

Scope of work for Christmas decorations, Tree lights, flags for Town of Irvington

1. Town of Irvington CHRISTMAS - stringing lights on the big Christmas tree on the Irvington United Methodist Church parking lot during mid to late November, not later than the last week in November.
2. Putting up Town Christmas decorations on poles throughout town (plugging them in/replacing any burnt-out bulbs) - during mid to late November, not later than the last week in November.
3. Replacement bulbs are available in the Town Office.
4. After Christmas – during the first week or so (weather permitting) in January - take down the pole decorations and place in our storage unit at Extra Space Storage in White Stone. The tree lights are just unplugged, to my knowledge. I will verify with the previous contactor if they took them down and restrung them each year.

TOWN flags - schedule for the following occasions:

PRESIDENT'S DAY – put up flags prior to Monday, February 19, 2024, and take them down the week after.

MEMORIAL DAY, FLAG DAY THRU FOURTH OF JULY – put up flags the week prior to Memorial Day, Monday, May 27, 2024, and take them down the week following Fourth of July 2024.

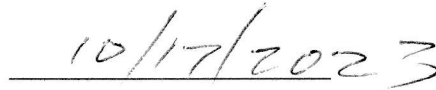
LABOR DAY – put flags up the week prior to Monday, September 2, 2024, and take them down the week after.

Currently flags are put up and are taken down three times a year so there is opportunity to replace broken flag poles and allow flags to dry out and not be out in the sun year-round.

Flag poles have unfurling devices installed, but to replace a broken wooden pole, the unfurling device needs to be moved from the broken pole to the new poles.

The former company rented a bucket truck to do these tasks.

Your signature below agrees to a one year contract for \$7,500.00 beginning October 17, 2023 to October 17, 2024. Please provide invoice(s) when you expect payment for enacting this contract.



Bill Cronheim, ENTERTAINMENT SYSTEMS

Date

Thank you,
Laurel S. Taylor, Clerk
P. O. Box 174
Irvington, VA 22480
Email: info@town.irvington.va.us
Phone: 804-438-6230
Office Hours – M-F from 9 a.m. to 1 p.m.