



**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 15<sup>th</sup> 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.

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Signature

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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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