

REQUEST FOR PROPOSAL
FOR
MAIN STREET CHRISTMAS LIGHTS

THE TOWN OF SWAN RIVER



Closing Date: August 24th, 2026

Closing Time: 2:00CST

TABLE OF CONTENTS

1.0	ABSTRACT.....	2
2.0	INTRODUCTION.....	2
3.0	INSTRUCTIONS	3
3.1	CLOSING TIME AND CONTACT INFORMATION.....	3
3.2	AMENDMENTS TO PROPOSALS	3
3.3	ADDENDA.....	4
3.4	INQUIRIES AND TOWN OF SWAN RIVER REPRESENTATIVE.....	4
3.5	OPENING OF PROPOSALS	4
4.0	PROPOSAL CONTENT	4
4.1	SUPPORTING ATTACHMENTS	5
5.0	EVALUATION AND SELECTION	5
5.1	GENERAL.....	5
5.2	EVALUATION PROCESS	6
5.3	LITIGATION	6
5.4	NEGOTIATION.....	7
6.0	GENERAL CONDITIONS.....	7
6.1	NO TOWN OBLIGATION.....	7
6.2	NO CLAIM FOR COMPENSATION	7
6.3	CONFLICT OF INTEREST.....	7
6.4	OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION	7
6.5	DISPUTE RESOLUTION	8
7.0	SCHEDULE “A”- PROPOSAL FORM	9

1.0 **ABSTRACT**

The Town of Swan River is seeking proposals from qualified and experienced suppliers to provide street light mounted Christmas decorations for the Town's Main Street for the holiday season.

2.0 **INTRODUCTION**

The Town of Swan River is a municipality in Manitoba's Parkland Region. Our area is renowned for its

outstanding provincial parks and recreational opportunities. Swan River was founded in 1900 and officially incorporated as a Town in 1908. Today it is a bustling trading centre of charm, affordable living and friendly people. The Swan, although not ubiquitous to our area, were said to have been seen by pioneers near Thunder Hill and thus the Swan Valley was named. Swan River is also the namesake of the river that runs through our municipality.

The objective of this Request for Proposals (RFP) is to select a bidder to replace the Town's aging Christmas light inventory with a modern, energy-efficient, durable and visually appealing lighting program that enhances the community during the holiday season. The Town is seeking innovative, high-quality solutions that create a festive atmosphere while minimizing long-term operating and maintenance costs. These lights are to be display along the hydro poles and brackets down Main Street.

3.0 INSTRUCTIONS

3.1 CLOSING TIME AND CONTACT INFORMATION

Applicants may hand deliver, mail, or email their proposals. Hard-copy proposals shall be clearly marked with the bidder's name and address and the RFP title shown on the title page. Emailed proposals shall include the RFP title in the subject line. Proposals must be received by the Town before the closing date and time.

Hand delivered or mailed to:	Town of Swan River	Emailed to:
	BOX 879	dharvey@townsr.ca
	439 Main St.	
	Swan River, MB R0L 1Z0	

No later than: **August 24th, 2026 at 2:00pm CST**

The Town shall not be responsible for proposals delivered to wrong addresses or that are not received prior to the closing date and time. It is the sole responsibility of each bidder to ensure their proposal(s) are received as intended. Late proposals will not be considered or opened.

3.2 AMENDMENTS TO PROPOSALS

Amendments to proposals will be accepted only if they are received before the closing date and time and are submitted in accordance with Section 3.1.

3.3 ADDENDA

If the Town determines that additional information is necessary— either in response to questions received from bidders or because new information arises—an addendum will be issued. All addenda shall be posted on the Town website. Bidders are responsible for checking the Town website for addenda, and by submitting a proposal, each bidder will be deemed to have received and considered all addenda posted before closing.

3.4 INQUIRIES AND TOWN OF SWAN RIVER REPRESENTATIVE

All inquiries and technical questions related to this RFP shall be directed to the Town of Swan River representative(s) noted below:

Darren Harvey
Director of Public Works
Ph: 204-734-4586 ext. 209

3.5 OPENING OF PROPOSALS

Proposals shall be opened/reviewed in the Town of Swan River Municipal Office, **August 24th, 2026**, after 2:00 pm CST.

4.0 PROPOSAL CONTENT

All proposals shall include the following information:

1. A completed copy of Schedule A – Proposal Form.
2. The bidder's proposed package:
 - a. Maximum price including taxes is \$25,000;
 - b. Digital mock-ups or color renderings of all proposed decorations and lighting displays;
 - c. Product catalogues, photographs or specification sheets for each lighting/decoration type;
 - d. Instructions or manual for the installation, take down, and storage of the Christmas Lights;
and
 - e. Delivery timeline.

3. Technical Requirements:

- a. All lighting products shall be commercial-grade and designed for outdoor use in Canadian winter conditions.
 - b. All lighting and any brackets must be compatible with Manitoba Hydro street poles.
 - c. All lighting should utilize energy-efficient LED technology to reduce power consumption and maintenance requirements.
 - d. All electrical components, wiring and connections shall comply with applicable Canadian electrical codes and safety standards.
 - e. Lighting products shall be constructed of durable, corrosion-resistant materials suitable for repeated seasonal installation and storage by our Public Works team.
 - f. The bidder shall identify the expected service life of the proposed lighting products and provide manufacturer warranty information.
4. Qualifications: a description of the bidder's capabilities, including examples of relevant experience.
 5. References: at least three references from organizations where similar lighting has been completed. Please include the organization's name, contact person with email/phone number, and a brief description of the project done for them.
 6. Cost Breakdown: a detailed cost breakdown for the proposed services, showing the total cost for expenses, materials, deliverables, to be used for completion of the project. Total cost shall be in Canadian dollars and shall identify applicable GST and PST separately.

4.1 SUPPORTING ATTACHMENTS

5.0 EVALUATION AND SELECTION

5.1 GENERAL

The evaluation of proposals will be conducted at the Town's sole discretion and may include consultation with others, references, etc. Any information obtained by the Town, whether provided by the bidder or not, may be used in the evaluation process.

Proposals will be evaluated using the following criteria:

- Quality, durability & warranty
- Aesthetics/Visual appeal

- Number of pole displays
- Brackets and decorations compatible with Manitoba Hydro street light poles
- Delivery timeline
- Ease of installation & maintenance (the Town of Swan River will be installing)
- Overall cost to the Town.

The Town intends to evaluate proposals based on the best overall value to the Town of Swan River in its sole discretion.

The Town is not obligated to complete a detailed evaluation of all proposals and may, at its discretion, after completing a preliminary review of all the proposals, identify and drop from the detailed evaluation any proposal that the Town deems is not fit for further consideration.

Contract award is subject to the Town policies, procedures and bylaws, including funding approval, and may require approval by the elected Council of the Town.

5.2 EVALUATION PROCESS

The Town may, at its discretion, request clarifications or additional information from a bidder and the Town may make such requests to selected bidder(s) only. The Town may consider such clarifications or additional information in evaluating a proposal.

Bidders are advised that no information relating to the Town's process will be given out after the closing date or while the evaluation and selection process is underway. Bidders are asked to refrain from contacting the Town during the evaluation process.

Bidders will be advised of the outcome of the process after it is concluded whether by the award of a contract or by cancelling the RFP process without contract award.

5.3 LITIGATION

In addition to any other provision in this RFP, the Town reserves the right, at its absolute discretion, to reject a proposal if the bidder, or any officer or director of the bidder, is or has been engaged directly or

indirectly in a legal action against the Town, its elected or appointed officers, representatives, or employees in relation to any matter.

5.4 NEGOTIATION

The Town reserves the right to:

- A. Enter into a contract with the preferred bidder;
- B. Enter discussions or negotiations with the preferred bidder(s) to finalize the terms of the contract, including financial terms. If discussions are successful, the Town and the preferred bidder(s) will finalize the contract; or
- C. If at any time, the Town reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the Town shall give the preferred bidder(s) written notice to terminate discussions, in which event the Town may then terminate this RFP without contract award.

6.0 GENERAL CONDITIONS

6.1 NO TOWN OBLIGATION

This RFP is not a tender and does not commit the Town in any way to select a preferred bidder, or to proceed to negotiations for a contract, or to award any contract. The Town reserves the right to reject all proposals and to terminate this RFP process at any time.

6.2 NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these general conditions, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal, each bidder shall be deemed to have agreed that they have no claim.

6.3 CONFLICT OF INTEREST

Bidders should disclose in their proposal any actual or potential conflicts of interest and existing business relationships they may have with the Town of Swan River, its elected or appointed officials or employees. The Town may rely on such disclosure.

6.4 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All proposal submissions submitted under this RFP become the property of the Town and will not be returned to the bidder. The Town advises bidders that their proposals may be subject to the provisions of Manitoba *Freedom of Information and Protection of Privacy Act*.

6.5 DISPUTE RESOLUTION

All claims, disputes or issues between the Town and the Contractor shall be decided by mediation or arbitration, if the parties agree, or, if the parties do not agree, by a Court of competent jurisdiction within the Province of Manitoba and governed by the laws of Manitoba.

7.0 SCHEDULE "A" - PROPOSAL FORM

RFP PROJECT TITLE: Main Street Christmas Lights – Town of Swan River

NAME OF BIDDER: _____

Contact person: _____

Address: _____

Phone: _____

Email: _____

Postal Mailing Address: **Town of Swan River**
Box 879
Swan River MB
R0L 1Z0

Drop off Address: **Town of Swan River**
439 Main St.
Swan River MB
R0L 1Z0

I/We, the undersigned duly authorized representative of the bidder, having received and carefully reviewed all of the proposal documents; including the RFP and any issued addenda and having full knowledge of the scope(s) submit this proposal in response to the RFP. We are including comprehensive information as requested.

Signature of authorized Representative

Print Name of authorized Representative