October 9, 2026

CITY FORT PIERCE

HOLIDAY TREE INSTALLATION, AND DECORATIONS

BID NO. 2027-007
ADDENDUM NO.1

The purpose of this addendum is to respond to questions submitted by potential bidders for clarification of the bid specifications:

QUESTIONS / ANSWERS

1. **QUESTION: Which size of tree is the city requesting:**

   ANSWER: The tree should be 30 feet tall, with a 5-foot topper, for a total height of 35 feet.
2. **QUESTION:** What color LED lights are requested to be on the trees and what color ornaments?

   ANSWER: The lights should be white, and the ornaments should be silver/gold colored.

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature:_____
Manual

Signature:_____
Typed or Printed

Company Name:_____

Address:_____

_____

Date:_____

/mg

October 14, 2026

CITY FORT PIERCE

HOLIDAY TREE INSTALLATION AND DECORATIONS

BID NO. 2027-007

ADDENDUM NO.2

The purpose of this addendum is to clarify the City's intent to lease, rather than purchase, commercial-grade artificial Christmas trees and to revise the solicitation requirements to provide bidders with two tree-size options for consideration.

The following revisions are hereby incorporated into the bid documents:

1. Revised Statement of Work
The Statement of Work has been revised to clarify the following requirements:

- The removal of the two (2) existing 35-foot commercial-grade artificial Christmas trees and their replacement with leased commercial-grade artificial Christmas trees.
- Bidders shall provide separate seasonal lease pricing for two (2) 30-foot trees and two (2) 25-foot trees.
- Pricing for each option shall include all labor, materials, equipment, transportation, installation, decorations, lighting, maintenance, dismantling, removal, and other services required under the Statement of Work.
- The City intends to select only one tree-size option. The Director of Public Works will recommend the preferred option based on operational needs, site suitability, and available funding. Final selection and award shall be subject to the City's established procurement evaluation and award procedures.

See attached Revised Statement of Work.

2. Revised Contract Terms
The Contract Terms have been revised to clarify the seasonal lease arrangement and establish a contract term of one (1) year, with two (2) optional one-year renewals, subject to satisfactory performance, mutual written agreement, and the terms and conditions of the contract.
See attached Revised Contract Terms.

3. Revised Bid Response Form
The Bid Response Form has been revised to require bidders to provide separate firm, fixed annual lease pricing for each tree-size option for the initial contract year and both optional renewal years. Bidders shall complete all applicable pricing fields for both tree-size options. The City will select only one option for award in accordance with the solicitation's evaluation and award provisions.
See attached Revised Bid Response Form.

4. Bid Submission Requirements
Bidders shall use the revised documents issued with this addendum when preparing and submitting their bids. The revised documents supersede the corresponding previously issued versions.

All other conditions of this bid remain the same.

Please acknowledge receipt of this addendum and include it with your submittal.

Signature:_____
Manual

Signature:_____
Typed or Printed

Company Name:_____

Address:_____

_____

Date:_____

/gc

Attachments:

Revised Statement of Work
Revised Contract Terms
Revised Bid Response Form

SECTION III
INSTRUCTIONS TO BIDDERS - REVISED

Revisions to the Contract Terms, as stated on page 17 item number 6.

CONTRACT TERMS

The initial contract term shall be one (1) year, with two (2) optional one-year renewal periods, subject to satisfactory and reliable Contractor performance and mutual written agreement of both parties. All renewals shall be subject to the same terms and conditions of the original contract and must be executed prior to the expiration of the then-current contract term.

The contract shall provide for the seasonal lease of two (2) commercial-grade artificial Christmas trees and all associated services specified in the Statement of Work. The Contractor shall provide firm, fixed annual pricing for the initial contract term and each optional renewal period. The City reserves the right, at its sole discretion, not to exercise any renewal option.

The City reserves the right to terminate the contract upon thirty (30) days' written notice to the Contractor for failure to maintain satisfactory service levels or comply with contractual requirements, including established performance deadlines. The City shall determine whether the Contractor's performance meets the requirements of the contract.

SECTION IV
STATEMENT OF WORK - REVISED

STATEMENT OF WORK

1. OBJECTIVE

The City of Fort Pierce is seeking a qualified Contractor to provide the **seasonal lease of two (2) commercial-grade artificial Christmas trees**, including all labor, materials, equipment, transportation, supervision, engineering support, and safety measures necessary for delivery, assembly, installation, decoration, illumination, maintenance, dismantling, removal, and site restoration.

The Contractor shall furnish two (2) complete, fully operational, and professionally decorated Christmas tree displays under a seasonal leasing arrangement. Each display shall include the structural framework, appropriate anchoring or ballast system, commercial-grade LED lighting, decorative elements, illuminated tree topper, and all accessories necessary for safe installation and operation.

Bidders shall provide separate seasonal lease pricing for **two (2) 30-foot commercial-grade artificial Christmas trees** and **two (2) 25-foot commercial-grade artificial Christmas trees**. Pricing for each option shall include all labor, materials, equipment, and services required under this Statement of Work. The City intends to select only one tree-size option. Regardless of the tree size selected by the City, the tree must fit within the 24-foot interior diameter of the roundabout located at the intersection of Avenue A and Indian River Drive. The Director of Public Works will recommend the preferred option based on operational needs, site suitability, and available funding. Final selection and award shall be subject to the City's established procurement evaluation and award procedures.

All Christmas trees, decorations, lighting, structural components, and associated leased equipment shall remain the property of the Contractor or its designated leasing provider throughout the lease term. The City does not intend to purchase, acquire ownership of, or assume responsibility for storing the leased displays upon completion of each holiday season.

The Contractor shall be responsible for furnishing, installing, maintaining, dismantling, and removing the leased displays, including associated site restoration, in accordance with the requirements of this Statement of Work.

All work shall be performed in a safe, professional, and workmanlike manner and in accordance with this Scope of Work, applicable federal, state, and local laws, codes, regulations, permit requirements, manufacturer's specifications, and the direction of the Project Manager (PM).

SECTION IV
STATEMENT OF WORK - REVISED

2. SERVICE LOCATIONS

The Christmas trees shall be installed at the locations listed below.

- Avenue A and Indian River Drive roundabout
- 13th Street and Avenue D

3. PERIOD OF PERFORMANCE AND WORK SCHEDULE

- **Installation:** November 15–23, 2026. All installation, decoration, lighting, testing, and related work shall be completed prior to the City's December 1, 2026, lighting ceremony.
- **Maintenance:** The Contractor shall maintain the holiday trees, lighting, decorations, structural components, and associated systems throughout the designated display period.
- **Removal:** January 4–12, 2027.
- **Site Restoration:** All site restoration shall be completed no later than January 15, 2027.
- **Normal Work Hours:** 7:00 a.m. to 5:00 p.m., Monday through Friday. Weekend or extended-hour work requires prior approval from the Project Manager.
- **Subsequent seasonal schedules will be established annually by the City, with the Contractor required to perform the same services each year.**

4. SCOPE OF WORK

Phase 1 – Pre-Installation and Site Management

The Contractor shall complete all necessary pre-installation activities prior to mobilization and erection of the holiday tree.

1. **Site Inspection and Survey:** Conduct comprehensive site inspections to verify existing conditions, including grade, access, overhead clearances, utility locations, staging areas, and other conditions that may affect the installation.
2. **Utility Clearance:** Confirm underground utility locations through applicable utility-locating procedures and "Call Before You Dig" services prior to any anchoring, footing, or other ground-disturbing activities.
3. **Engineering Review:** Provide stamped and sealed structural engineering calculations, as applicable, demonstrating that the tree structure, frame, anchoring, and/or ballast system meet applicable wind-load requirements. The minimum design requirement shall be **90 mph or the applicable local code requirement, whichever is more stringent**.
4. **Permitting:** Obtain all permits, approvals, inspections, and authorizations required for the installation, electrical connections, structural components, traffic control, or other work associated with the project.
5. **Safety Planning:** Submit an OSHA-compliant Activity Hazard Analysis (AHA) and site-specific safety plan prior to mobilization.
6. **Pedestrian and Traffic Control:** Provide and maintain appropriate pedestrian barriers, warning signage, barricades, and traffic control measures necessary to protect the public and workers during installation and removal.

7. **Site Protection:** Protect existing landscaping, pavement, utilities, structures, sidewalks, curbs, and other government property from damage resulting from the Contractor's operations.
8. **Pre-Installation Inspection:** Inspect all tree components, structural hardware, foliage panels, lighting, decorations, fasteners, and specialty components prior to assembly to identify damaged, missing, or defective items.

5. PHASE 2 – TRANSPORTATION AND STRUCTURAL INSTALLATION

The Contractor shall furnish and transport two (2) commercial-grade artificial Christmas trees, either **25-foot or 30-foo**t in height, as selected by the City, under a seasonal leasing arrangement. The Contractor shall provide all structural components, decorations, lighting, equipment, labor, transportation, supervision, and qualified personnel necessary to safely deliver and install the holiday trees at the designated City locations. All associated transportation and delivery costs shall be included in the Contractor's bid price.

1. **Transportation and Delivery**: Transport and deliver the leased Christmas trees, structural components, decorations, lighting, equipment, and related materials to the designated installation locations, including all necessary loading, unloading, and handling.

2. **Logistics and Staging**: Coordinate delivery, equipment staging, crane or boom-lift access, forklift operations, and material handling to minimize disruption to public areas.

3. **Structural Assembly**: Assemble and erect two (2) commercial-grade artificial Christmas trees of the size selected by the City, including the required structural frames, in accordance with approved engineering calculations and manufacturer's requirements.

4. C**rane and Equipment Operations:** Utilize appropriately certified crane, forklift, boom-lift, and equipment operators. All lifting and rigging operations shall be performed by qualified personnel.

5. **Anchoring and Ballast:** Install the approved anchoring, ballast, footing, or other stabilization systems required to secure the trees. Drilling, cutting, or penetration of protected surfaces is prohibited unless specifically authorized in writing by the City.

6. **Structural Inspection:** Verify that all structural connections, fasteners, frame sections, anchors, and ballast systems are properly installed and secured.

7. **Site Safety:** Maintain a safe work zone throughout installation and prevent unauthorized access to areas where lifting, rigging, or equipment operations are occurring

SECTION IV
STATEMENT OF WORK - REVISED

6. PHASE 3 – DECORATION, ELECTRICAL AND LIGHTING

The Contractor shall complete all decorative and electrical work necessary to provide fully illuminated and professionally finished holiday displays.

1. **Foliage Installation:** Properly install, shape, and position all foliage panels to provide a full, uniform, and aesthetically pleasing appearance.
2. **Decorations:** Install weather-resistant, shatterproof ornaments, bows, and other approved decorative elements using secure, weather-resistant fasteners.
3. **Tree Topper:** Install the illuminated tree topper and securely fasten it in accordance with manufacturer's specifications and applicable safety requirements.
4. **LED Lighting:** Install commercial-grade LED holiday lighting throughout the tree to provide a uniform and visually consistent display.
5. **Electrical Distribution:** Connect lighting to appropriate GFI-protected temporary or permanent power sources in accordance with applicable electrical requirements.
6. **Cable Management:** Secure and manage all electrical cabling to eliminate trip hazards and protect cables from pedestrian and vehicular traffic. Protective cable ramps shall be provided where cables cross pedestrian or vehicle pathways.
7. **Electrical Testing:** Test all lighting circuits and electrical connections prior to the lighting ceremony. Verify that lighting operates properly and that electrical loads and connections are suitable for the installation.
8. **Safety Compliance:** All electrical equipment, lighting, cords, connections, and related components shall be suitable for outdoor use and installed in accordance with applicable codes and manufacturer's requirements.
9. **Final Appearance:** Adjust lighting, foliage, ornaments, bows, and other decorative components as necessary to provide a uniform, balanced, and visually consistent holiday display.

7. PHASE 4 – MAINTENANCE AND EMERGENCY SERVICES

The Contractor shall provide ongoing maintenance and emergency services throughout each holiday display period during the contract term, including any authorized renewals. The Contractor shall be responsible for repairing or replacing defective leased equipment at no additional cost to the City and ensuring that the Christmas trees and associated components remain safe, operational, and in compliance with the specifications throughout each holiday season.

1. **Routine Inspections:** Conduct routine inspections of the tree structure, anchoring or ballast system, foliage, decorations, lighting, electrical connections, and surrounding area.
2. **Lighting Maintenance:** Promptly repair or replace failed, damaged, or non-functioning LED lighting.
3. **Decorative Maintenance:** Repair, replace, or reposition loose, damaged, missing, or displaced ornaments, bows, foliage panels, and other decorative components.
4. **Structural Inspections:** Monitor the tree and anchoring system for movement, instability, damage, or other conditions that could affect the safety or integrity of the installation.

5. **Electrical Maintenance:** Maintain electrical connections, cabling, GFI protection, and other electrical components in safe and operational condition.
6. **Emergency Contact:** Provide a 24-hour emergency contact for reporting structural, electrical, or other safety-related concerns.
7. **Emergency Response:** The Contractor shall respond to structural or electrical emergencies within **four (4) hours** of notification.
8. **Hazardous Conditions:** Immediately notify the GPM of any condition presenting a potential hazard to the public, City personnel, or Contractor personnel and take appropriate corrective action.
9. **Weekly Inspections:** At a minimum, conduct documented weekly inspections of the anchors, structural components, electrical systems, lighting, and decorative elements during the display period.

8. PHASE 5 - DISMANTLING, REMOVAL, STORAGE, AND SITE RESTORATION

Upon completion of the holiday display period, the Contractor shall dismantle, package, transport, and remove all leased Christmas trees, decorations, lighting, structural components, and associated equipment from City property.

The Contractor shall be responsible for the transportation and storage of all leased equipment at its own facility or another location designated by the Contractor. All associated costs shall be included in the Contractor's bid price.

1. **Dismantling:** Remove all decorative elements, ornaments, bows, tree topper, LED lighting, electrical components, foliage panels, structural framing, anchoring, ballast, and associated materials.
2. **Equipment:** Utilize appropriate cranes, boom lifts, forklifts, tools, and equipment to safely dismantle and remove the tree.
3. **Packing and Labeling:** Pack and label reusable tree components, decorations, lighting, structural components, and related materials in durable storage containers suitable for future deployment.
4. **Transportation and Storage:** The Contractor is responsible for transporting and storing the leased equipment between holiday seasons.
5. **Site Cleanup:** Remove all equipment, temporary barriers, signage, materials, debris, packaging, and other items associated with the Contractor's work.
6. **Site Restoration:** Restore the site to its original condition, including repair of any turf, pavement, landscaping, or other property damaged as a result of the Contractor's operations.
7. **Final Inspection:** Coordinate a final inspection with the PM to verify that all removal and restoration work has been completed satisfactorily.
8. **Completion:** All removal and site restoration activities shall be completed within the timeframes specified in Section 2.

SECTION IV
STATEMENT OF WORK - REVISED

9. CONTRACTORS REQUIREMENTS

The Contractor shall meet the following minimum requirements:

1. Provide appropriately certified and qualified operators for cranes, forklifts, boom lifts, and other specialized equipment used for the project.
2. Submit an OSHA-compliant Activity Hazard Analysis (AHA) and site-specific safety plan prior to mobilization.
3. Provide evidence of required licenses, certifications, permits, and qualifications applicable to the work.
4. Maintain general liability insurance and any other insurance required by the City's contract documents, including coverage applicable to heavy equipment operations on public property.
5. Comply with all applicable federal, state, and local safety requirements, including applicable OSHA requirements.
6. Comply with all manufacturer's installation requirements for the artificial tree, lighting, structural components, decorations, and associated equipment.
7. Provide qualified supervision for all phases of the work.
8. Maintain the work area in a clean and safe condition throughout installation, maintenance, and removal activities.
9. Immediately report any accident, injury, property damage, structural concern, electrical hazard, or other incident affecting the project to the PM.
10. Be responsible for correcting, at no additional cost to the City, deficiencies resulting from improper installation, workmanship, or failure to comply with the requirements of this Scope of Work.

REVISED
BID RESPONSE FORM

Bid Item	HOLIDAY TREE INSTALLATION AND DECORATIONS		
Bid Number	2027-007	Due Date & Time	1:00 PM, TUESDAY, OCTOBER 20, 2026

The Bidder hereby agrees to furnish all materials, equipment, labor, and services in accordance with the solicitation specifications and Statement of Work, at the locations designated by the City of Fort Pierce.

Bidders shall provide firm, fixed annual pricing for each Christmas tree-size option for the three (3) year contract term, inclusive of all costs associated with delivery, installation, decoration, illumination, maintenance, dismantling, removal, and site restoration, as specified herein.

Option A – Two (2) 30-Foot Christmas Trees	
Contract Year 1	$
Contract Year 2	$
Contract Year 3	$
Total Three-Year Cost	$

Option B – Two (2) 25-Foot Christmas Trees	
Contract Year 1	$
Contract Year 2	$
Contract Year 3	$
Total Three-Year Cost	$

The Bidder hereby acknowledges receipt of the following addenda:

ADDENDUM NO.	ADDENDUM DATE

Vendor: _____

Address: _____

City, State, Zip Code: _____

Email Address: _____

Typed Name, Title: _____

Signature: _____ **Date:** _____

Telephone# _____

REVISED
BID RESPONSE FORM

(Please include Remit to address if different than address stated above)

Remit To: _____

_____