

OFFICE OF FACILITIES MANAGEMENT SCOPE OF SERVICES

Project Name: Installation and removal of Christmas Lights

Address: 315 W Main St., Tavares, Florida

Project Manager: Christina Shelton

Unless otherwise noted, the Contractor shall provide all required labor, material, equipment, plans, engineering, surveys, permitting, and local and state inspections to provide 100% turnkey project. Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project by the Contractor.

1. PURPOSE

- A. The purpose of this solicitation is to select a Contractor to install and remove the Christmas lights on the County Administration Building located at 315 W Main St., Tavares, Florida.

2. SCOPE OF WORK

- a. Supply and install Christmas lights in a configuration that replicates a drum shape, based on the reference image provided.
- b. Ensure all lighting components are weatherproof, securely mounted and compliant with local electrical and safety codes.
- c. Lights shall be operational from December 1, 2025 to January 2, 2025.
- d. Removal and proper disposal of lights by January 23, 2025.
- e. Contractor must ensure minimal disturbance to building operations and aesthetics during installation and removal.
- f. Contractor shall supply detailed plans regarding the installation and removal of the Christmas lights.



