



CITY OF FLORENCE, SC
INVITATION TO BID NO. 2026-38
CHRISTMAS STREET POLE MOUNT DECORATIONS

Sealed bids will be received in the Office of Purchasing and Contracting in the City Council Chambers, 324 W. Evans Street, Florence, South Carolina, 29501, until **June 22, 2026, at 2:00 pm** from qualified bidders for the purchase and delivery of Christmas street pole mount decorations to the Public Works & Utilities Department located at 1440 S. McCurdy Road, Florence, South Carolina 29501. All bids are subject to the provisions of the conditions outlined in this invitation to bid.

Bids shall be opened promptly at the above stated time and date, and their contents will be made public for the information of the bidder and other interested parties. The bid will not be awarded until the Purchasing Agent, and the applicable Department Director have had ample time to review each bid.

Bids must be submitted in a sealed envelope with "Bid No. 2026-38 Christmas Decorations" clearly marked on the outside of the envelope for easy identification by the City of Florence. The City of Florence does not accept electronic or emailed bids. Any bids received later than the specified time will not be accepted/considered. The city will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and should be addressed to:

City of Florence
City Center
324 W. Evans Street
Florence, SC 29501-3431

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

La ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.

The City of Florence reserves the right to engage in discussions with any or all responsible bidders who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the Invitation to bid requirements herein.

This solicitation does not commit the City of Florence to award a contract/purchase order, to pay any costs incurred in the preparation of a bid, or to procure or contract for services. The City of Florence reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

Lynwood F. Givens
Purchasing Agent

MINORITY, WOMAN, AND VETERAN OWNED BUSINESS

The City of Florence welcomes and encourages submissions from minority, woman, and veteran owned businesses. Please indicate that you are a minority or woman owned business with your request for bid documents.

Minority Business Owners (minority, woman, and veteran owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority, woman, and veteran owned business enterprises (MBE/WBE/VBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

The successful company must ensure that all subcontractors, agents, personnel assigned by or employees of prime company and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. Bidders must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

LOCAL AND MINORITY BUSINESS ENTERPRISE PURCHASING PROGRAM:

When lowest bid is the principal determining factor in a bid selection process it is the intent of the City of Florence to provide preference first to local businesses within the City or County of Florence; however, if no local business is eligible or able to participate, preference shall then be provided by the City to minority business enterprises based on the following guidelines:

- a. For purposes of this policy, a “local business” is defined as a person, firm, contractor, corporation, or other business entity offering the services and/or products being bid by the City that maintain a place of business and have a physical business address located and operating within the City or County of Florence. The business must have been established for not less than one year within the City or County of Florence and have a valid City of Florence Business License for a minimum of 12 months prior to the bid date.
- b. For purposes of this policy, a minority business enterprise (MBE) is defined as an MBE that is certified in accordance with South Carolina Regulations § 19-445.2160, as authorized by §11-35-5270 the South Carolina Code of Laws, as amended.
- c. When lowest bid is the principal determining factor in the selection process any “local business” as defined in Subsection A above that submits a responsible and responsive bid within 5% (if the business is located within the City of Florence) or 3% (if the business is located within Florence County) of the non-local bidder who submitted the lowest bid may match the bid submitted by the non-local bidder. A “local business” that is within the percentage guidelines of the lowest bid received shall then be eligible for award of the contract.
- d. If the lowest bid is not a “local business” and a “local business” is within the percentage guidelines of the lowest bid received, the “local business”, subject to the provision of Subsection H below, shall be awarded the contract if it is willing to provide goods or services at the same price of the lowest bid received.

- e. If conditions of Subsections C above are met and the qualified “local business” declines or is unable to match the lowest bid, then the option to do so moves to the next qualified “local business”, if such business' bid is within the percentage guideline of the lowest bid, and is similarly responsible and responsive.
- f. In the event there is no “local business” eligible or willing to match the lowest bid, the lowest responsible and responsive bid submitted by an MBE, if any, would be allowed the opportunity to match the bid submitted by the non-local bidder and thereby be awarded the contract when lowest bid is the primary determining factor in the bid selection process.
- g. If a procurement is to be made pursuant to state funding requirements, federal funding requirements, bond covenants, or other outside funding source requirements which prohibit or restrict local or MBE preference, then no local or MBE preference consideration will be given.
- h. The provisions for a local or MBE preference does not prohibit the right of the City to compare quality of materials proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, contractors, corporations, or other business entities submitting bids. Accordingly, the local or MBE preference for a particular procurement may be waived by the City Manager upon written recommendation and justification by the Department Director.

INSTRUCTION TO BIDDERS

The successful bidder must be authorized to sell the stated product outlined in the specifications of this bid document.

All bids must be signed by an authorized officer or agent of the company submitting the bid.

The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the City Purchasing Agent.

DEFINITIONS: Responsible Bidder means a bidder who has the capability in all respects to fully perform the stated requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder means a bidder who has submitted a bid which conforms in all material respects to the Invitation to Bid.

PROTEST: Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance Director. The protest shall be submitted in writing within seven (7) days after such aggrieved person or party has received the bid tabulation or the intent to award letter.

DISPUTES: In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the City of Florence shall be final and binding on all parties. The Procurement Officer may request in writing, the recommendation of the head of the City agency using the item or other objective sources.

DEVIATIONS: Any deviations from the specifications contained herein must be noted in detail on the bidder's bid response for the City of Florence's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the City of Florence.

CHANGES: Any changes in this Invitation to Bid after the purchase order/contract agreement has been awarded must be with the written consent of the Procurement Officer or the City Manager; otherwise, the responsibility for such changes lies with the vendor.

INQUIRIES: Questions concerning this invitation to bid should be directed to the City Purchasing Agent, Lynwood F. Givens in writing by e-mail at lgivens@cityofflorences.gov. The deadline for the submission of all inquiries is **June 15, 2026 at 5:00 pm**. **Any changes to the specifications in the bid package shall be in writing and an addendum will go out to all prospective bidders so each bidder can compete equitably. All Addendums will be posted on the City of Florence website at www.cityofflorences.gov. It will be the responsibility of bidders to periodically check the website for addendums.**

A complete copy of the City of Florence purchasing policies and procedures manual can be downloaded from the City of Florence website at www.cityofflorences.gov.

CRITERIA FOR AWARD

The bid will be awarded to the lowest responsible/responsive bidder that best meets all of the City of Florence’s specifications/scope of work, taking into consideration but not limited to the following:

- a. Price
- b. Style and conformity of the specified pole mount decorations
- c. Manufactured in the United States

TAXES

The City of Florence pays SC Sales Taxes in the amount of 8%. However, the City of Florence is exempt from Federal Taxes and will issue exemption certificates, if requested. **INCLUDE SC SALES TAX WITH YOUR BID.**

GENERAL

The City of Florence, S.C. is receiving bids from businesses that supply quality Christmas pole decorations that will be installed each year by City crews. The decorations must be compatible with the City’s current street light poles.

SPECIFICATIONS

Christmas Street decorations are to be purchased from the qualified successful bidder as a lump sum purchase.

1. 8’H x 45” W Pole Mounted Christmas Snowfall Decoration
Decoration shall be equal to or the equivalent of the 8”H x 45”W Pole Mounted Snowfall decoration as found on the Mosca Designs website, www.moscadesign.com, It shall include LED rope lights and miniature lights that create a twinkle effect. Pole mounting hardware is to be included. Purchaser will need approximately twenty-five (25) of these decorations.

2. 8’H x 45” W Pole Mounted Christmas Glacial Swirl Snowflake Decoration
Decoration shall be equal to or the equivalent of the 8”H x 45”W Pole Mounted Glacial Swirl Snowflake as found on the Mosca Designs website, www.moscadesign.com. It shall include LED rope lights and miniature lights that create a twinkle effect. The trail of the snowflake (rope lighting) will be modified to gold

to match the Snowfall decoration. Pole mounting hardware is to be included. Purchaser will need approximately twenty-five (25) of these decorations.

BID RESPONSE

1. Prices quoted shall be F.O.B.- City Center, 324 W. Evans St., Florence, SC.
2. Bid price should include **all costs** for supplying Christmas pole decorations.
3. The bid response shall include complete warranty/product support information, including written specifications, published literature and photographs or illustrations.
4. Bid should include a list of municipalities using the proposed decorations.
5. Bid should include the time period from issuance of a purchase order to delivery of decorations. Decorations are required to be delivered on or before November 2, 2026, as they are intended for use this Christmas season.

DELIVERY

The Decorations shall be delivered to the City of Florence Public Works & Utilities Department located at 1440 S. McCurdy Road, Florence, South Carolina 29501.

SC ILLEGAL IMMIGRATION REFORM ACT

By signing this offer, you certify that your company will comply with, and will remain in compliance with during the term of the agreement, the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the City of Florence upon request any documentation required to establish either:

- (a) That Title 8, Chapter 14 is inapplicable to your company or your subcontractors or subcontractors; or
- (b) That your company and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, your company shall agree to include in any contracts with your subcontractors language requiring your subcontractors to:

- (a) comply with the applicable requirement of Title 8, Chapter 14, and
- (b) include in their contracts with the sub-subcontractors language requiring the subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

INSURANCE REQUIREMENTS

The firm shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include, but are not limited to, actual, consequential, incidental or punitive damages. The firm shall agree to maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Procurement Officer by an appropriate certificate-of-insurance issued by the firm's insurance agent.

Further, the firm shall agree to insure prior to commencement of work on the project (job), all subcontractors, agents, assigns or employees of prime firm and subcontractor shall agree to hold harmless, indemnify and

defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include but are not limited to, actual,

consequential, incidental or punitive damages. Further, prior to commencement of work on the project (job), the firm shall insure that all subcontractors, agents or assigns of the firm, maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Procurement Officer by an appropriate certificate-of-insurance issued by applicable entity's insurance agent.

With regards to comprehensive general liability insurance, claims may be made during or after the term or terms of the contract/purchase order agreement.

Vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence shall be maintained by the firm.

The successful firm shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

