



The Woodlands Township

The Woodlands, TX

2023-2026 Town Center Christmas Tree and Doves Installation, Maintenance, Removal, and Storage C-2023-0173

Addendum 1

July 12, 2023

Note: This Addendum shall be included as part of the Bid Form Documents. Acknowledge receipt of this Addendum in the space provided on the Bid Form and on the Bid Tabulation. Failure to do so may subject the Bidder to Disqualification.

Notes, clarifications, and bidder questions:

1. Note: The Woodlands Township will check references of the winning bidder, all bidders should notify their references that The Township may be reaching out in order to expedite responses.
2. Note: Township Staff will be onsite for the transfer of the tree and doves to ensure condition of Township property.
3. Clarification: All lights and ornaments are The Woodlands Township property.
4. Clarification: For 2024, removal of the doves and tree shall commence on the first Tuesday. Each subsequent year, removal shall be completed by the date in 5.19

5. How early can we set up?

Answer: Install typically takes 2-3 days for both the doves and tree. Therefore, set up should start the Monday prior to the deadline unless otherwise arranged with Township Staff.

6. What is the current condition of the lights?

Answer: The current tree and doves were converted to LED lights in the last few years.

7. Will contractor be responsible for extension cords?

Answer: Yes, Per Section 5.3.

8. What is the age of the existing tree?

Answer: approximately 20 years old. But the tree was refurbished and has newer lights and ornaments that were replaced in the last 2 years.

9. Who is the current contractor?

Answer: R.C.C. Group

10. Who is responsible for any damage found at the time of transition?

Answer: Township Staff will be on hand to determine if the tree or doves are damaged prior to the new contractor taking responsibility.

11. Was the tree inspected when it was removed in early 2023?

Answer: Yes, the current contractor conducted a inspection of the doves and tree.

12. Will the current contractor take the lights off of the doves and tree at the conclusion of their contract?

Answer: No, all lights are Township property.

13. What kind of ornaments are used on the tree?

Answer: Standard plastic globe ornaments of varying sizes.

14. Is the contractor responsible for replacing the ornaments?

Answer: Yes, upon the removal of the tree each year, Township Staff and the contractor will evaluate the current ornaments and determine if replacements are needed and how many. Refer to 5.3 and 5.8.

15. Will the replacement tree (planned for 2025) be purchased or leased?

Answer: The Township plans to purchase a new tree in 2025.

This Addendum must be *Signed & Returned* with your bid.

Signature

Name (please print)

Date

Email

Company

Phone