

**CHINATOWN DISTRICT MANAGEMENT ASSOCIATION /CDMA  
HOLIDAYS LIGHTS**

**Request for Information**

## **I. INTRODUCTION**

The Chinatown District Management Association (CDMA), Inc. aka Chinatown BID is a nonprofit organization created in February 1, 2012 to provide supplemental cleaning and maintenance services, holiday decorations and services and improvements that will enhance the public safety and the enjoyment of Chinatown. The CDMA is the 67<sup>th</sup> BID created in New York City. The City's 67 BIDs supplement city sanitation and public safety services, promote businesses through marketing initiatives and public events, enhance the city's physical environment through streetscape improvements projects, and engage local community through student internship programs. In addition, BIDs with city government help create jobs, improve the quality of life for New Yorkers and visitors, and enhance the city's tax base, and strength the local economy in tough economic times.

## **II. PURPOSE**

With this RFI, the CDMA is requesting information regarding your company and the products and services you offer as it relates to Holiday Lighting. The same information will be gathered from different companies and will be used to evaluate what Contractors we will follow up the sourcing process with a RFP.

The CDMA is looking to decorate its BID area (reference Exhibit B for Map of District) with holiday lights between Thanksgiving and the Lunar New Year. We are considering the following decorations but are open to suggestions:

- Welcome signs on main, busy streets in Chinatown
- Rope light arches electrified streamer display
- Custom lights
- Video projections
- Holiday lights hung on sidewalk trees, lamp posts
- Wreaths
- Streamers

## **III. RFI PROCESS**

1. Upon receipt of the Request for Proposal (RFI), each potential bidder should review the entire package and submit questions for clarification of those items addressed in the RFI.
2. All questions are to be emailed to [RFI@ChinatownBid.org](mailto:RFI@ChinatownBid.org). Questions will be answered promptly. All questions and responses will be distributed to all potential bidders.
3. Please complete Exhibit A: RFI Form and return via email to [RFI@ChinatownBid.org](mailto:RFI@ChinatownBid.org) by 6:00 PM (Eastern Standard Time) May 22, 2012. All files must be sent via email and in PDF format. Potential bidders may choose to attach pictures of holiday light displays.
4. Each bidder will be asked to provide a 1 hour presentation to the CDMA Program Services committee about the company's products, services, qualifications and pictures of holiday lights produced by your company.

### Exhibit A: RFI Form

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Number of years on the market	
Company location(s)	
Numbers of Employees	
Financial information	
Last year gross margin	
Last year profit	
Name and title of contact person responsible for answering this RFI	
Telephone	
Email	
Conditions that's listed in the RFI that cannot be met	
Description of products or services that are already delivered to customers today, and could be comparable to what is requested in this RFI	
Description of products or services that are already delivered to customers today, and are not comparable to what is requested in this RFI	
Three (3) reference customers using comparable products or services (including contact information)	1.
	2.
	3.

**Exhibit B: Map of the Chinatown BID District**

