

DATE: April 17, 2026
TO: All Prospective Holiday Décor Companies
RE: RFP Holiday Décor Services For The City of La Quinta

ADDENDUM NUMBER 1

The following is a response letter for all questions received as part of this RFP noticing during the valid time for inquiry:

Question: Who is the point of contact for this RFP
Answer: The contact person will be Reyna Camarena

Question: What are the installation and strike dates?
Answer: Install Dates 11/23-11/25 2026 & Tear Down Dates 01/04-01/08 2027

Question: Is there a master budget?
Answer: The budget remains under consideration

Question: How did staff feel about the company that was hired last year?
Answer: This can be discussed with the awarded vendor if need be

Question: What were the things staff liked and disliked from last year's décor
Answer: This can be discussed with the awarded vendor if need be

Question: Are there things we can do better?
Answer: This can be discussed with the awarded vendor if need be

Question: Can I submit a partial proposal?
Answer: We are looking for a company that can provide services for all locations

Question: Can I schedule a walk-through with City staff for any of the areas?
Answer: At this time, we are not providing a walk-through of any locations. However, attached are photos of specific areas, along with the addresses of the Museum, Lumber Yard, Wellness Center, and Library below:

La Quinta Wellness Center
78450 Avenida La Fonda
La Quinta, Ca 92253

La Quinta Library
78275 Calle Tampico
La Quinta, Ca 92253

La Quinta Museum & Lumberyard
77885 Avenida Montezuma
La Quinta, Ca 92253

Question: Are we able to send display options so your team can zero in on what they want?

Answer: You can provide as many display options as you like.

Question: When submitting pictures of the displays, do we have to upload them to the website where our competitors can see our products ahead of time, or can we email the information directly to you so you can present it to your team?

Answer: You should attach all photos to your proposal. Please note that all information is public information and will be available to anyone.

Question: Do you provide the lights, or does your vendor supply the lights?

Answer: The vendor would supply all décor, including lights.

Question: How many vendors will be submitting bids?

Answer: There are eight vendors expressing interest in submitting an RFP.

Question: Are you looking for a specific color scheme for your décor on garland and wreaths?

Answer: There will be a color scheme, but we are open to options.

Question: What are the designated areas (for the garland with red bows)

Answer: Garland with red bows is for the interior spaces listed below:

- Wellness Center Lobby: Approx 20ft of garland along reception desk and counters**
- Library: Approx 30ft of garland along reception desk and counters**
- Museum: Approx 20ft of garland along reception desk**

Question: What size & are they to be decorated (4 lit-up wreaths)?

Answer: 48in wreaths, decorated.

Question: Will there be a walk-through for the following areas: Museum, Casita & Lumberyard exterior building décor, Wellness Center & Library exterior building decor

Answer: At this time, we are not providing a walk-through of any locations. However, attached are photos of specific areas, along with the addresses of the Museum, Lumber Yard, Wellness Center, and Library.

Question: What is the overall budget for this project? More specifically, what is the ideal budget for the photo op's? Photo op prices vary drastically; we aim to provide the highest-impact photo opportunities for your intended budget.

Answer: The budget remains under consideration. It would be great to see a variety of options with regard to photo ops. All we ask is that you consider your options to be an experience, unique, fun, and of quality.

Question: For the photo ops the scope of work mentions four photo op's, but on the map lists 3 plus a tree. Is the tree considered the fourth photo op?

Answer: Yes, the tree is considered the fourth photo op.

Question: For City Hall, regarding the 15 commercial grade garlands: What is the length of each garland or is the standard 9' length adequate to cover the designated office desks, counters and walls?

Answer: Open to options. Does not need to be a specific quantity or style of garland.”

Question: Can you provide locations of the designated office desk, counter and walls or photos of these areas?

Answer: There are 3 desk/counter areas in the lobby and 4 desk/counter areas in the city manager's area. Please see the provided photos for reference.

Question: Are the sprays decorated or undecorated?

Answer: The sprays are decorated and pre-lit

Question: La Quinta Museum and Lumberyard

1. What trees should be wrapped?

Answer: Exact trees will be specified after vendor is selected.

2. What are the designated areas for the garlands and bows - Quantity and size would help if the designated area is hard to communicate.

Answer: Garland with red bows is for the interior spaces listed below:

- Wellness Center Lobby: Approx 20ft of garland along reception desk and counters
- Library: Approx 30ft of garland along reception desk and counters
- Museum: Approx 20ft of garland along reception desk

3. What are the designated areas for the wreaths? - Quantity and size would help if the designated area is hard to communicate.

Answer: 48in wreaths, exterior of Museum and/or Casita. Exact locations to be determined after the vendor is selected.

Question: Wellness Center and Library: Where are the designated entrances for the Wreaths?

1. - Quantity and size would help if the designated area is hard to communicate.

- 1. Answer: 48in wreaths, one (1) at the entrance of the Wellness Center and one (1) at the entrance of Library.**

Question: The 32 pillar wraps near the City Hall parking lot (I believe this is the location) are listed on the map but are not within the scope. Should these be included in the scope?

Answer: Yes, they are part of the scope of work

Question: You requested 4 walk thru displays for City Hall & Civic Center Campus Exterior Décor. Can 1 display be example,,, Large Ornament Sit Down with lights? That serves as a photo op as well.

Answer: You are welcome to include any options you see fit. All we ask is that you consider your options to be an experience, unique, fun, and of quality.

Question: Is the cable installed by your team before we install the starbursts?

Answer: The vendor will be installing the cables and twinkling starburst lights.

Question: What size wreaths do you want for La Quinta Museum, Casita & Lumberyard Exterior Building Décor

Answer: 48in wreaths, decorated.

Question: Is this décor proposal for rental only?

Answer: Please provide options.

Question: Is this a labor only job? In effect, we are installing your décor that you own?

Answer: This project is for both the rental/purchase of décor and labor.

Question: Are you looking to purchase all new décor outright, and we install it for you?

Answer: Please provide options.

Question: City Hall Interior: Any ideas for photo op they want to see? Size necessary and budget for photo op? Or similar size to the wreath we had. Will it be going up against wall or in middle of room?

Answer: Please provide options. You are welcome to include any options you see fit. All we ask is that you consider your options to be an experience, unique, fun, and of quality.

Question: City Hall and Civic Center Campus Exterior Décor:

- (4) Photo ops: Any ideas for photo op they want to see? Size necessary and budget for photo op. Audio System- Can you let us know where you want the music to be heard from or is it just along the sidewalk?

Answer: Open to options

Question: La Quinta Museum, Casita & Lumberyard Exterior building décor

Is there anyway you prefer us to attach the lights to areas of building where we cannot use clips

Answer: Preferred method is to not use nails unless absolutely necessary. Staff will discuss specific installation methods with the contracted vendor.

Can you mark which 7 trees that we need to wrapped. Is there a general height you want us to go up? **Answer: Exact trees will be specified with contracted vendor. General height is TBD depending on selected trees.**

For the pillers and Wood Posts. We counted more than 7. Is it just the pillars or pillars and posts? Or are these separate from the diagram you drew out. **Answer: The pillars and posts will be specified with the contracted vendor.**

I did not see where the garland was to be placed on the maps. Can you please mark those so we can determine how many we need.

Answer: Garland with red bows is for the interior spaces listed below:

- **Wellness Center Lobby: Approx 20ft of garland along reception desk and counters**
- **Library: Approx 30ft of garland along reception desk and counters**
- **Museum: Approx 20ft of garland along reception desk**

In the courtyard Planters- these were not marked. Do you want us to just outline the planters and if so which ones?

Answer: Generally, yes outlining the planters will suffice.

Question: Wellness Center and Library Entrance
What size wreaths would you like and how many?

Answer: 48in wreaths, one (1) at entrance of Wellness Center and one (1) at entrance of Library.

The Consultant is hereby notified; Addendum No. 1 must be acknowledged as stipulated under the instructions to Bidders and submitted as part of the Bid. Failure to do so shall result in the City designating said bid as "Non-Responsive."

APPROVED:

Reyna Camarena

**Reyna Camarena
Administrative Technician**

END OF ADDENDUM NUMBER 1











CONCIERGE IS
UNAVAILABLE,
PLEASE RING
BELL FOR
SERVICE & SIGN-
IN AT COMPUTER







