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**Informal Written Quote No. 13-04
BROOKHAVEN CHRISTMAS TREE SERVICES**

Addendum I

Date Issued: October 16, 2013

THE FOLLOWING LIST INCLUDES CLARIFICATIONS AND RESPONSES TO QUESTIONS RECEIVED.

Respondents are strongly encouraged to thoroughly read all of the material provided below. Receipt of this addendum should be acknowledged in your proposal. **Failure to do this may result in rejection of proposal.**

What is the height and any other dimensions of the tree you are looking for?

We would like the tree or model structure to be at least 15-20 feet, maybe taller. We would like the tallest tree for the most affordable price.

For decorations, do you need LED lighting? Also, provide a listing of any additional decorations needed

We will need at the very least, white LED lights and a Christmas tree topper.

Please advise if installation is needed for this tree

Yes, installation is needed. It should include set up, decoration, break-down and recycling (if the tree is real)

Please advise if the tree is for indoor or outdoor use

The tree will be outdoors. Exact location is TBD.