

Holiday Lighting Installation Proposal

City Hall Grounds Lathrup Village Michigan

Submitted by	Elite Creations LLC
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Project	27400 Southfield Road Lathrup Village MI 48076

Proposal Summary

Elite Creations LLC proposes a complete holiday lighting program for Lathrup Village City Hall Grounds for a fixed annual price of \$10,000. The proposal includes materials, labor, supervision, equipment, transportation, installation, testing, takedown, and removal for the required scope and the optional site-map items included in our design.

Complete annual holiday lighting package	\$10,000
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Included Scope

- Eight trees with warm-white 5 mm branch-wrap lighting.
- Four two-story City Hall columns wrapped with warm-white 5 mm lighting.
- Approximately 200 linear feet of warm-white C9 façade and cornice lighting.
- City Hall monument decorated with approximately 15 feet of pre-lit decorated garland.
- Two east-side public entrances, each decorated with one 2-foot pre-lit wreath.
- Large pine tree behind City Hall fitted with approximately 40 strands of warm-white 5 mm lights for the December 4 tree-lighting event.
- Approximately 495 linear feet of warm-white C9 lighting on the optional yellow-marked areas shown on the RFQ site map.

Maintenance Exclusion

Seasonal maintenance is not offered or included in the \$10,000 annual price. Monitoring, troubleshooting visits, repair calls, and replacement service requested after installation acceptance require separate written authorization and pricing.

Work Plan

Elite Creations LLC will coordinate access and power locations with the City, install and secure all lighting and decorations, test the completed display, and remove the installation after the season. Final placement will follow the RFQ site map and the City-approved design.

Phase	Planned work
Coordination	Confirm building access, electrical service, exact east-side entrances, and final treatment of optional yellow-marked areas.
Installation	Complete installation and testing before Thanksgiving.
Event readiness	Complete the large pine tree lighting before the December 4 tree-lighting event.
Takedown	Remove lighting and decorations after New Year’s Day on dates coordinated with the City and subject to safe weather conditions.

Project Team

The project will be completed by Elite Creations personnel experienced in municipal and commercial holiday lighting, elevated installation, tree and branch wrapping, electrical-load planning, testing, and seasonal removal.

- Agustin Samano Operations Manager
- Jorge Esqueda Onsite Supervisor
- Luz Ramirez Client Contact
- Experienced in-house holiday-lighting installers assigned according to the installation schedule

Qualifications

Elite Creations LLC provides commercial and municipal holiday-lighting services using in-house crews, commercial-grade products, lift and ladder access, secure attachment methods, and organized removal procedures. The company maintains general liability and workers compensation insurance and can provide project references and proof of insurance with the submission.

Terms and Clarifications

- The annual contract price is \$10,000 for CY 2027, CY 2028, and CY 2029.
- Pricing includes the materials, labor, supervision, equipment, transportation, installation, testing, takedown, and removal described in this proposal.
- Seasonal maintenance and repair services are excluded.
- The City will provide reasonable site access and access to available electrical service, including access needed to unplug lighting before removal.
- Work outside the RFQ site map and approved design requires separate written authorization and pricing.

Official RFQ Pricing

The completed pricing chart below is reproduced directly from the City-issued RFQ. Each annual amount totals \$10,000 and includes the complete proposed scope described in this proposal.

Item	Description	Quantity	CY 2027		CY 2028		CY 2029	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Trees to Wrap Lights	8	\$437	\$3,500	\$437	\$3,500	\$437	\$3,500
2	Columns to Wrap	4	\$412	\$1,650	\$412	\$1,650	\$412	\$1,650
3	City Hall Façade Lights	200 Ln/Ft	\$6 ln/ft	\$1,200	\$6 ln/ft	\$1,200	\$6 ln/ft	\$1,200
4	City Hall Monument	1	\$150	\$150	\$150	\$150	\$150	\$150
5	Decorate Public Entrances	2	\$350	\$700	\$350	\$700	\$350	\$700
6	Additional Concepts	1	\$2800	\$2800	\$2800	\$2800	\$2800	\$2800

Pricing Details

- City Hall Monument includes approximately 15 feet of pre-lit decorated garland.
- Decorate Public Entrances includes one 2-foot pre-lit wreath at each of the two east-side entrances.
- Additional Concepts includes the required large pine tree and approximately 495 linear feet of C9 lighting on the optional yellow-marked areas.
- The amount column establishes the total price for each line item. The annual line-item amounts total \$10,000.

Annual Totals

CY 2027	CY 2028	CY 2029
\$10,000	\$10,000	\$10,000

Design Concept and Proposed Materials

The rendering and product images show the warm-white lighting treatment and the coordinated red, white, silver, and greenery palette proposed for City Hall.



City Hall concept rendering with warm-white tree wraps, column wraps, and façade lighting



Proposed 2-foot pre-lit wreath one at each east-side public entrance



Proposed pre-lit decorated garland approximately 15 feet at the monument sign

Closing

Elite Creations LLC appreciates the opportunity to provide Lathrup Village with a complete, coordinated holiday lighting display. Luz Ramirez will remain the primary contact for final design coordination, scheduling, and contract administration.