



Attachment B - Scope of Work

RFx# 3000021917

Title: *Site Visit* *Fax Bid* Christmas Décor - LDH

Scope of Work for 2023 CHRISTMAS DECORATIONS at

Pinecrest Support & Services Center
100 Pinecrest Drive, Kingsville Community
Pineville, LA 71360

Contractor to provide all necessary labor, equipment, and supplies to install the Facility's existing Christmas Decorations. Work to include preparation, setup, bulb replacement, and any adjustments needed during the season, as well as takedown for storage.

A mandatory site visit will be required prior to closure of bid and after award and completion of installation, a second mandatory site visit during the week of December 3rd thru December 7, 2023, is required to check on the proper operation of all displays and make any necessary adjustments. Site Contact is Mr. Dale Clark @ 318-641-2288 or Mr. Glennen Jones @ 318-641-2286.

C7 bulbs shall be 120V, 0.2 watt output with E-12 nickel plated brass bases. Light source of each bulb shall consist of three (3) above the based staggered height LED's in the same color as the bulb cover. Bulb covers shall be smooth, NON-FACETED plastic. Bulbs in other colors than warm white shall be double dipped in heavy pigment paint.

Installation shall be completed by November 27, 2023 and removal completed by: January 9, 2024.

- Prepare, install, and remove one (1) existing 25ft outdoor tree and provide LED transparent multicolor bulbs as needed. Replace outdoor balls and velvet bows as needed. Additional visit in the first week of December for adjustments.
- Install and remove "Seasons Greetings" banner on arch at entrance of the facility. Replace bulbs as needed. Additional visit in the first week of December for adjustments.
- Install and remove three (3) branch garland, four (4) wreaths and one (1) cascade on the door and windows of the Conference Center.
- Install and remove two (2) 9'X12" branch garland around Administration Building entrance door.
- Install and remove lights on the trunks of the Oak trees along the circular drive at the Conference Center.
- Install and remove wreaths on fifteen (15) light poles
- Prepare, install and remove outlining of A and B building with C- LED stringers. Additional visit the first week of December for adjustments.

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- Install and remove two (2) 5 ft. wreaths. Replace lights as needed. Additional visit the first week of December for adjustments.
- Install two (2) red garland bows and green garland on front porch. Replace bulbs as needed. Additional visit the first week of December for adjustments.
- Install and remove four (4) garland covered wire figures on A and B buildings. Figures will be lit with C-9 LED bulbs. Additional visit the first week of December for adjustments.
- Install and remove one (1) lit 5 ft. wreath with red bow in front of the Administration building. Additional visit the first week of December for adjustments.
- Install and remove 250 ft. of 250 ft. C-7 stringers with synchronized C-7 LED color change bulbs on two (2) live Oak trees. Additional visit the first week of December for adjustments.
- Install and remove of C-7 LED stringers on MOT building. Additional visit the first week of December for adjustments.
- Install and remove C-7 LED stringers on Residence Building. Additional visit the first week of December for adjustments.
- Install and remove C-7 led stringers on Canteen building.
- Install and remove C-7 led stringers on Administration building.