



118 N. Broadway, Lake Orion, MI 48362
Phone: 248-693-9742 Fax: 248-693-9749
www.downtownlakeorion.org

*The mission of the Lake Orion DDA is to enhance the economic potential and preserve the historical character of the Lake Orion DDA District, **the heart and hub of the Orion Community**, through promotional activities and an organizational structure that focuses on community involvement with local businesses, residents, and other stakeholders.*

April 13, 2021

Proposals for **LAKE ORION LIVE: DJ SERVICES** are being accepted.

Quotes must be **DELIVERED TO**

**VILLAGE OF LAKE ORION
ATTN: Lake Orion DDA Bids
21 E. CHURCH STREET
LAKE ORION, MI 48362
ON, OR BEFORE, NOON, Thursday April 29, 2021**

SUBMIT ORIGINAL AND ONE (1) COPY. Quotes received after **NOON** of the date they are due will not be accepted or will be marked late, and retained unopened. Quotes will be opened at 1:00 PM in the Village of Lake Orion Conference Room.

Addenda, clarifications and changes to the documents must be obtained on line by registering (free registration available) for the MITN system as follows: 1) go to www.mitn.info, 2) review the vendor registration options that are available to vendors, and then 3) select vendor registration at the bottom of the page to register and then, 4) sign up to register.

Quote tabulations will be posted on MITN.

The Village of Lake Orion reserves the right to accept or reject any and all Quotes and to waive any and all irregularities or split award by items, unless otherwise stipulated, and to accept the quote which will serve its interest.

Additional information regarding this quote or any questions can be answered by contacting the Molly LaLone of the Village of Lake Orion Downtown Development Authority, preferably by e-mail, director@downtownlakeorion.org , subject: **LAKE ORION LIVE: DJ SERVICES**

Sincerely,

Molly LaLone
Executive Director
Lake Orion Downtown Development Authority

REQUEST FOR QUOTES
LAKE ORION LIVE: DJ SERVICES

SCOPE OF SERVICE

Consultant to work with the Village and DDA to provide DJ services every Thursday night 6:00PM-8:00PM from May 13, 2021 – September 30, 2021 , and these additional dates: October 21, 2021 (hours may vary), and November 21, 2021

Scope of work includes:

- Professional grade DJ table and mixing software
- Top quality speakers and sound equipment
- A wireless microphone for announcements
- Providing a playlist of music based off recommended genres and themes each week determined by the DDA Board and Village of Lake Orion.
- You are responsible for tents, extension cords, battery powered heaters etc. needed in order for you to perform your duties and for your comfort
- Locations for work will change week to week, the location include:
 - Warming Hub at Anderson/Flint parking lot
 - S. Broadway near the Children's Park sign
 - Intersection of Flint and Broadway, on Flint near Ed's Broadway Gift & Costume
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The Lake Orion Downtown Development Authority requests a proposal for the above services, the proposal should include a scope of work and a cost proposal. In your Proposal, please include the cost of each date and the total for the season. All bidders must be qualified professionals, please provide references and proof of insurance.

The bid specifications were approved by the DDA Board of Directors on April 13, 2021. This request is publicly advertised on the DDA web site, and on MITN for the following time period: April 15, 2021 – April 29, 2021. Late responses will not be accepted. Responses not meeting terms may be rejected. If at least three responses are not received the DDA Executive Director may require a re-bid. The proposals shall be analyzed (based upon the "best overall value" to the DDA) and documented including Board member or staff recommendations. Award shall be made by the DDA Board Chair and DDA Executive Director.