA Office by 3:00pm, December 31st, 2025.***

DDA Address: ***141 S. Main St., Suite A, Romeo, Michigan 48065 or email***

***[info@romeodda.org](mailto:info@romeodda.org)***

All information requested herein should be submitted with the Request for Quote. Failure to do so may result in rejection of the proposal as non-responsive and or incomplete.

For more information and questions contact:

Romeo DDA

Romeo MI. 48065

(586)752-1170

[info@romeodda.org](mailto:info@romeodda.org)

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Request for Quote  
DOWNTOWN ROMEO HOLIDAY DECORATIONS INSTALLATION  
WINTER 2024-25 SEASON

## Company References

1. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

2. Contact Name:

Business Name:

Address:

Phone:

Email:

Work/Experience/Similar Projects:

3. Contact Name:

Business Name:

Address:

Phone:

Email:

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