



# 2025 Installation and Removal of Christmas Decorations

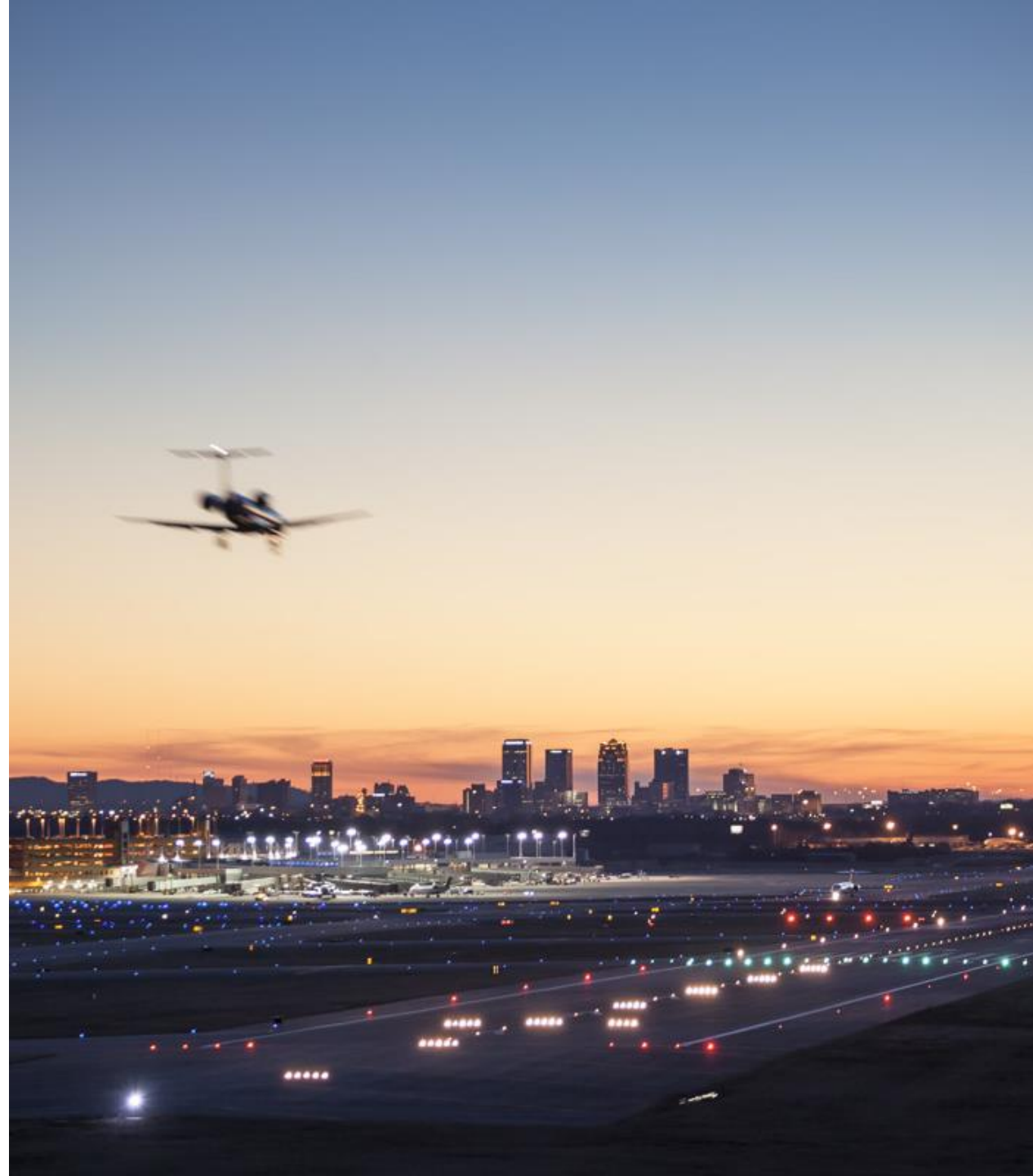
Pre-Submittal Meeting

March 4, 2025/ 2:00 PM CST



# Overview

- Airport Staff Introductions
- BHM Background
- Scope of Work
- General Requirements
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- Project Proposal Format
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- Minority Businesses (MBE) Goal
- Questions



# BHM Background

- Birmingham-Shuttlesworth International Airport is the most active airport in the state of Alabama
  
- Tenants Include:
  - Five (5) Airlines
  - Two (2) Cargo Operators, and one (1) Freight Forwarder
  - Two (2) FBO Locations
  - Four (4) Rental Car Operators
  - Alabama Air National Guard
  - Twenty-Four 24 Corporate Hangars
  - Maintenance Repair and Overhaul Facility

# Proposed Scope of Work

The Birmingham Airport Authority, BAA, is looking for a quote for the Installation and Removal of all Christmas decorations at the Birmingham Airport. The BAA owns the decorations. The quote should include the cost of labor to install all decorations, decorate and fluff each tree, make sure all lighting on the trees and garland is functioning correctly before installation and throughout the display season. All the decorations must be packed away back into storage and labeled.

Price should also include any additional purchases BAA makes prior to installation.

# Decorations Owned By the BAA:

Exterior 22' LED Panel Tree

Exterior Lighted Marquee

Exterior Lighted Mesh Stars

White lighted garland on all exterior railing

White lighted garland on all interior railing

20' Rotunda Tree or new replacement

18+ Trees throughout the Airport

Wreaths on columns upstairs and downstairs

Sprays/Garland on overhead signs with bows

Large lighted Wreath (Photo opt)

Lighted Ornament Frame (Photo opt)







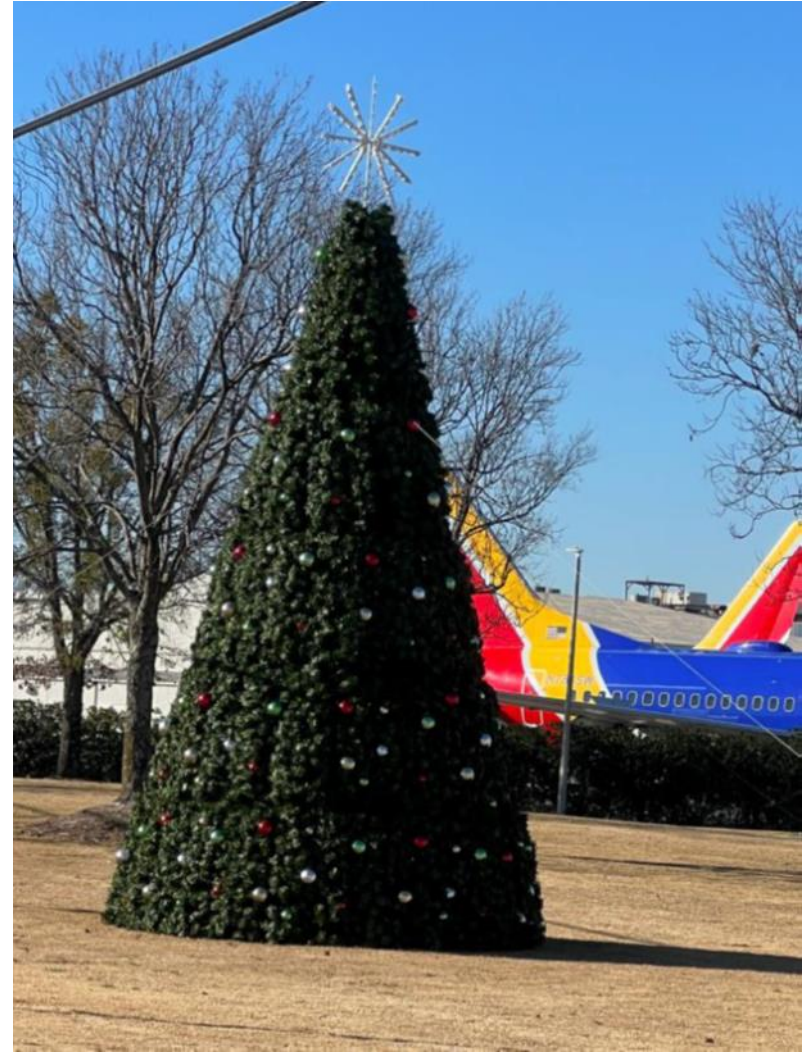












# General Requirements

## Display Period:

- Lights and decorations must be installed by November 25 or alternate date of Thanksgiving weekend. No exceptions.
- Lights and decorations must be removed by January 2 but not on or before December 26.

## Equipment:

BAA will supply the lift. The Contractor shall supply all other materials necessary to install, maintain and remove decorations safely and successfully.

## Maintenance:

Contractor must maintain the lights and decorations throughout the display period to ensure all lights are on and functioning. All malfunctioning lights that occur during the period must be repaired within a reasonable time, not to exceed three (3) days from the time of notice of malfunctions. Please provide your maintenance staff contact information, telephone number and email address to facilitate contact regarding any display problem.

# General Requirements

## Disposal of Waste:

- The contractor shall make arrangements to dispose of all waste from the work being performed. All areas of display must be kept clean and free from any debris, e.g., zip ties, tape, etc. after removal of decorations.

## Safety Precaution:

- The Contractor shall be careful when working in the various areas. Damage to public and private property shall be the responsibility of the Contractor and shall be repaired or replaced at no additional cost to BAA. The Contractor will be required to follow all OSHA requirements for safety.

# Submittal Requirement

## Project Proposal Format

One(1) electronic copy of your proposal to Ed Seoane:

eseoane@flybhm.com

Project Proposals shall be no longer than twenty-five (25) pages (not including back / front cover, tabs / dividers, cover letter, or table of contents), each page must not be larger than 8.5” x 11”

All questions associated with this RFP must be submitted in writing via email to Ed Seoane at [eseoane@flybhm.com](mailto:eseoane@flybhm.com) by the deadline identified for questions/clarifications (see timeline).

Proposals shall remain valid for one hundred eighty (180) days from submission deadline.



# Project Proposal Format

- Contractor's overview and capability to perform all aspects of the scope of work.
- Contractor's recent experience in performing similar services.
- Contractor's Proposed scope of work and approach to perform the services.
- Contractor's commitment to the Minority Businesses and Women Owned Businesses Participation Goal.
- Contractor's proposed cost.

# Tentative RFP Timeline

All deadlines are by 2:00 PM Central on each respective date

Action	Deadline Date (2:00 P.M Central)
RFP Posted	February 13, 2025
Non- Mandatory Pre-Submittal Meeting	March 4, 2025
Deadline for Proposal Questions/Clarifications	March 7, 2025
Proposal Deadline	March 12, 2025
Vendor Recommendation/Master Service Agreement Date	April 2025

# Civil Rights Assurances and Contract Goal

## Title VI Assurance

- The Birmingham Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

## Contract Clause: Assurance Language Inclusion

- If awarded the Prime Contractor role, ALL Tier subcontracts/sub-agreements, whether with certified or non-certified DBE or SBE entities, must include the mandatory contract clauses for (nondiscrimination requirements/Title VI) compliance.

## Minority Business Program

- The MBE/WBE goal for this project is three (3) percent.

# Questions

