

CITY OF WILDWOOD
Request For Proposal

No. 2024-22



HOLIDAY LIGHTING & DECORATIONS

Addendum No. 1

June 19, 2024

This addendum forms part of the Scope of Services and modifies the original release as noted. Acknowledging receipt of this addendum shall be indicated in Submittal Attachment H2- Proposer's Certification. The dates provided on the Calendar of Events/RFP Timeline (RFP page 3) remain the same unless noted in a future addendum.

Additions:

- A) The pre-proposal meeting has been scheduled to provide a walkthrough of the lighting and decoration locations. The pre-proposal meeting is not mandatory and additional questions will be permitted on this date.

Holiday Lighting and Decoration RFP Walkthrough
June 27, 2024, at 9 AM
City Hall at the Fountain on the Main Street side of the building
100 N Main Street
Wildwood, FL 34785

- B) Exhibit B has been added to the RFP documents providing pictures of previous year's holiday lights and decorations.

Questions:

1. Question: I was curious if I could complete a site walk of the area. Would it be possible to schedule a walk with a representative in order to provide the best possible proposal and pricing?

Answer: Yes, see the scheduled walkthrough information above.

2. Question: What is the length/term of the agreement?

Answer: [The resulting contract is intended to be for 2 years with annual options to renew for an anticipated additional 3 years. See #4 of Exhibit A: Sample Services Agreement \(page 30\) for the general agreement term.](#)

3. Question: We see the city would like lease & purchase pricing, but is there also pieces to install that the city currently owns? If so, is there an inventory list?

Answer: The City currently owns the lights and decorations. The option to lease or purchase is requested in the proposal for *if needed/when needed* situations. The City may be interested in replacing or adding additional items and is interested to know if this is a viable option. The City will request a quote at the time of need should the lease or purchase be necessary. Please note that the second table on the Submittal Attachment H1, Proposal Pricing Page (page 21), is a “yes” or “no” response only and is not a request for pricing.

4. Question: Does the city have onsite storage, or should annual storage costs be included in the bid?

Answer: Yes, the City already has storage and storage costs **do not** need to be a part of the proposal. Storage of all lights or decorations may not be in the same location but are in the vicinity and on City property. The City will provide access as needed for the purpose of installation and removal. See the RFP Scope of Services (page 11).

5. Question: Who is the incumbent provider?

Answer: The display last year was installed, maintained and removed by Holiday Lighting of Central Florida.

6. Question: For the decor pieces to be placed at the HR Building Annex & Gazebo, as well as at the Wildwood sign, did you have further insight as to the style or type of pieces you'd like to see?

Answer: The City owns the lights and decorations. The City is seeking a qualified provider to install and remove these items. Maintaining the display during the holiday season might require the replacement of lights. In the case of replacement, the City would look to match the existing items. However, replacement of worn, damaged or malfunctioning items will be done in cooperation with City staff to ensure display quality. Please see #7 of the Scope of Work (RFP page 10).

7. Question: If not, what typically happens at these places during the season? (i.e. events, lots of area foot traffic, people stopping for photos, etc.)

Answer: The City's tree lighting ceremony is held at City Hall and draws approximately 2,500 visitors.

8. Question: Do you have reference photos from prior years available?

Answer: Yes, pictures have been provided in Exhibit B. In addition, an example of the official City event promotion can be seen at the following web address.
www.wildwood-fl.gov/parksrec/page/winterfest-light-wildwood-christmas-parade

9. Question: Does the city have a budget in mind for this RFP? And/or can you share what was spent on the holiday lighting/décor last season?

Answer: [Holiday displays for the past few years were about \\$50,000 for installation and removal.](#)

Attachments: Exhibit B: Holiday Lighting & Decorations Pictures

This ends Addendum No. 1 of RFP 2024-22.