



PORT & MARINE SERVICES

201 William Street
Key West, FL
33040

**ADDENDUM NO. 1
HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT
CITY MARINA @ GARRISON BIGHT
CITY HALL and DUVAL STREET
MALLORY SQUARE
CAROLINE, FRONT, and GREENE STREET
RFP #24-007**

The information contained in this Addendum adds information to be included in the Proposal and is hereby made a part of the Contract Documents. The referenced Proposal package is hereby addended in accordance with the following items:

GENERAL NOTES:

1. Bid date has been extended to Wednesday, June 5, 2024, 3:30pm.
2. All requests for information shall be received no later than Friday, May 24, 2024.
3. Non-mandatory Pre-Bid sign-in sheet attached.
4. All city owned wreaths have been refurbished, including new bows and mounting hardware.

QUESTIONS/ CLARIFICATIONS:

1. Are there any meeting minutes or an agenda for the pre-bid meeting that occurred on May 15th at 2:30pm?

No.

2. How do we go about coordinating a site visit to view all potential installation areas? Does a representative from the City have to accompany the vendor?

Site visits do not need an escort. Maps are provided with RFP package.

3. Are vendors permitted to view the areas during the weekend?

Yes.

4. Could you please confirm if there is a budget allocated for this yearly project.

Key West Historic Seaport: Up to \$105,000
City Marina at Garrison Bight: Up to \$10,000
City Hall and Duval Street: Up to \$50,000
Mallory Square: Up to \$25,000
Caroline, Front, and Greene Streets: Up to \$17,500

Budgets may vary year to year, up or down.

5. Can the city share any photos of what was previously installed in the past?

Images can be found online.

6. In regard to the holiday lighting RFP, is the city open to using more than one vendor to cover different parts of the scope of work?

No.

7. Are we able to submit a proposal for the lighting, Christmas trees, garland, and customer owned décor portion of the RFP and exclude the silhouettes?

No.

8. Would leaving out a portion of the scope deem us ineligible?

Yes, you would be deemed ineligible.

All other elements of the Contract and Proposal documents shall remain unchanged. All Proposers shall acknowledge receipt and acceptance of this **Addendum No. 1** by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business

HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT & CITY MARINA @ GARRISON BIGHT
CITY HALL and DUVAL STREET
MALLORY SQUARE

CAROLINE, FRONT, and GREENE STREETS
ITB #24-007

Non-Mandatory Pre-Bid Meeting SIGN-IN Sheet
May 15, 2024
2:30 PM

NAME / COMPANY	CONTACT #	EMAIL
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