



REQUEST FOR BID #COS20260513
ANNUAL CONTRACT FOR
CHRISTMAS DECORATION SERVICES FOR THE
CITY OF SNELLVILLE

May 13, 2026

The City of Snellville (City) is soliciting competitive sealed bids from qualified vendors for the ANNUAL CONTRACT FOR CHRISTMAS DECORATION SERVICES for the City of Snellville, Georgia. Sealed bids will be received by the City of Snellville Administration Department, 2342 Oak Road, Snellville, Georgia 30078 until 10:00 A.M. local time of June 11, 2026 and then opened publicly at 10:05 A.M. Any bid received after 10:00 A.M. will not be accepted and will be returned unopened to the bidder. The bid envelope must be plainly marked on the outside with the Bid number, name of Bidder, and date and time of opening.

The work to be performed by the service provider consists of utilizing existing inventory of decorations and/or lights (“Decorations”) existing design features and the lease and installation of new or replacement decorations as needed.

Bids, in the case of Corporations not chartered in Georgia, must be accompanied by proper certification stated that said corporation is authorized to do business in the State of Georgia. No Bidder may withdraw his Bid within sixty (60) days after the actual date of opening.

The City reserves the right to waive any informality and any technicalities, and to reject any or all proposals if it is deemed to be in the best interest of the City to do so. The written bid documents supersede any verbal or written prior communications between any parties.

Bid documents may be obtained from Snellville City Hall, 2342 Oak Road, Snellville, Georgia or online at www.snellville.gov. Questions concerning this solicitation must be directed to Melisa Arnold via email at marnold@snellville.gov no later than close of business on June 5, 2026. Any responses to questions will be in writing only and posted online at www.snellville.gov.

Sincerely,

CITY OF SNELLVILLE, GEORGIA

Melisa Arnold
City Clerk/Administrative Manager
City of Snellville

COS20260513

INVITATION TO BID

Sealed bids for Christmas Decoration Services for the City of Snellville (COS20260513) are solicited as follows:

PROJECT DESCRIPTION:

This item of work shall consist of utilizing existing inventory of decorations and/or lights (“Decorations”) existing design features and the lease and installation of new or replacement decorations as needed. The Service provider shall provide all transportation, materials, supplies, and equipment to accomplish the decorating services.

OWNER: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Ms. Melisa Arnold, City Clerk/Administrative Manager

PROJECT MANAGER: Public Works Director
2491 Marigold Road
Snellville, Georgia 30078

RECEIPT OF BIDS:

Bids will be received at City Hall until 10:00 a.m. prevailing local time June 11, 2026. Bids will be publicly opened by the City of Snellville at 10:05 a.m. on June 11, 2026.

BIDDING DOCUMENTS:

Bid Documents may be downloaded from the City website at www.snellville.gov, or they are available at Snellville City Hall located at 2342 Oak Road, Snellville, Georgia 30078, or by contacting Melisa Arnold, City Clerk via email at marnold@snellville.gov.

BIDDER'S GENERAL QUALIFICATIONS:

All Bidders must submit, with the Bid, written evidence of Bidder's qualifications to perform the Work covered by the Contract Documents, and other documentation called for in Article 3 of the Instructions to Bidders.

BID EXPIRATION:

Bid shall remain valid and shall not be subject to withdrawal for a period of sixty (60) calendar days after the Bid opening, except as provided in the Instructions to Bidders.

AWARD, WAIVER AND REJECTION OF BIDS:

All portions of the Bid Form must be completed in full. The contract will be awarded pursuant to the requirements of applicable state and federal laws and regulations. To the extent permitted by such laws and regulations, Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any

Bid received, and to accept the Bid deemed by it to be in the best interest of the City of Snellville.

PRE-BID CONFERENCE AND SITE VISIT

A pre-bid conference will be held at 10:00 am, Thursday, May 21, 2026 at Snellville City Hall located at 2342 Oak Road, Snellville, Ga. 30078. This is not a mandatory meeting, but it is recommended that you attend.

DEFINITIONS:

Terms used in the "Invitation to Bid" which are defined in the Bidding Documents shall have the meanings assigned to them by the Bidding Documents.

END
INVITATION TO BID

INSTRUCTIONS TO BIDDERS

BID NUMBER: COS20260513

BID DATE: MAY 13, 2026

PROJECT: ANNUAL CONTRACT FOR CHRISTMAS DECORATION SERVICES

1. GENERAL

1.1 The complete Bid Document Package will include the Advertisement for Bid, Specifications, Bid Documents, and Contract Documents as outlined below:

1.1.1 Advertisement for Bid

1.1.2. Bid Documents which include:

- a. Invitation to Bid
- b. Instructions to Bidders with Project Scope
- c. Bid Form
- d. Questionnaire
- e. Noncollusion Affidavit

1.1.3. Contract Documents which include:

- a. Contract Agreement Form – with Exhibits

DEFINED TERMS

1.2 Certain terms used in these Instructions to Bidders have the meanings indicated below.

1.2.1 The term "City" means the City of Snellville, Georgia.

1.2.2 The term "Bidder" means one who submits a Bid directly to Owner, as distinct from a sub-bidder, who submits a Bid to the Bidder.

1.2.3 The term "Successful Bidder" means Bidder to whom Owner (on the basis of Owner's evaluation as hereinafter provided) makes an award.

1.2.4 The term "Bidding Documents" includes the Invitation to Bid, Instructions to Bidders, the Bid Form and the proposed Contract Documents (including Contract Forms, Contract Conditions, Specifications, Drawings and all Addenda issued prior to receipt of Bids.)

2. COPIES OF BIDDING DOCUMENTS

2.1 Complete sets of Bidding Documents may be obtained from the City as stated in the Invitation to Bid.

2.2 Complete sets of Bidding Documents must be used in preparing Bids. The City assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

- 2.3 The City, in making copies of Bidding Documents available on the above terms, do so only for the purpose of obtaining Bids for the Work and does not confer a license or grant for any other use.
- 2.4 Any part of the Bid Documents may be modified by Addenda.

Where forms are provided, **they must be used without substitution!** Use of forms other than those provided by the City shall constitute a non-responsive Bid and shall be rejected.

- f. **NOTE:** Bidder must submit one original and one (1) copy of the Bid Documents to include: Invitation to Bid, Bid Form, Questionnaire, Noncollusion Affidavit, and a list of any proposed alternate decorations with photographs.

3. QUALIFICATIONS OF BIDDERS

- 3.1 To demonstrate qualifications to perform the work, each Bidder must submit written evidence that Bidder is skilled in work of a similar nature to that covered by the Contract Documents. The information must be presented on the Questionnaire form included in the Bid Documents with related attachments, which must be submitted with the Bid.
- 3.2 The City may make any investigations deemed necessary to determine the Bidders ability to perform the work, and the Bidder shall furnish all information and data requested by the City. Nothing herein will prohibit the City from reserving the right to reject any bid from any Bidder that the City considers not properly qualified to carry out contract obligations or able to satisfactorily complete the Work on schedule.
- 3.3 Bidder must also submit with Bid:
 - 3.3.1 Listings of Subcontractors and Suppliers proposed for the Work as stated in Article 6 of these Instructions to Bidders.
 - 3.3.2 If the Bidder is a corporation, evidence that the corporation is properly registered with the State of Georgia in accordance with the laws of the State of Georgia.
 - 3.3.3 Authority to Execute Bid and Agreement (as stated in paragraph 7.4 of these Instructions to Bidders), and a Noncollusion Affidavit (as stated in paragraph 8.5 of these Instructions to Bidders).
 - 3.3.4 Certificates of insurance for existing coverage. If current insurance coverage does not comply with that specified in the Contract Documents, a statement issued by the Bidder's insurance carrier shall also be submitted with the Bid, giving evidence that the additional insurance will be provided if the Bidder is awarded the contract.

4. EXAMINATION OF BID DOCUMENTS AND SITE

- 4.1 It is the responsibility of each Bidder before submitting a Bid:
 - 4.1.1 To examine thoroughly the Contract Documents and other related data identified in the Bidding Documents (including any "technical data" referred to below);
 - 4.1.2 To consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the Work; and

4.1.3 To study and carefully correlate Bidder's knowledge and observations with the Contract Documents and such other related data.

4.2 The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures of construction (if any) that may be shown or indicated or expressly required by the Contract Documents, that Bidder has given City written notice of all conflicts, errors, ambiguities and discrepancies that Bidder has discovered in the Contract Documents and the written resolutions thereof by City is acceptable to Bidder, and that the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.

5. INTERPRETATIONS AND ADDENDA

5.1 All questions about the meaning or intent of the Bidding Documents are to be directed in writing to the City.

5.2 Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addenda and distributed via facsimile and/or email to all parties recorded by the City as having received the Bidding Documents.

5.3 Questions received less than five (5) working days prior to the date for opening of Bids will not be answered.

5.4 Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

5.5 Addenda may also be issued to modify the Bidding Documents as deemed advisable by the City.

5.6 Addenda will be sent to all persons holding Bidding Documents by email and/or posted on the Bid page of the City of Snellville's website.

6. SUBCONTRACTORS AND SUPPLIERS

6.1 Please note that the Successful Bidder shall not use subcontractors unless notice is provided to the City and the City, in its sole discretion, provides approval in writing.

7. BID FORM

7.1 The Bid Form is included with the Bidding Documents.

7.2 All blanks on the Bid Form must be completed legibly by printing in ink or electronically printed.

7.3 Bid Forms must be accompanied by all Documentation listed in Article 3 of these Instructions to Bidders.

7.4 Bids by corporations must be executed in the corporate name by the President or a Vice-President (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and State of incorporation must be shown below the signature. The person

signing a Bid for a corporation must include with the Bid the Authority to Execute Bid and Agreement as evidence of the person's authority to bind the corporation.

- 7.5 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature, and the official address of the partnership must be shown below the signature. Proof of proper registration with the State of Georgia must be provided. If requested, the persons signing a Bid for a partnership must produce satisfactory evidence of the person's authority to bind the partnership.
- 7.6 All names must be typed or printed in black ink below the signature.
- 7.7 The Bid must contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).
- 7.8 The address and telephone numbers for voice and facsimile communications regarding the Bid must be shown.

8. SUBMISSION OF BIDS

- 8.1 Bids must be submitted at or before the time and at the place indicated in the Invitation to Bid and must be submitted in an opaque sealed envelope. The envelope must be marked on the exterior: "*SEALED BID FOR ANNUAL CONTRACT FOR CHRISTMAS DECORATION SERVICES (COS20260513)*"
- 8.2 The envelope must show the Bid opening time and date listed in the Invitation to Bid. The envelope must contain the Bid, the name and address of the Bidder, any required Bid security, and other required documents. If the Bid is sent through the mail or other delivery system, the sealed envelope must be enclosed in a separate envelope with the notation "SEALED BID ENVELOPE ENCLOSED" on the face thereof.
- 8.3 Each prospective Bidder is furnished one copy of the Bidding Documents. The Bid Form, included in the Bidding Documents, is to be completed and submitted with required documents to the Owner. All copies of the Bidding Documents, along with all other documents issued for the purpose of preparing Bids, must be returned intact with the Bid.
- 8.4 If more than one Bid is received for the same Contract from an individual, firm, partnership, corporation or association, under the same or different names, none of such Bids will be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the same Contract will cause the rejection of all such Bids in which the Bidder is interested.
- 8.5 If there are reasonable grounds for believing that collusion exists among the Bidders, the bids of participants in such collusion will not be considered. The Noncollusion Affidavit must be completed and submitted with the Bid.

9. MODIFICATION AND WITHDRAWAL OF BIDS

- 9.1 Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so; and, in case signed by a deputy or subordinate,

the principal's proper written authority to such deputy or subordinate must accompany the request for withdrawal or modification. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn or modified.

- 9.2 If, within twenty-four hours after Bids are opened, any Bidder files a duly signed, written notice with Owner and within five calendar days thereafter demonstrates to the reasonable satisfaction of the Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid and the Bid security will be returned. Thereafter, that Bidder will be disqualified from further bidding on the Work to be provided under the Contract Documents.

10. OPENING OF BIDS

- 10.1 Bids will be opened publicly as indicated in the Invitation to Bid. An initial bid tabulation documenting the Bid opening and listing Bidders will be available after the date of the Bid opening.

11. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- 11.1 All Bids will remain subject to acceptance for the period stated in the Invitation to Bid, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to that date.
- 11.2 Extensions of time when Bids will remain open beyond the stated period will be made only by mutual agreement between the Owner, the Successful Bidder, and the surety, if any, for the Successful Bidder.

12. AWARD OF CONTRACT

- 12.1 To the extent permitted by applicable state and federal laws and regulations, Owner reserves the right to reject any or all Bids, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced or conditional Bids and to reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the project to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner. Owner also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 12.2 Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 12.3 In evaluating Bids, Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 12.4 Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as discussed in Article 6 of these Instructions to Bidders.

- 12.5 Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.
- 12.6 If the contract is to be awarded, it will be awarded to the lowest qualified, responsible and responsive Bidder whose evaluation by Owner indicates to Owner that the award will be in the best interests of the Project. The right is reserved, however to reject any or all Bids, or to accept a Bid other than the lowest submitted if such action is deemed to be in the best interest of the Owner.
- 12.7 If the contract is to be awarded, Owner will give the successful Bidder a Notice of Award within the time period stated for expiration of Bids in the Invitation to Bid.

13. SIGNING OF AGREEMENT

- 13.1 When Owner gives a Notice of Award to the Successful Bidder, it will be accompanied by two unsigned counterparts of the Agreement with all other written Contract Documents attached. Within fifteen calendar days thereafter Contractor shall execute and deliver all counterparts of the Agreement and attached documents to Owner with the required Bonds. Within ten calendar days thereafter, Owner will deliver one fully executed counterpart to Contractor. Each counterpart is to be accompanied by a complete set of attachments with appropriate identification.

14. PRE-BID CONFERENCE AND SITE VISIT

- 14.1 The date, time and place for the Pre-Bid Conference and for the Site Visit, if required, are set forth in the Invitation to Bid.
- 14.2 If a Pre-Bid Conference is deemed necessary, Representatives or Owner will be present to discuss the Project. The City will transmit to all prospective Bidders of record such Addenda as the City considers necessary in response to questions arising at the conference. Oral statements may not be relied upon and will not be binding or legally effective.

15. HEALTH AND SAFETY

- 15.1 It shall be at all times the sole responsibility of the successful Bidder to protect the health and monitor the safety of its personnel, subcontractors, the public, and other persons who may be affected by the Work and the environment within the limits of the Contractors work area. Throughout the full duration of the Work, the Successful Bidder shall comply with all applicable federal, state, county, and local ordinances, and all applicable requirements of the Owner.

END
INSTRUCTIONS TO BIDDERS

SCOPE OF WORK

This item of work shall consist of utilizing existing inventory of decorations and/or lights (“Decorations”) existing design features and the lease and installation of new or replacement decorations as needed. The Service provider shall provide all transportation, materials, supplies, and equipment to accomplish the decorating services.

SPECIFICATIONS

- a) Retrieve, unpack, and install decorations as specified at locations listed below between the dates of on or about September 1st to November 15th. Decoration installation must be completed one (1) day before the lighting of the Christmas Tree on The Greene, which occurs on the Saturday after Thanksgiving every year.
- b) Prior to installation, all materials shall be cleaned, reshaped, and repaired to provide a “like-new” appearance and to assure that all lighting is in good working order.
- c) Remove, re-pack, and return to storage all Christmas/holiday decorations between the dates of January 2nd and January 31st.
- d) All materials shall be packed for reuse in such a manner to prevent damages to the materials. All City materials shall be returned to the City Public Works Department for storage and the service provider shall store all leased items.
- e) All decorations and lights at all locations must be maintained in constant working order from the date they are installed until the date that they are removed.
- f) All decorations that may be purchased will be paid on a cost-plus mark-up basis (not to exceed 15%). Service provider will be required to submit the invoices to the City for verification.

LOCATIONS

1. City Decorations stored at: Public Works 2491 Marigold Road, Snellville GA 30078.
2. Snellville City Hall – 2342 Oak Road, Snellville, GA 30078.
3. The Towne Greene – 2437 Main St E, Corner of Highway 78 and Oak Road, Snellville, GA 30078. (Across Oak Road from City Hall.)
4. The Grove at Towne Center - Area encompassing James Sawyer Way / Thomas Snell Way / Grove Promenade Snellville GA 30078.
5. Pole Mounts - Highway 78 / Highway 124 – Scenic Hwy / Henry Clower Blvd / Wisteria Drive / Clower Street / Knollwood Drive. The decorations are to be installed in an alternating pattern along the roadways listed.

REQUIREMENTS

1. The service provider should be familiar with the existing inventory and design.
2. The service provider should employ adequate staff to design, install and oversee the accurate installation of the decorations.
3. The service provider will coordinate with the Public Works Director and/or their staff for direction and item buying approval.

DECORATIONS

LOCATION / QUANTITY	LEASED ITEMS – *WILL CONSIDER SIMILAR ALTERNATES
TOWNE GREEN	
17	LARGE TREES, TRUNK & BRANCH-WRAP W/CO-AXIAL LED MINI LIGHTS - 800 LIGHTS IN EACH LARGE TREE
3	SMALL TREES, TRUNK & BRANCH - WRAP W/CO-AXIAL LED MINI LIGHTS - 500 LIGHTS IN EACH SMALL TREE
3	SIGN DECOR-OAK RD / HWY 78, LIT GARLAND, BOWS, LIT SHRUBS
2	HOLLIE SHRUBS AT LARGE “SNELLVILLE” CORNERSTONE SIGN OAK RD @ HIGHWAY 78 – 600 LIGHTS IN EACH W/CO-AXIAL LED MINI LIGHTS
18	STARBURST YARD STAKES, 18 AT 2 OAK/78 SIGNS
CITY HALL	
2	2X3-D / 9FT 8 INCHES REINDEER, GOLD, WITH ILLUMINATED BOWS
12	CITY HALL ENTRANCE 12 STARBURST STAKES
2	VETERANS WALL DECOR CANDLES, 6.5' X 1.5'
THE GROVE AT TOWNE CENTER	
10	THE GROVE PROMENADE 2 (WISTERIA TO GROVE) TRUNK & BRANCH-WRAPPED TREES
6	THE GROVE PROMENADE 1 (PD TO GROVE) TRUNK & BRANCH-WRAPPED TREES
DISPLAY ON GREEN NEXT TO TREE SAVE AREA	LG/6 FT, ORNAMENT, BOW, & PRESENT
GARLAND	
14" DELUXE WM WHITE LED	“SNELLVILLE” MONUMENT SIGN LOCATED AT OAK RD & HWY 78
14" DELUXE WM WHITE LED	“TOWNE GREEN” SIGN AT MAIN ENTRANCE TO TOWN GREEN ON OAK ROAD- BOTH SIDES
14" DELUXE WM WHITE LED	SMALL CORNERSTONE WALL AT OAK RD & HWY 78

14" DELUXE WM WHITE LED	CITY HALL ENTRANCE SIGN ON OAK RD (BOTH SIDES)
WREATH	
48" DELUXE WM WHITE LED	SMALLER CORNERSTONE WALL AT OAK & HWY 78
BOWS	
18" STRUCTURAL, RED W/ GOLD TRIM	"SNELLVILLE" MONUMENT SIGN LOCATED AT OAK RD & HWY 78
18" STRUCTURAL, RED W/ GOLD TRIM	SMALL CORNERSTONE WALL AT OAK RD & HWY 78
18" STRUCTURAL, RED W/ GOLD TRIM	"TOWNE GREEN" SIGN AT MAIN ENTRANCE TO TOWN GREEN ON OAK ROAD- BOTH SIDES
18" STRUCTURAL, RED W/ GOLD TRIM	CITY HALL ENTRANCE SIGN (BOTH SIDES); BOWS FOR GARLANDS
ILLUMINATED BOW W/ TWINKLE, RED W/ GOLD TRIM, SMALL (28"X47")	CITY HALL - 1 ON EACH OF THE 2X3-D / 9FT 8 INCH REINDEER
*IF PROPOSING ALTERNATES PLEASE INCLUDE DESCRIPTIONS AND PHOTOGRAPHS	
POLE MOUNTS	ITEM DESCRIPTION - CITY OWNED
32	5 FT GARLAND POINSETTIAS
32	5 FT GARLAND STOCKING LEDS
32	4 FT GARLAND CANDY CANES
32	5 FT GARLAND CANDLE LEDS
12	7.5 FT GARLAND DOUBLE POINSETTIAS
15	7.5 FT GARLAND STOCKINGS
15	6 FT GARLAND CANDY CANE WITH HOLLY
15	7.5 FT GARLAND CANDLES
30 SMALL WREATHS WITH BOW	48" - WREATHS - WM WHITE LED WITH RED BOWS
75 LARGE WREATHS WITH BOWS	60" - WREATHS - WM WHITE LED WITH RED BOWS

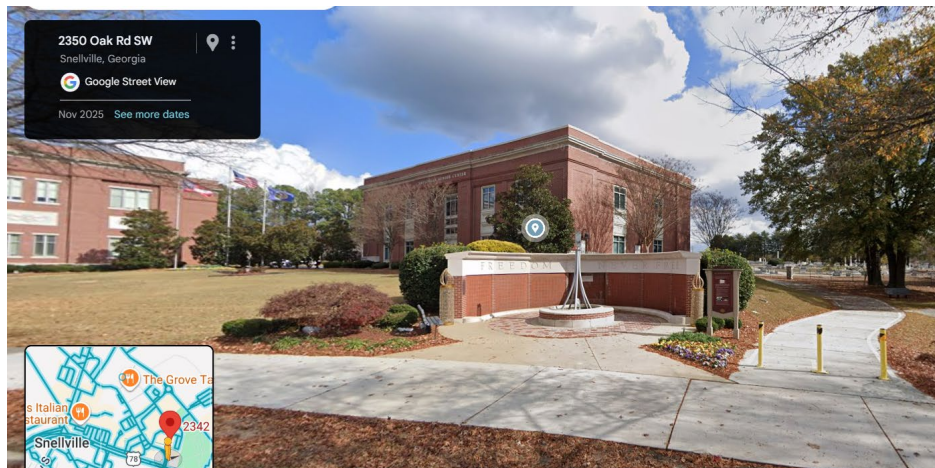
CHRISTMAS DECORATION PICTURES

(Pulled from Google Street View – Not complete décor.)

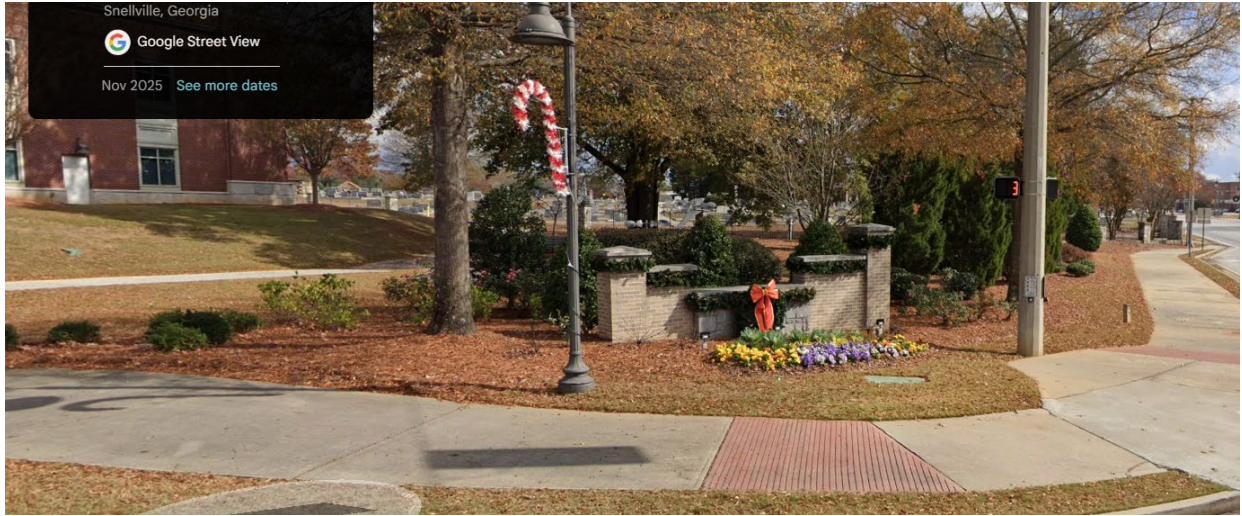
City Hall Reindeer



Veteran Monument with Candles



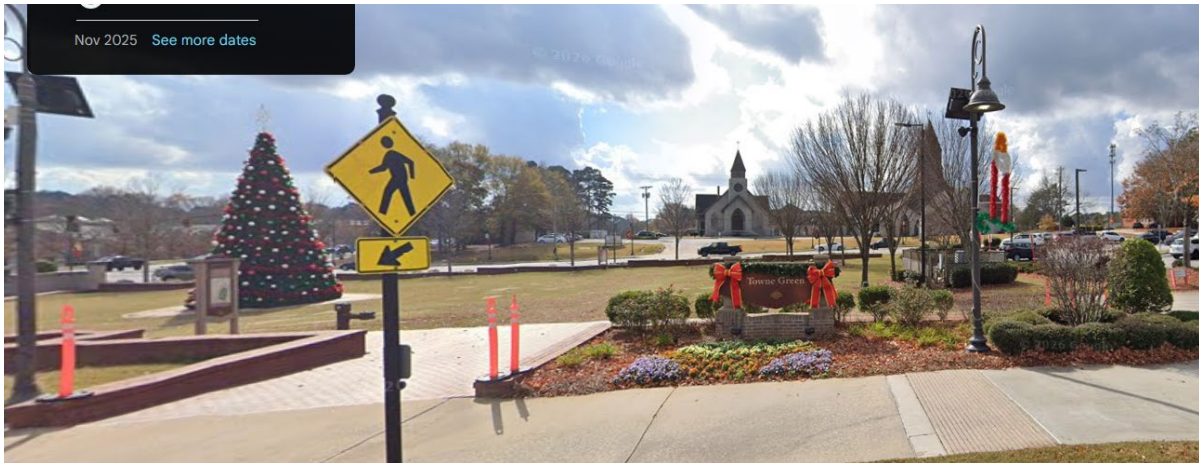
Small Wall at the corner of Highway 78 and Oak Road



“Snellville” Monument Sign – Highway 78 & Oak Road



“Towne Green” Entrance Sign – Oak Road



City Hall Entrance Sign



TOWNE GREEN TREES
TO BE TRUNK &
BRANCH WRAPPED



THE GROVE AT TOWNE CENTER

10 Lighted Trees - Trunk & Branched wrapped w/Co-Axial LED Mini Promenade 2 - between Tomlin & the Library

Tree Save Area



6 Lighted Trees - Trunk & Branch wrapped w/co-axial LED Mini Promenade 1 - PD to the Grove

Green Area with decorative display. Last year it was: LG/6 FT, 20; Ornament, Bow, & Present - Spec alternative this year.

POLE MOUNT LOCATIONS

STREET NAME	FROM INTERSECTION OF	TO INTERSECTION OF	APPROXIMATE DISTANCE	NUMBER OF POLES
HIGHWAY 78	ABINGTON LANE – 2 nd ENTRANCE	WESTRIDGE DR	2.17 MILES	64
HIGHWAY 124/SCENIC HWY	RIDGEDALE ROAD	HENRY CLOWER BLVD	2.37 MILES	27
WISTERIA DRIVE	HIGHWAY 78	HIGHWAY 124/SCENIC HWY	.062 MILES	21
HENRY CLOWER BLVD/ OAK ROAD	HIGHWAY 78 / HENRY CLOWER BLVD	OAK RD / HIGHWAY 124/SCENIC HWY	1.25 MILES	36
CLOWER STREET	WISTERIA DRIVE	OAK ROAD	595 FEET	12
NORTH ROAD	OAK ROAD	WISTERIA DR.	633 FEET	7
THE GROVE	ENTIRE	AREA	(SEE MAP)	30
			<u>GRAND TOTAL</u>	197

City Owned Christmas Ornaments



6 FT GARLAND CANDY CANE WITH HOLLY

15 Each



7.5 FT GARLAND CANDLES

15 Each



7.5 FT GARLAND STOCKINGS

15 Each



7.5 FT GARLAND DOUBLE POINSETTIAS

12 Each



5 FT GARLAND POINSETTIAS

32 Each



4 FT GARLAND CANDY CANES

32 Each



5 FT GARLAND STOCKING LEDS

32 Each



5 FT GARLAND CANDLE LEDS

32 Each



48" WREATH WITH BOW

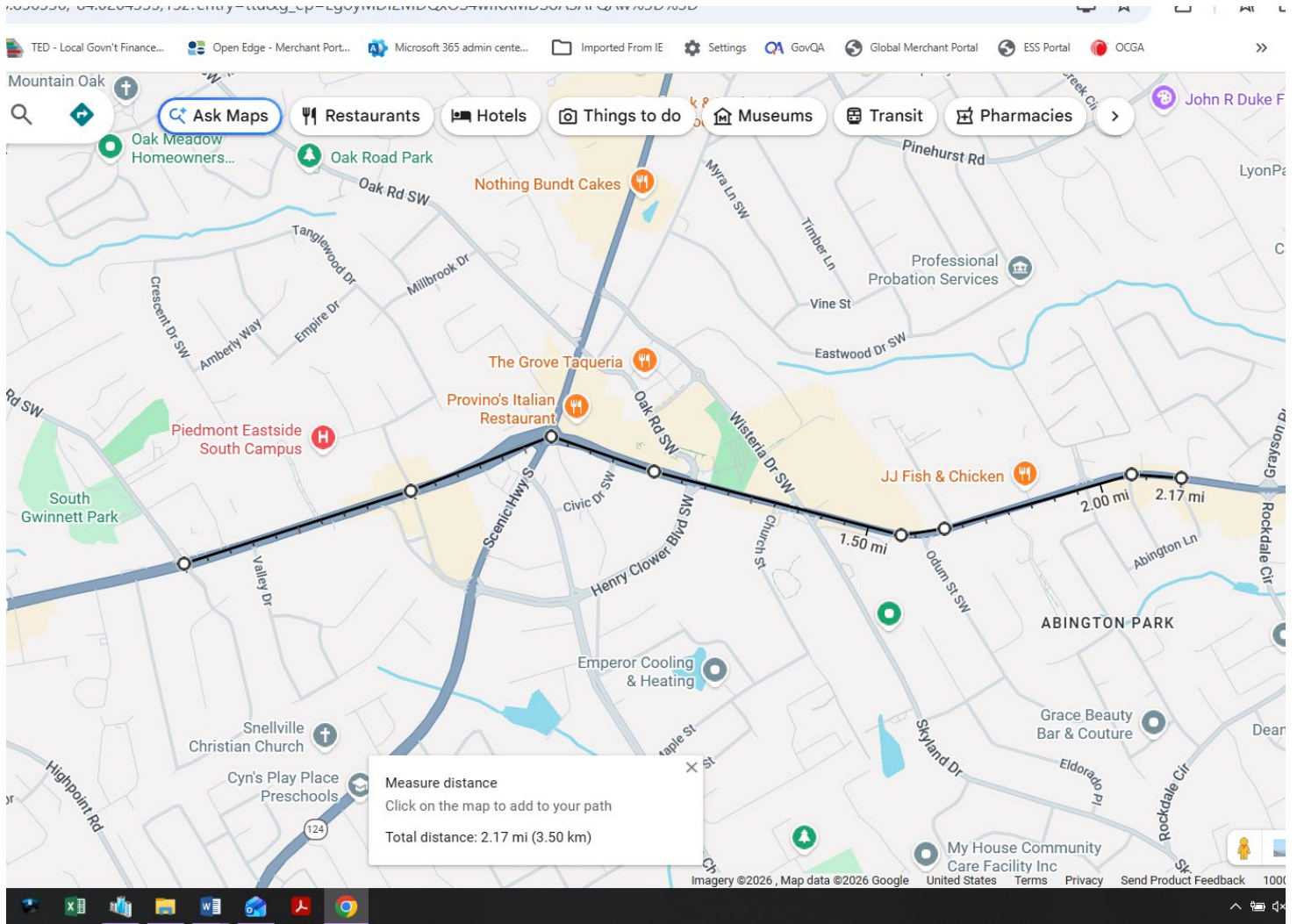
30 Each



60" WREATH WITH BOW

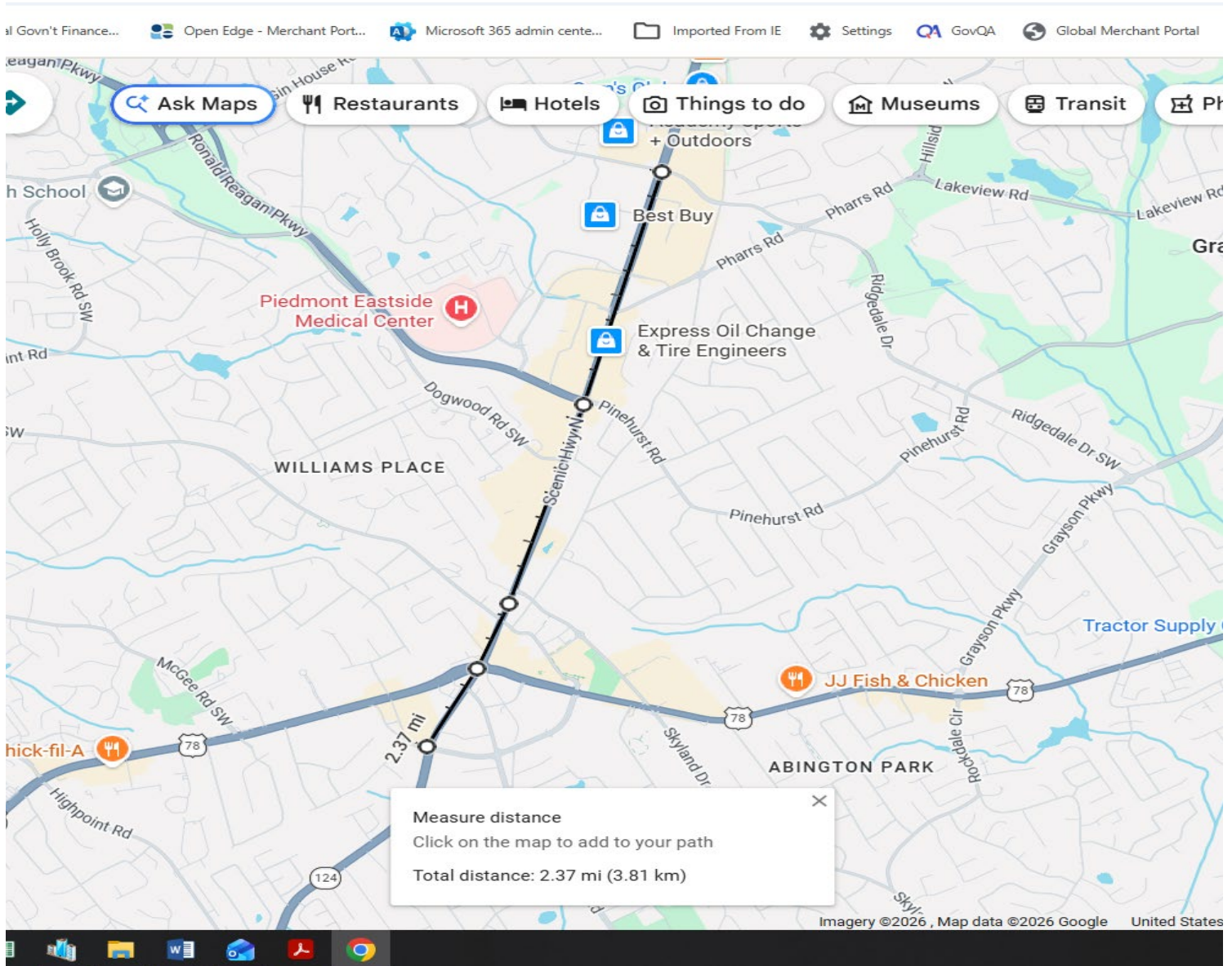
75 EACH

HIGHWAY 78 – APPROXIMATELY 2.17 MILES – 64 POLES



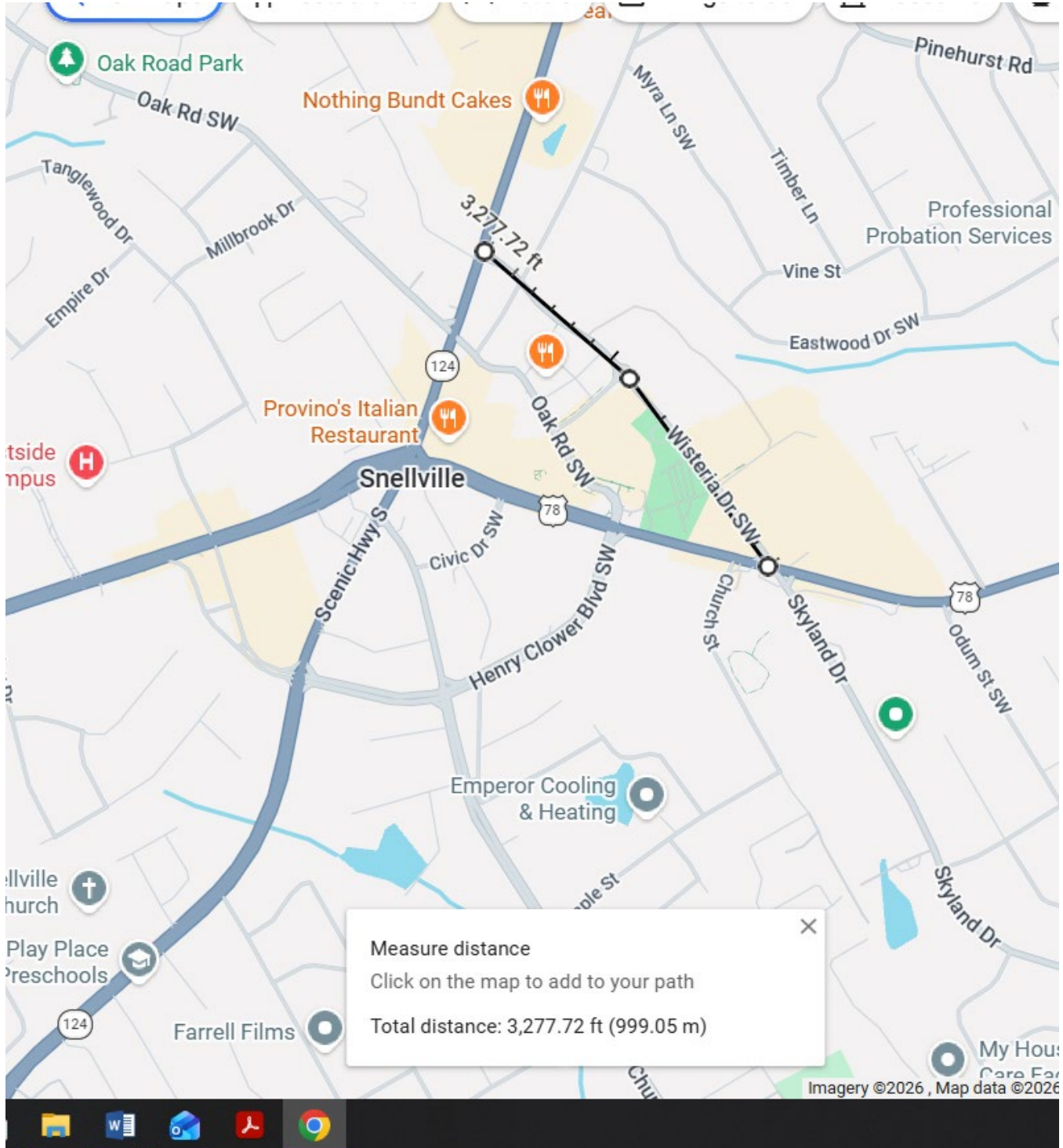
Westridge Drive – Abington Lane (2nd Entrance)

SCENIC HIGHWAY/ HIGHWAY 124 – APPROXIMATELY 2.37 MILES - 27 POLES



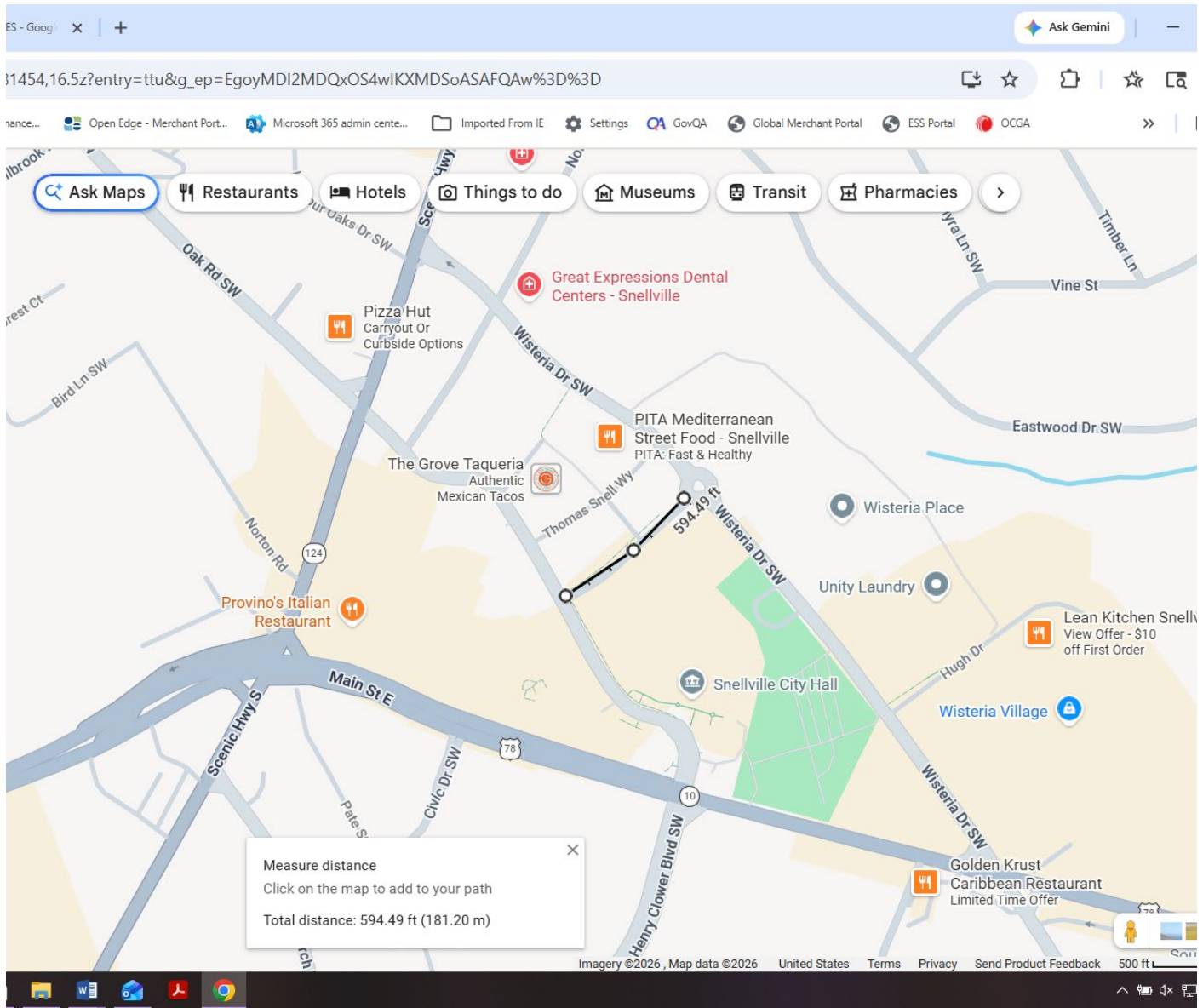
Ridgedale Road to Henry Clower Blvd

WISTERIA DRIVE - .062 MILES – 21 POLES



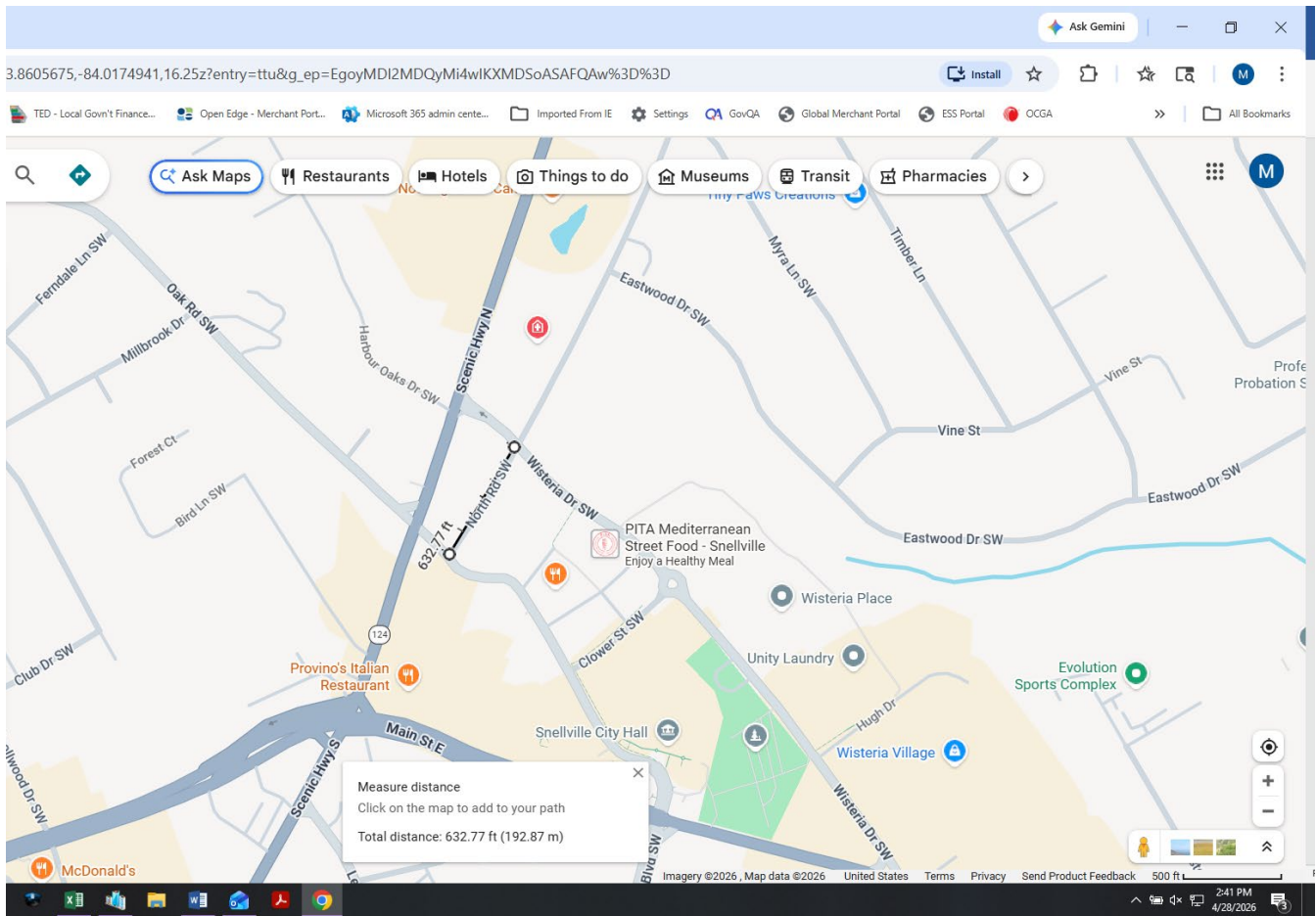
Scenic Hwy/Highway 124 to Highway 78

CLOWER STREET 595 FEET – 12 POLES



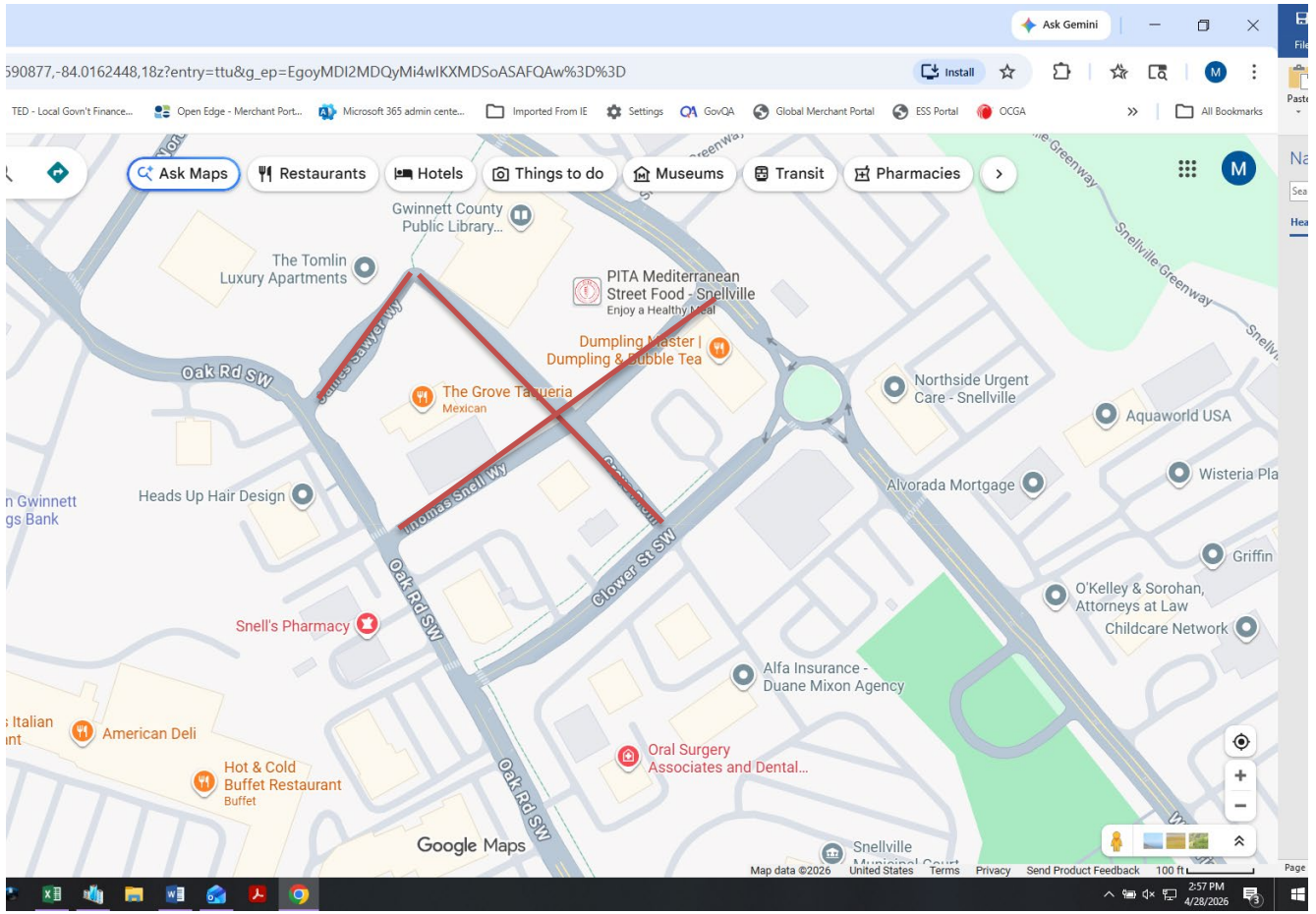
Wisteria Drive to Oak Road

NORTH ROAD - 633 FEET – 7 POLES



Wisteria Drive to Oak Road

THE GROVE AT TOWNE CENTER – 525 FEET (GROVE PROMENADE) X 566 FEET (THOMAS SNELL WAY) X 250 FEET (JAMES SAWYER WAY) – 30 POLES



BID FORM

(This Bid Form is a part of the Bid Documents)

BID NUMBER: COS20260513

BID DATE: June 11, 2026

SUBMITTAL DATE: _____

BY: _____

PROJECT: ANNUAL CONTRACT FOR CHRISTMAS DECORATION SERVICES FOR THE CITY OF SNELLVILLE

THIS BID IS SUBMITTED TO: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Ms. Melisa Arnold, City Clerk/Administrative Manager

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents as written, except as specifically modified, and to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid Form and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the contained in the Bid Document Package, including without limitation those dealing City's time for accepting Bid and disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) calendar days after the day of Bid opening. BIDDER will sign and deliver two copies of the Agreement with the Bonds and other documents required by the Bidding Requirements (in the Instructions to Bidders) within fifteen calendar days after the date of Owner's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
 - (b) BIDDER has examined the locality where the Work is to be performed and legal requirements (federal, state, and local laws, ordinances, rules, and regulations) and conditions affecting Work cost, difficulty, progress, or performance and has made independent investigations as Bidder deems necessary.
 - (c) BIDDER is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work for which this Bid is submitted as indicated in the Contract Documents.
 - (d) BIDDER has to give City written notice concerning conflicts, errors, or discrepancies discovered in Bid Document Package and written resolution by City is acceptable to BIDDER.

- (e) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

(THIS SPACE IS INTENTIONALLY LEFT BLANK)

BID FORM

A. BASE BID - Christmas Decorating Services

LUMP SUM

\$ _____ Dollars and cents

(\$ _____)

The City of Snellville requires pricing to remain firm for the duration of the initial term of the contract. Failure to hold firm pricing for the initial term of the contract will be sufficient cause for the City to declare bid non-responsive.

Unless otherwise noted below, bid prices will remain firm for two (2) additional one-year renewal periods. If a percentage increase or decrease will be a part of the renewal periods, please note this in the space provided together with an explanation.

Renewal Option 1: _____

Renewal Option 2: _____

Termination for Cause: The City may terminate this agreement for cause upon ten (10) days prior written notice to the supplier of the contractor's default in the performance of any term of this agreement. Such termination shall be without prejudice to any of the City's rights or remedies by law.

Termination for Convenience: The City may terminate this agreement for its convenience at any time upon thirty (30) days written notice to the contractor. In the event of the City's termination of this agreement for convenience, the contractor will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the supplier, which shall itemize each element of performance.

Name of Bidder _____

Authorized Signature _____

Name & Title of Signer (Printed) _____

Business Address _____

Phone Number _____ Fax Number _____

**CITY OF SNELLVILLE
QUALIFICATIONS AND EXPERIENCE
CONTRACTOR QUESTIONNAIRE**

A. GENERAL INFORMATION

- 1. How many years has your organization been in business as a Contractor? _____
- 2. Attach qualifications and experience for proposed key personnel, and sub-contractors if applicable, who will be assigned to the project.
- 3. Have you ever failed to complete work awarded to you? If so, where and why?

- 4. What equipment do you own that you plan to use for this Work? Attach a list.

List a minimum of three references that you have completed similar work for in type, size, and nature as the one under consideration.

a. Name of Project _____
Owner/Engineer _____
Phone Number _____
Address _____
Date Started _____ Date Completed _____
Project Superintendent _____
Value of Contract _____
Description of Project _____

b. Name of Project _____
Owner/Engineer _____
Phone Number _____
Address _____
Date Started _____ Date Completed _____
Project Superintendent _____
Value of Contract _____
Description of Project _____

c. Name of Project _____
Owner/Engineer _____
Phone Number _____
Address _____
Date Started _____ Date Completed _____
Project Superintendent _____
Value of Contract _____
Description of Project _____

B. OTHER INFORMATION

Provide other information to illustrate your qualifications to do the Work. (Include attachments as applicable.)

The undersigned warrants the truth and accuracy of all statements and answers herein contained.

Date Questionnaire Submitted: _____, 20_____

Name of Bidder _____

Authorized Signature _____

Name & Title of Signer (Printed) _____

Business Address _____

Phone Number _____ Fax Number _____

The following sheets and documents are attached:

END QUESTIONNAIRE

**CITY OF SNELLVILLE
NONCOLLUSION AFFIDAVIT**

For Project: _____

Bid Date: _____

State of _____)

ss.

County of _____)

_____ being first duly sworn, deposes and says that:

- (1) Signer is the [*Owner, Partner, Officer, Representative or Agent*] (circle one) of _____, the Bidder that has submitted the attached Bid.
- (2) Signer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this signer, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against City of Snellville, or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any other of its agents, representatives, owners, employees or parties in interests, including this affidavit.

Subscribed and sworn to before me

_____ BY: _____
(Signature)

this _____ day of _____, 20____. _____
(Title)

My commission expires _____.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 2026, between the CITY OF SNELLVILLE, GEORGIA, (“City”) and _____ (Contractor”). City and Contractor are hereinafter collectively referred to as the “Parties.”

WHEREAS, City desires to obtain the services of qualified individuals to perform the Work as described in Exhibit “C” attached hereto and incorporated herein services for the City.

NOW, THEREFORE, in consideration of the mutual promises contained herein, it is hereby agreed as follows:

1. **Duties of Contractor.** Contractor agrees to perform the services listed above.
 - 1.1 It is understood and agreed that Contractor shall be responsible for the safe operation of any equipment utilized by Contractor.
 - 1.2 If keys for any facility have been provided to Contractor, Contractor shall be responsible for unlocking and inspecting facilities and reporting any safety concerns to City in a timely fashion.
 - 1.3 Upon completion of the event/job, Contractor shall be responsible for locking the facility and securing any equipment used.
 - 1.4 Contractor agrees to perform services at such times and in such a manner as agreed upon between both Contractor and City.
 - 1.5 Contractor agrees to provide traffic control, as needed, in performing the work at the cost of the Contractor.
2. **Duties of City.**
 - 2.1 City agrees to pay Contractor in accordance with Section 3 of this Agreement.
 - 2.2 City agrees to furnish to Contractor a place to perform instruction and may provide equipment to perform services. To the extent City does not make available such equipment, Contractor agrees to supply equipment as necessary.
3. **Compensation.** The City shall pay the Contractor the amount of \$_____ for all services performed. Any additional terms of compensation shall be agreed to by both parties in writing and attached hereto as Exhibit “B” and incorporated herein by reference.

4. **Term**

The initial term of this agreement shall be three (3) years. This Agreement will have the option of two (2) additional one (1) year renewals at the end of the initial term.

5. **Termination.**

5.1 This Agreement may be terminated by either party without cause upon giving the other party thirty (30) days written notice.

5.2 City may terminate this Agreement immediately, without notice, if City deems Contractor's conduct to be detrimental to City, its employees, or its citizens.

5.3 Payment due at the time of termination shall be pro-rated for the amount of services actually provided.

6. **Notices.** All notices and communication provided for under this Agreement shall be in writing and sent by regular mail to the following addresses:

City: Public Works Director
2491 Marigold Road
Snellville, GA 30078

Copy: Matthew Pepper, City Manager
2342 Oak Road
Snellville, GA 30078

Contractor: Address listed below.

7. **Independent Contractor Relationship.** This agreement is not a contract of employment. No relationship of employer and employee exists between City and Contractor, or between City and any employee or agent of Contractor. Contractor is not authorized to bind City to any agreements or obligations. City shall not be liable for any acts of Contractor, Contractor's employees, or Contractor's agents in performing the duties described in this Agreement.

7.1 Contractor shall be solely responsible for his or her own social security payments as well as filing his or her own estimated income taxes and final federal and state income tax returns.

7.2 City will provide Contractor with an IRS approved 1099-MISC in accordance with the guidelines established by that agency.

8. **Indemnity.** Contractor agrees to indemnify and hold City harmless from any claim, suit, cause of action, liability, or damage arising from Contractor's performance of this Agreement, including but not limited to reasonable attorney's fees, court costs, and expenses actually incurred in such action, proceeding, or as the result of any claim, suit, or damage. This includes claims, suits, causes of action, liability, and damage arising directly or indirectly from the performance of this Agreement by Contractor, its agents, sub-leases, assigns, employees, or invitees, including but not limited to Contractor's use of the facilities, acts or omissions of Contractor, Contractor's employees and agents, and any incident beyond City's control,

including but not limited to acts of nature, crimes of violence, and acts or omissions by any third party.

9. **Insurance.** Contractor shall obtain and maintain a policy of insurance in the amount of at least \$1,000,000.00 that will protect Contractor and City, as an additional insured, from claims under workers' compensation acts (including claims for damages because of bodily injury, sickness, disease or death of any of its employees) and from claims for damages because of injury or death of any other person; and from claims for damages because of injury to or destruction of tangible personal property, including loss of use.

10. **Miscellaneous Provisions.**

- 10.1 **Time.** Time is of the essence of this Agreement.

- 10.2 **Severability.** If any provision of this Agreement or the application thereof to any entity or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provisions to any other entity or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

- 10.3 **Amendment.** Neither this Agreement nor any provision or exhibit hereof may be modified, changed, waived, discharged, or terminated orally, but only by an instrument in writing signed by the party against whom enforcement of the change, waiver, discharge, or termination is sought.

- 10.4 **Construction.** No provision of this Agreement shall be construed against or interpreted to the disadvantage of either City or Contractor by any court or other governmental or judicial authority by reason of such party having or being deemed to have structured or dictated such provision.

- 10.5 **Binding Effect.** This Agreement shall be binding upon the heirs, successors, and assigns of the parties hereto.

- 10.6 **Assignment.** This Agreement may not be assigned by Contractor without the express written consent of City.

- 10.7 **Entire Agreement.** This Agreement and its Exhibits constitute the entire agreement between City and Contractor.

- 10.8 **Choice of Law/Forum Selection.** This Agreement and the obligations of the City and Contractor hereunder shall be interpreted, construed, and enforced in accordance with the Laws of the State of Georgia. Disputes arising out of this Agreement shall be heard in the Superior Court of Gwinnett County, Georgia. City and Contractor agree that jurisdiction and venue are proper in the Superior Court of Gwinnett County, Georgia.

- 10.9 **Acknowledgement of Understanding and Receipt.** Contractor has read and understands this Agreement and has received a copy of this Agreement.

[SIGNATURES ON THE FOLLOWING PAGE]

DRAFT

ENTERED INTO this ____ day of _____, 2026.

CITY OF SNELLVILLE, GEORGIA

By: _____

Name: _____

Title: Mayor _____

Attest:

By: _____

Name: _____

Title: City Clerk _____

Approved As To Form :

By: _____

Name: _____

Title: _____

CONTRACTOR

By: _____

Name: _____

Tax ID/SS#: _____

Address: _____

Telephone: _____

EXHIBIT "A"

CONTRACTOR AFFIDAVIT

DRAFT



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: _____

EXHIBIT "C"

COPY OF THE EXECUTED BID

DRAFT