



ADDENDUM NO. 1
ANNUAL CONTRACT FOR
CHRISTMAS DECORATION SERVICES FOR THE
CITY OF SNELLVILLE
COS20260513

June 5, 2026

This Addendum forms a part of the Request for Bid and modifies the original Document Package as noted below. It includes clarifications and/or modifications to the bid documents and consists of a total of three (3) pages and attachment "A" which is one page.

Item No. 1 – Questions and answers are as follows:

1. The Contractor Affidavit under O.C.G.A. (E-Verify on page 49) has a light grey "DRAFT" watermark across it. Is there a clean copy we can use?
We have included a clean copy in Attachment "A" of this addendum.
2. In Instructions to Bidders, section 7.4 (on pages 6-7) instructs that the corporate seal must be attested by the Secretary -and- that the Bid must include the Authority to Execute Bid and Agreement. Is it acceptable to include a one-page document for that?
Yes.
3. For the Towne Greene green display area, what are the dimensions of the space and what is the City's vision for an "alternative" to last year's ornament/bow/present display?
This was not the Towne Green location, this was The Grove that had the display mentioned above. We don't have the dimensions which is why we've encouraged vendors to do a site visit. Since this is a new process for us, we welcome your input. Ideally, we'd like see an interactive decoration that encourages people to pose and take pictures.
4. How many of the 197 pole mount locations require bucket truck or lift access vs. ground-level installation? Are GDOT permits required for any poles on Hwy 78 or Hwy 124?
All poles require a lift or bucket truck. We are not aware of any permits that are needed for the pole mounts.
5. Does the City have dedicated electrical power at all pole mount locations, The Grove, City Hall, and Towne Greene, or will the contractor need to run power independently?
Contractor will not have to supply any power, there is power at the locations.
6. What is the condition of the existing leased items currently stored or in use? Will the City provide an itemized inventory list showing the condition of each decoration?
We don't store the leased items, so we don't know the current condition. The list of last year's leased decorations are in the bid. The vendor will be responsible for storage under the new agreement.

7. The bid form requests a single lump-sum price. Should this lump sum cover only installation/removal/maintenance labor and lease costs, or should it include an allowance for anticipated replacement purchases?
If any City owned inventory needs to be replaced, we will handle it directly. Any leased costs should be included in the lump sum price.
8. Is there an approximate annual budget the City has for new or replacement decoration purchases (the cost-plus 15% component)?
Not at this time.
9. How does the City define "close of business" for the questions deadline on June 5? Will the City commit to issuing responses by a specific date before June 11 to allow bidders sufficient time to incorporate answers?
Close of business is 5 p.m. and we will get answers out as fast as possible depending on any remaining questions. The bid due date will remain June 11th.
10. For the pole mount locations on active roadways (Hwy 78, Hwy 124, Henry Clower Blvd), will the City provide traffic control coordination or permits, or is that entirely the contractor's responsibility?
That is the contractor's responsibility.
11. What time-of-day restrictions apply to installation on Hwy 78 and Hwy 124? Are there prohibited hours (e.g., peak commute times)?
The City recommends work between the hours of 9:00 a.m. until 3:00 p.m. to avoid the heavy commute times.
12. Who is responsible for monitoring and repairing decorations that are vandalized, stolen, or wind-damaged between installation and removal? Does the City carry property insurance on the leased items?
The City will monitor and call the vendor if there are any issues. The City will cover the City owned decorations but will not insure the leased decorations.
13. Where will the contractor be expected to store leased items during the off-season? Is there any City-provided storage, or must the contractor maintain off-site storage at their own facility?
The City does not provide a storage place for the leased items; contractor is responsible for the storage of all leased items.
14. Will the City provide specifications or minimum standards for alternate decorations (e.g., minimum light count, LED type, color temperature, structural requirements)?
We do not provide standard specifications; we welcome your creative ideas. Please submit your proposed decoration specifications—including pictures or brochures—and include a lump sum estimate for your design. For a baseline, your proposal should be at least comparable to the leased decorations the City has used in previous years.
15. Does the City require any specific Georgia contractor license or electrician's license for the installation work given the electrical nature of the lighting?
No. Contractor will just be installing the decorations and plugging them into a power source where necessary.
16. Can you provide the budget for this year's project?
We don't have a set budget.
17. What was last year's final contract amount? Can you share contract amounts from previous years as well?
The City paid approximately \$92,000 annually for the contract.

18. How was the previous winning bidder's performance evaluated — above expectations, met expectations, or below expectations?
No evaluation was completed.
19. Can you provide pictures of previous years' installations?
Any pictures available are in the bid package.
20. On Towne Greene, the RFP specifies 800 lights per large tree (trunk and branch wrapped). Can you clarify whether this means 800 individual lights or 800 strands of lights?
We believe this was individual lights, but we did not do the install.
21. What spacing is required on mini lights?
We are not familiar with that requested measurement.
22. Are existing pole mount brackets already installed on the poles, or will the contractor need to install them? If not already installed, will the City provide the brackets?
Per the bid information, the pole mounts are already installed.
23. Do you know how many lights are on each of the 10 trunk-and-branch-wrapped trees in The Grove at Towne Center (Promenade 2)?
We do not.
24. Do you know how many lights are on each of the 6 trunk-and-branch-wrapped trees in The Grove at Towne Center (Promenade 1/Tree Save Area)?
We do not.
25. Do you have photos of the LG/6 ft. Ornament, Bow, and Present display?
We do not.
26. Do you have a photo of the illuminated bow (red w/ gold trim, small, w/ twinkle)? The picture provided in the RFP does not appear to show an illuminated version.
We do not.
27. What is the anticipated contract award date?
Bid award will happen on either June 22 or July 13th, this will depend on how long it takes to review the bids and make a recommendation to the Mayor and Council.

If there are questions not addressed herein or if additional clarification is needed, please contact us immediately.

*****End of this addendum*****

CITY OF SNELLVILLE
Melisa Arnold, City Clerk



Solicitation Name & No. Christmas Decorating Services on an Annual Contract; COS20260513
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10 91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number Date of Authorization

Name of Contractor Name of Public Employer

Street Address City/State/Zip Code

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME _____
ON THIS THE DAY OF _____, _____, 20____. NOTARY PUBLIC

My Commission Expires: _____