



Request for Quotation (RFQ)

First Street Alleyway Lighting & Seasonal Décor Installation and Maintenance

Issued By

Cobourg Downtown Business Improvement Area (DBIA)

Project Overview

The Cobourg DBIA is seeking quotations from qualified contractors to procure, install, and maintain a permanent overhead lighting and seasonal décor system within the First Street alleyway located in downtown Cobourg.

The successful contractor will be responsible for providing a turnkey solution that includes the installation of a permanent guide wire system, Edison-style lighting, and ongoing seasonal installation and maintenance services.

Project Location

First Street Alleyway, Cobourg, Ontario

Scope of Work

The successful contractor shall provide all labour, equipment, hardware, and expertise required to complete the project, including but not limited to:

Permanent Installation

- Supply and install an appropriately engineered guide wire system suitable for permanent outdoor use.
- Securely fasten the guide wire system to the exterior walls of adjacent buildings using appropriate hardware and installation methods.
- Supply and install commercial-grade, outdoor-rated Edison string lighting suitable for year-round installation.
- Ensure all lighting is properly tensioned, secured, weather resistant, and compliant with applicable electrical and safety standards.
- Test the complete lighting system prior to project completion.

Ongoing Maintenance

The quotation shall include ongoing maintenance of the installation, including:

- Replacement of burnt-out or non-functioning light bulbs as required throughout the year.
- Inspection of guide wires, hardware, and lighting to ensure continued safe operation.
- Tightening or repair of components as required due to weather or normal wear.
- Prompt response to maintenance issues identified by the DBIA.

Seasonal Décor Installation

The Cobourg DBIA will purchase and supply all seasonal décor materials.

The contractor shall:

- Install seasonal decorations approximately every three (3) months (four seasonal installations annually).
 - Remove existing seasonal décor prior to each new installation.
 - Secure all décor safely and professionally using methods appropriate for outdoor public spaces.
 - Store no seasonal materials unless otherwise agreed upon with the DBIA.
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Contractor Qualifications

Proponents should demonstrate experience in:

- Outdoor decorative lighting installations
- Commercial guide wire installations
- Working at heights
- Seasonal streetscape or public realm decorating
- Maintenance of permanent decorative lighting systems

Preference will be given to contractors who can provide examples of similar municipal, downtown, or commercial installations.

Quotation Requirements

Submissions should include:

- Company profile and relevant experience
- Description of proposed installation methods
- Details of materials to be supplied
- Project timeline
- Warranty information
- Maintenance response timelines
- References for similar projects
- Total project cost, including:
- Procurement of materials

- Installation
- Ongoing maintenance
- Quarterly seasonal décor installation and removal

Pricing should clearly identify any optional services or exclusions and not exceed **\$5000+HST**.

Insurance & Safety Requirements

The successful contractor must provide:

- Proof of Commercial General Liability Insurance (minimum \$2,000,000)
 - Proof of WSIB coverage (or equivalent)
 - Any applicable certifications required for working at heights and electrical installations
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Evaluation Criteria

Submissions will be evaluated based on:

- Relevant experience
- Quality of proposed installation
- Maintenance approach
- Project timeline
- References
- Overall value to the Cobourg DBIA

The Cobourg DBIA reserves the right to accept or reject any or all quotations and is not obligated to accept the lowest-priced submission.

Submission Deadline

Date: September 7th, 2026

Time: 4pm

Appendix A-Site Information

First Street Alleyway

Project Location:

First Street Alleyway, Downtown Cobourg

Approximate Dimensions

Length: 44 ft

Width: 16.5 ft

Height to Building Attachment Points: 14 ft

Appendix B -Pricing Schedule

Item	Cost
Supply of guide wire system	\$_____
Installation of guide wire system	\$_____
Supply of Edison lighting	\$_____
Installation of lighting	\$_____
Electrical connections (if applicable)	\$_____
Initial testing and commissioning	\$_____
Total Initial Project Cost	\$_____

Annual Maintenance

Service	Annual Cost
Replacement of burnt-out bulbs	\$_____
Inspection of guide wires and hardware	\$_____
Repairs and tightening	\$_____
General maintenance	\$_____
Annual Maintenance Total	\$_____

Seasonal Décor Installation

Service	Cost
Spring Installation	\$ _____
Summer Installation	\$ _____
Fall Installation	\$ _____
Winter/Holiday Installation	\$ _____

Annual Seasonal Installation Total \$ _____

Optional Pricing

Hourly Labour Rate: \$ _____

Emergency Call-Out Rate: \$ _____

Additional Bulb Replacement: \$ _____

Other Optional Services:

Appendix C – Evaluation Matrix

Criteria	Weight
Cost	25%
Quality of proposed installation	20%
Maintenance plan	20%
Experience with similar project	20%
Project timeline	10%
References	5%
Total	100%