



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

TO: Key West Bight Board
FROM: Karen Olson
DATE: November 3, 2014
SUBJECT: Holiday Lighting & Decorations - One Season Lease Agreement

ACTION STATEMENT:

Approve the One Season Lease Agreement, for Holiday Lighting and Decorations, with Holiday Lightscares in the amount of \$19,996.70.

BACKGROUND:

The Bight before Christmas is an annual event nationally advertised by the Tourist Development Council (TDC) drawing visitors from across the country. Each year Key West Historic Seaport staff and tenants make a combined effort to provide holiday lighting and decorations in support of this important event. In an effort to reduce staffs involvement with the installation, maintenance and removal, monies were budgeted to hire a professional holiday lighting company to provide this service.

PURPOSE & JUSTIFICATION:

A Request for Quotes was issued to four Holiday Lighting companies located within South Florida. The quote was to include the installation, maintenance and removal of lighting and decorations for palm trees, light poles and railing at various locations throughout the Historic Seaport.

Of the four companies solicited one had no response and two declined to provide pricing for this season. The fourth, Holiday Lightscares of Merritt Island, Florida, provided a quote in the amount \$19,996.70 for the requested service.

FINANCIAL IMPACT:

The purchase of the holiday lighting service in the amount of \$19,996.70 will come from the Promotional Expenses account 405-7504-575-4800.

RECOMMENDATION:

Staff recommends approval of the One Season Lease Agreement, for Holiday Lighting and Decorations, with Holiday Lightscares in the amount of \$19,996.70.

MEMORANDUM

Key to the Caribbean – Average yearly temperature 77° F.