

RESOLUTION NO. 15-299

A RESOLUTION OF THE CAROLINE STREET CORRIDOR AND BAHAMA VILLAGE COMMUNITY REDEVELOPMENT AGENCY (CRA) AWARDING THE BID OF HOLIDAY LIGHTSCAPES, INC. IN THE BASE PROPOSAL AMOUNT OF \$29,850.00 FOR ANNUAL HOLIDAY LIGHTING - KEY WEST HISTORIC SEAPORT, IN ACCORDANCE WITH THEIR RESPONSE TO REQUEST FOR PROPOSAL # 11-015; AUTHORIZING EXECUTION OF A CONTRACT; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, two proposals were received on August 26, in response to RFP #11-015 for holiday lighting; and

WHEREAS, Seaport staff and one Key West Bight tenant ranked the proposals in accordance with the RFP; and

WHEREAS, at its meeting of September 9, 2015, the Key West Bight Management District Board considered the ranking and the two proposals submitted in response to RFP #11-015 and made a recommendation to the CRA to award the bid to Holiday Lightscares, Inc.;

NOW, THEREFORE, BE IT RESOLVED BY THE CAROLINE STREET CORRIDOR AND BAHAMA VILLAGE COMMUNITY REDEVELOPMENT AGENCY, AS FOLLOWS:

Section 1: That the proposal of Holiday Lightsapes, Inc. for Holiday Lighting - Key West Historic Seaport, in a base proposal amount of \$29,850.00 is hereby accepted in accordance with the terms and conditions contained in Request for Proposal No. # 11-015 and response thereto.

Section 2: That the City Manager is authorized to enter into a contract in accordance with the proposal documents upon the advice and consent of the City Attorney.

Section 3: That funds for the base proposal amount are allocated in FY 15-16 budget for Seaport Promotional Expenses, account #405-7504-575-4800.

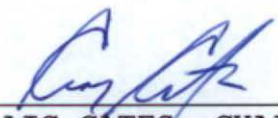
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Agency.

Passed and adopted by the Caroline Street Corridor and Bahama Village Community Redevelopment Agency at a meeting held this 7th day of October, 2015.


Authenticated by the presiding officer and Clerk of the Agency on October 8, 2015.

Filed with the Clerk October 8, 2015.

Chairman Craig Cates	<u>Yes</u>
Vice Chair Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Absent</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>


CRAIG CATES, CHAIRMAN

ATTEST:


CHERYL SMITH, CITY CLERK.



THE CITY OF KEY WEST

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

EXECUTIVE SUMMARY

TO: Community Redevelopment Agency (CRA)
FROM: Karen Olson
DATE: September 10, 2015
SUBJECT: Holiday Lighting – Three Year Contract Agreement

ACTION STATEMENT:

Resolution approving the highest ranked respondent, Holiday Lightscapes, for the Holiday Lighting – Key West Historic Seaport and authorizing the City Manager to execute a three (3) year contract, subject to City Attorney review, in the base proposal amount of \$29,850 per year.

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.

The Bight Board approved this item during their September 9, 2015 meeting.

PURPOSE & JUSTIFICATION:

RFP #11-015 Holiday Lighting – Key West Historic Seaport was publicly advertised and proposals received by two vendors on August 26, 2015. The proposals were to include pricing for a base proposal and three add alternate proposals to provide holiday lighting and decorations throughout the Seaport.

Both Vendors were deemed responsive to the Request for Proposals providing all required documentation, submittal requirements and provided the following pricing:

Holiday Lightscapes

Base Proposal	\$29,850/yr
Add/Alt #1 Proposal	\$ 8,250/yr
Add/Alt #2 Proposal	\$11,550/yr
Add/Alt #3 Proposal	\$ 6,850/yr

Plant Professionals

Base Proposal	\$28,933/yr
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Key to the Caribbean – Average yearly temperature 77° F.

MEMORANDUM

Add/Alt #1 Proposal \$ 4,670/yr
 Add/Alt #2 Proposal \$ 4,506/yr
 Add/Alt #3 Proposal \$ 8,882/yr

Seaport staff and a marina tenant independently ranked the Vendors based on the following criteria:

- Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location
- Creativity/ quality of proposed design
- Quality of proposed approach/work plan
- Availability and capability to perform the services described in this RFP on a yearly basis
- Price
- References

SELECTION CRITERIA	POINTS ALLOWED	Holiday Lightscares					Plant Professionals				
		1	2	3	4		1	2	3	4	
Experience	25	15	22	25	25	0	20	22	25	15	0
Creativity	20	15	18	20	20	0	15	16	15	5	0
Approach	15	10	14	15	15	0	13	13	15	10	0
Availability	15	15	15	15	15	0	15	15	10	5	0
Price	15	10	13	10	15	0	15	14	10	5	0
References	10	10	10	10	10		10	10	10	10	
Total Score (Individual)	100	75	92	95	100	0	88	90	85	50	0
Total Group	400	362					313				
Final Scoring	100	90.5					78.25				
		Holiday Lightscares					Plant Professionals				

FINANCIAL IMPACT:

The Seaport budget for this project in account 405-7504-575-4800 Promotional Expenses is 30,000. If the CRA elects to select one or more of the add/alt proposals additional funds would come from the Key West Historic Seaport Reserves.

RECOMMENDATION:

Staff recommends approval of highest ranked respondent, Holiday Lightscares for their base proposal only, and authorizing the City Manager to execute a three (3) year contract in the amount of \$29,850/yr.

OPTIONS:

Option #1 – Accept Seaport staff's recommendation and award a three year contract to Holiday Lightscares, for their base proposal only, in the amount of \$29,850/yr.

Option #2 – Reject Seaport staff's recommendation and award a three year contract to Plant Professionals, for their base proposal only, in the amount of \$28,933/yr.

Option #3 – Reject all proposals

Additional Option - The CRA has the option of choosing any or all of the add/alt proposals of the selected Vendor. The Bight Board did not choose any add/alt options.

AGREEMENT

Between

CRA

And

HOLIDAY LIGHTSCAPES

For

HOLIDAY LIGHTING

KEY WEST HISTORIC SEAPORT

Date

10/10/2015

HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT
AGREEMENT

This is an Agreement between: Carolina Street Corridor and Bahama Village Community Redevelopment Agency, its successors and assigns, hereinafter referred to as "CRA,"
AND

WOLFE INSTALLATIONS CORP., a corporation organized under the laws of the
State of FLORIDA, its successors and assigns, hereinafter referred to as "VENDOR."

W I T N E S S E T H, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CRA and VENDOR agree as follows:

ARTICLE 1

DEFINITIONS AND IDENTIFICATIONS

For the purposes of this Agreement and the various covenants, conditions, terms and provisions which follow, the definitions and identifications set forth below are assumed to be true and correct and are agreed upon by the parties.

- 1.1. **Agreement:** This document, Articles 1 through 7, inclusive. Other terms and conditions are included in the CRA'S RFP #11-015 HOLIDAY LIGHTING - KEY WEST HISTORIC SEAPORT, VENDOR's Response to RFP dated August 26, 2015, exhibits, and supplemental documents that are by this provision expressly incorporated herein by reference.
- 1.2. **Commissioners:** Members of the city commission with all legislative powers of the city vested therein. The city commission shall consist of seven (7) commissioners, six (6) of whom shall be elected from single member districts numbered I, II, III, IV, V and VI. The mayor shall be elected by the people at large for a term of two (2) years. Commissioners from districts numbered I, II, III, IV, V and VI shall be elected for a term of four (4) years.
- 1.3. **VENDOR:** The holiday lighting firm selected to perform the services pursuant to this Agreement.
- 1.4. **Contract Administrator:** The ranking managerial employee of the CITY or some other employee expressly designated as Contract Administrator by the City Manager, who is the representative of the CITY. In the administration of this Agreement, as contrasted with matters of policy, all parties may rely upon instructions or determinations made by the Contract Administrator; provided, however, that such instructions and determinations do not change the Scope of Services.
- 1.5. **CITY:** City of Key West
- 1.6. **CRA:** Carolina Street Corridor and Bahama Village Community Redevelopment Agency. In respect to this Agreement, CRA can mean either the agency or the agency's representative.

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ARTICLE 2

PREAMBLE

In order to establish the background, context and frame of reference for this Agreement and generally to express the objectives and intentions of the respective parties hereto, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

- 2.1. The VENDOR is not entitled to receive, and the CRA is not obligated to pay, any fees or expenses in excess of the amount budgeted under this Agreement in each fiscal year (October 1-September 30) by the CRA. The budgeted amount may only be modified per CITY Ordinance(s).
- 2.2. Negotiations pertaining to the services to be performed by VENDOR were undertaken between VENDOR and CITY staff, and this Agreement incorporates the results of such negotiations.

ARTICLE 3

SCOPE OF SERVICES AND STANDARD OF CARE

- 3.1. VENDOR's services may include but are not limited to the following in regard to the Agreement:
 - 3.1.1. Holiday Lighting/ Decoration Design
 - 3.1.2. Lighting/ Decoration Installation
 - 3.1.3. Lighting/ Decoration Maintenance
 - 3.1.4. Lighting/ Decoration Removal and Clean-up
 - 3.1.5. Lighting/ Decoration Storage
- 3.2. VENDOR's services shall include a turn-key nautical themed Holiday Lighting package using new technology and creative design including the installation, maintenance, removal and storage of lighting and decorations throughout the Key West Historic Seaport.
- 3.3. VENDOR and CRA acknowledge that the Scope of Services does not delineate every detail and minor work task required to be performed by VENDOR to complete the work. If, during the course of the performance of the services included in this Agreement, VENDOR determines that work performed to complete the installation is, in the VENDOR's opinion, outside the level of effort originally anticipated, whether or not the Scope of Services identifies the work items, VENDOR shall notify Contract Administrator in writing in a timely manner before proceeding with the work. If VENDOR proceeds with

such work without notifying the Contract Administrator, the work shall be deemed to be within the original level of effort, whether or not specifically addressed in the Scope of Services. Notice to Contract Administrator does not constitute authorization or approval by CRA to perform the work. Performance of work by VENDOR outside the originally anticipated level of effort without prior written CRA approval or modification of contract is at VENDOR's sole risk.

- 3.4. The specific services to be provided by the VENDOR and the compensation for such services shall be as mutually agreed to in this AGREEMENT.
 - 3.4.1. The CRA may make or approve changes within the general Scope of Services. If such changes affect the VENDOR's cost of or time required for performance of the services, an equitable adjustment shall be made through an amendment to this AGREEMENT.
 - 3.4.2. The VENDOR shall begin services under THIS AGREEMENT when authorized by a Purchase Order issued by the CITY and delivered to VENDOR.
- 3.5. The CRA and VENDOR may negotiate additional scopes of services, compensation, time of performance and other related matters as allowed by this Agreement. If CRA and VENDOR cannot contractually agree, CRA shall have the right to immediately terminate negotiations at no cost to CRA and procure services from another source.
- 3.6. VENDOR shall perform the professional services under this Agreement at the level customary for competent and prudent professionals in VENDOR'S field performing such services at the time and place where the services are provided. In the event VENDOR does not comply with this standard, and omissions or errors are made by VENDOR, VENDOR will correct such work that contains errors or omissions.
- 3.7. VENDOR is required to perform the work consistent with current applicable Federal, State and City laws, codes and regulations that pertain to the AGREEMENT. With all work, where changes to any laws, codes or regulations affecting the Work have an effective date or are anticipated to be effective at a future date, or if knowledge of anticipated changes is available to VENDOR or any subVENDOR, VENDOR shall present options for their use or implementation.

ARTICLE 4

TERM OF AGREEMENT; TIME FOR PERFORMANCE; CONTRACTOR DAMAGES;

The term of this Agreement shall be for a period of three (3) years which thereafter may be extended upon written consent of both parties for additional two (2) year terms. The Agreement will be in effect upon execution by both parties. The Agreement may be renewed at the discretion of the City Manager.

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- 4.1. VENDOR shall perform the services described in the Base Proposal within the time periods specified. Each such time period shall commence from the date of the purchase order issued for such services.
- 4.2. VENDOR must receive written approval from the Contract Administrator prior to beginning the performance of services for any subsequent Work. Prior to granting approval for VENDOR to proceed with subsequent Work, the Contract Administrator may, at his or her sole option, require VENDOR to submit any deliverables/documents for the Contract Administrator's review.
- 4.3. In the event VENDOR is unable to complete the above services because of delays resulting from untimely review by CRA or other governmental authorities having jurisdiction over the Work, and such delays are not the fault of VENDOR, or because of delays which were caused by factors outside the control of VENDOR, CRA shall grant a reasonable extension of time for completion of the services and shall provide reasonable compensation, if appropriate. It shall be the responsibility of VENDOR to notify CRA within 10 days in writing whenever a delay in approval by a governmental agency, including CRA, is anticipated or experienced, and to inform the Contract Administrator of all facts and details related to the delay.
- 4.4. In the event the Contractor fails to substantially complete the Work on or before the substantial completion date specified in its agreement with CRA or if Contractor is granted an extension of time beyond said substantial completion date, and VENDOR's services are extended beyond the substantial completion date, through no fault of VENDOR, VENDOR shall be compensated in accordance with Article 5 for all services rendered by VENDOR beyond the substantial completion date.
- 4.5. In the event Contractor fails to substantially complete the Work on or before the substantial completion date specified in its agreement with CRA, and the failure to substantially complete is caused in whole or in part by a negligent act, error or omission of VENDOR, then VENDOR shall pay to CRA its proportional share of any claim or damages to Contractor or CRA arising out of the delay. This provision shall not affect the rights and obligations of either party as set forth in Paragraph 7.8, INDEMNIFICATION OF CITY.

ARTICLE 5

COMPENSATION AND METHOD OF PAYMENT

5.1. AMOUNT AND METHOD OF COMPENSATION

The types of compensation methods, which shall be used to pay for the VENDOR's services, are limited to the following:

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5.1.1. Lump sum payment/Not-to-Exceed, which includes compensation for all the VENDOR'S salaries, general overhead costs, direct expenses, and profit.

5.1.1.1. If the Work timing deviates from the assumed schedule for causes beyond VENDOR's control, VENDOR and/or the CRA reserves the right to request renegotiation of those portions of the lump sum affected by the time change. During construction contract administration, if tasked, it is agreed by both parties that whether construction is completed earlier or later, that a proportional part of the compensation will be adjusted and either given to VENDOR for additional work or deleted from the amount owed VENDOR for less time required.

5.1.1.2. In the event of a change of scope, CRA shall authorize in writing an appropriate decrease or increase in compensation.

5.1.1.3. Invoicing will be 50% down upon receipt of Purchase Order and 50% upon completion of installation.

5.1.1.4. The VENDOR shall submit wage rates and other actual unit costs supporting the compensation. The VENDOR shall submit a Truth in Negotiation Certificate stating that all data supporting the compensation is accurate, complete, and current at the time of contracting.

5.2. METHOD OF BILLING

5.2.1. Lump Sum Compensation

VENDOR shall submit billings that are identified by this AGREEMENT if applicable on a monthly basis in a timely manner. These billings shall identify the nature of the work performed and the estimated percent of work accomplished. The statement shall show a summary of fees with accrual of the total and credits for portions paid previously. When requested, VENDOR shall provide backup for past and current invoices.

5.2.2. If requested, VENDOR shall provide copies of past paid invoices to any subcontractor or sub-VENDOR prior to receiving payment. CRA reserves the right to pay any subcontractor or sub-VENDOR if VENDOR has not paid them timely and the services of the subcontractor or sub-VENDOR are necessary to complete the Work.

5.3. METHOD OF PAYMENT

5.3.1. CITY shall pay VENDOR 50% down upon receipt of Purchase Order and 50% upon completion of installation upon receipt of VENDOR's proper invoice with documentation as provided above.

5.3.2. In the event VENDOR has utilized a Sub-VENDOR in order to perform the Work, VENDOR will be required to provide documentation that Sub-VENDOR and Sub-VENDOR's of Sub-VENDOR's have been paid prior to payment being made to VENDOR.

5.3.3. Payment will be made to VENDOR at:

ARTICLE 6

CRA 'S RESPONSIBILITIES

- 6.1. CRA shall assist VENDOR by placing at VENDOR's disposal all information CRA has available pertinent to the Work including previous reports and any other data relative to design or construction of the Work.
- 6.2. CRA shall arrange for access to, and make all provisions for, VENDOR to enter upon public and private property as required for VENDOR to perform its services.
- 6.3. CRA shall review the VENDOR's itemized deliverables/documents identified in the VENDOR's Proposal and respond in writing with any comment within a reasonable time.
- 6.4. CRA shall give prompt written notice to VENDOR whenever CRA observes or otherwise becomes aware of any development that affects the scope or timing of VENDOR's services or any defect in the work of any Contractor.

ARTICLE 7

MISCELLANEOUS

7.1. OWNERSHIP OF DOCUMENTS

All finished or unfinished documents, data, data matrices, etc. generated for the Work, studies, surveys, drawings, maps, models, photographs and reports prepared or provided by VENDOR in connection with this Agreement, whether in hard copy or electronic form, shall become the property of CRA, whether the WORK for which they are made is completed or not. If applicable, CRA may withhold any payments then due to VENDOR until VENDOR complies with the provisions of this Article. VENDOR is not responsible for damages caused by the unauthorized re-use by others of any of the materials for other Work.

7.2. TERMINATION

- 7.2.1. This Agreement may be terminated with or without cause by CRA at any time.
- 7.2.2. Notice of termination shall be provided in accordance with paragraph 7.13 NOTICES of this Agreement.

- 7.2.3. In the event this Agreement is terminated, VENDOR shall be paid for any services performed to the date the Agreement is terminated. Compensation shall be withheld until all documents specified in Section 7.1 of this Agreement are provided to the CRA. Upon being notified of CRA's election to terminate, VENDOR shall refrain from performing further services or incurring additional expenses under the terms of this Agreement. Under no circumstances shall CITY make payment of profit for services that have not been performed.

7.3. AUDIT RIGHT AND RETENTION OF RECORDS

- 7.3.1. CRA shall have the right to audit the books, records, and accounts of VENDOR that are related to this Agreement. VENDOR shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Work.
- 7.3.2. VENDOR shall preserve and make available, at reasonable times for examination and audit by CRA, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act (Chapter 119, Fla. Stat.), if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by CRA to be applicable to VENDOR's records, VENDOR shall comply with all requirements thereof; however, VENDOR shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for CRA's disallowance and recovery of any payment upon such entry.

7.4. NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AMERICANS WITH DISABILITIES ACT, AND EQUAL BENEFITS FOR DOMESTIC PARTNERS

- 7.4.1. VENDOR shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of the funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CRA, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards.
- 7.4.2. VENDOR's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, gender identity or expression, national origin, marital status,

physical or mental disability, political affiliation, or any other factor that cannot be lawfully or appropriately used as a basis for service delivery. VENDOR shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, national origin, gender identity or expression, marital status, political affiliation, or physical or mental disability. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.

- 7.4.3. VENDOR shall comply with City Ordinance Sec. 2-799 Requirements for City Contractors to Provide Equal Benefits for Domestic Partners

7.5. PUBLIC ENTITY CRIMES ACT

- 7.5.1. VENDOR represents that the execution of this Agreement shall not violate the Public Entity Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, VENDOR or other provider and who has been placed on the convicted VENDOR list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to CRA, may not submit a bid on a contract with CRA for the construction or repair of a public building or public work, may not submit bids on leases of real property to CRA, may not be awarded or perform work as a contractor, supplier, subcontractor, or VENDOR under a contract with CRA, and may not transact any business with CRA in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of 36 months from the date of being placed on the convicted VENDOR list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid hereto, and may result in being barred from CITY's competitive procurement activities.
- 7.5.2. In addition to the foregoing, VENDOR further represents that there has been no determination, based on an audit, that it or any subVENDOR, has committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether VENDOR has been placed on the convicted VENDOR list.
- 7.5.3. VENDOR shall promptly notify CRA if it or any subcontractor or subVENDOR is formally charged with an act defined as a "public entity crime" or has been placed on the convicted VENDOR list.

7.6. SUBVENDORS (Not Applicable)

VENDOR may use the subVENDOR's identified in the proposal that was a material part of the selection of VENDOR to provide the services under this Agreement. The CRA reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make determination as to the capability of the subcontractor to perform properly under this Contract. The CRA's acceptance of a subcontractor shall not be unreasonably withheld. VENDOR shall obtain written approval of Contract Administrator prior to changing or adding to the list of subVENDORS. The list of subVENDORS submitted and currently approved is as follows:

7.7. ASSIGNMENT AND PERFORMANCE

- 7.7.1. Neither this Agreement nor any interest herein shall be assigned, transferred, or encumbered by either party and VENDOR shall not subcontract any portion of the work required by this Agreement except as authorized pursuant to Section 7.6.
- 7.7.2. VENDOR represents that all persons delivering the services required by this Agreement have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth in the Scope of Services and to provide and perform such services to CRA's satisfaction for the agreed compensation.
- 7.7.3. VENDOR shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of VENDOR's performance and all interim and final product(s) provided to or on behalf of CRA shall be in accordance with the standard of care set forth in Paragraph 3.6.
- 7.7.4. VENDOR shall not change or replace overall project manager identified in the VENDOR's response to the RFP without the Contract Administrator's prior written approval.

7.8. INDEMNIFICATION OF CITY

To the fullest extent permitted by law, the VENDOR expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, caused in whole or in part by any act, omission, or default by VENDOR or its subcontractors, material men, or agents of any tier or their employees, arising out of this agreement or its performance, including any such damages caused in whole or in part by any act, omission or default of any indemnitee, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the

willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of the **VENDOR** or its subcontractors, material men or agents of any tier or their respective employees.

7.9. INSURANCE

VENDOR is to secure, pay for, and file with the City of Key West, prior to commencing any work under the Contract, all certificates for Workers' Compensation, Public Liability, and Property Damage Liability Insurance and such other insurance coverages as may be required by specifications and addenda thereto, in at least the following minimum amounts with specification amounts to prevail if greater than minimum amounts indicated. Notwithstanding any other provision of the Contract, the **VENDOR** shall provide the minimum limits of liability insurance coverages as follows:

Auto Liability	\$1,000,000	Combined Single Limit
General Liability	\$2,000,000	Aggregate (Per Project)
	\$2,000,000	Products Aggregate
	\$1,000,000	Any One Occurrence
	\$1,000,000	Personal Injury
	\$ 300,000	Fire Damage/Legal

Additional Umbrella Liability: \$1,000,000 Occurrence / Aggregate

VENDOR shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as "Additional Insured" on **PRIMARY** and **NON CONTRIBUTORY** basis utilizing an ISO standard endorsement at **least as broad as CG 2010 (11/85) or its Equivalent, (combination OF CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations is acceptable)** INCLUDING A "Waiver of Subrogation" clause in favor of City of Key West on all policies. **VENDOR** will maintain the Professional Liability, General Liability and Umbrella Liability insurance coverages summarized above with coverage continuing in full force including the "additional insured" endorsement until at least 3 years beyond completion and delivery of the work contracted herein.

Notwithstanding any other provision of the Contract, the **VENDOR** shall maintain complete Workers' Compensation coverage for each and every employee, principal, officer, representative, or agent of the **VENDOR** who is performing any labor, services, or material under the Contract. Further, **VENDOR** shall additionally maintain the following minimum limits of coverage:

Bodily Injury Each Accident	\$1,000,000
Bodily Injury by Disease Each Employee	\$1,000,000
Bodily Injury by Disease Policy Limit	\$1,000,000

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If the work is being done on or near a navigable waterway, **VENDOR's** Workers' Compensation policy shall be endorsed to provide **USL&H Act (WC 00 01 06 A)** and **Jones Act (WC 00 02 01 A)** coverage if specified by the City of Key West. **VENDOR** shall provide the City of Key West with a Certificate of Insurance verifying compliance with the workman's compensation coverage as set forth herein and shall provide as often as required by the City of Key West such certification which shall also show the insurance company, policy number, effective and expiration date, and the limits of workman's compensation coverage under each policy.

VENDOR's insurance policies shall be endorsed to give 30 days' written notice to the City of Key West in the event of cancellation or material change, using form CG 02 24, or its equivalent.

Certificates of Insurance submitted to the City of Key West will not be accepted without copies of the endorsements being requested. This includes additional insured endorsements, cancellation/material change notice endorsements, and waivers of subrogation. Copies of USL&H Act and Jones Act endorsements will also be required if necessary. **PLEASE ADVISE YOUR INSURANCE AGENT ACCORDINGLY.**

VENDOR will comply with any and all safety regulations required by any agency or regulatory body including but not limited to OSHA. **VENDOR** will notify City of Key West immediately by telephone at (305) 809-3811 of any accident or injury to anyone that occurs on the jobsite and is related to any of the work being performed by the **VENDOR**.

7.10. REPRESENTATIVE OF CRA AND VENDOR

7.10.1. The parties recognize that questions in the day-to-day conduct of the Work will arise. The Contract Administrator, upon **VENDOR's** request, shall advise **VENDOR** in writing of one (1) or more CITY employees to whom all communications pertaining to the day-to-day conduct of the Work shall be addressed.

7.10.2. **VENDOR** shall inform the Contract Administrator in writing of **VENDOR's** representative to whom matters involving the conduct of the Work shall be addressed.

7.11. ALL PRIOR AGREEMENTS SUPERSEDED

7.11.1. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein; and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document and the exhibits attached. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

- 7.11.2. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

7.12. VENDORS TEAM

- 7.12.1. The CRA reserves the right to approve the members of the Vendors Team and the roles they will undertake in the assignment. The CRA's acceptance of a team member shall not be unreasonably withheld.
- 7.12.2. Each assignment issued under this Agreement by the CRA to the VENDOR, the VENDOR will at the CRA's request, disclose the role, qualifications and hourly rate of each individual working on the project.
- 7.12.3. The CRA reserves the right to require replacement of any of the members of the Vendors Team. Any proposed addition or change of members of the Vendors Team initiated by the VENDOR must obtain the CRA Representative's prior written approval.
- 7.12.4. In the event of the death, incapacity or termination of employment of any member of the Vendors Team before Completion of the Services, the VENDOR shall at its own expense and as soon as reasonably practicable arrange to substitute or replace the individual member concerned.
- 7.12.5. The VENDOR shall ensure that the substitute or replacement is no less qualified in terms of relevant experience and qualifications than the outgoing individual and is available at the relevant time to act as such replacement or substitute. The VENDOR shall without delay forward curriculum vitae of the proposed substitute or replacement to the CRA. The deployment of such substitute or replacement shall be subject to the CRA's consent.
- 7.12.6. The VENDOR shall solely be responsible for all direct, indirect and consequential costs or losses that may arise from the substitution or replacement of members of the Consulting Team.

7.13. NOTICES

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT
AGREEMENT

FOR CITY OF KEY WEST:

Karen Olson, Deputy Port and Marine Services Director
City of Key West- Key West Historic Seaport
201 William Street
Key West, FL 33040

FOR VENDOR:

SEAN WOLFE, PRESIDENT
HOLIDAY LIGHTSCAPES
1555 URSA COURT
MERRITT ISLAND, FL 32953

7.14. TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Agreement by VENDOR shall act as the execution of a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting. The original contract price for the Work and any additions thereto shall be adjusted to exclude any significant sums by which CRA determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of this Agreement.

7.15. INTERPRETATION

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence or paragraph where they appear, unless the context otherwise requires. Whenever reference is made to a Paragraph or Article of this Agreement, such reference is to the Paragraph or Article as a whole, including all of the subsections of such Paragraph, unless the reference is made to a particular subsection or subparagraph of such Paragraph or Article.

7.16. VENDOR'S STAFF

7.16.1. VENDOR shall provide the key staff identified in their proposal for the Work as long as such key staffs are in VENDOR's employment.

HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT
AGREEMENT

7.16.2. VENDOR shall obtain prior written approval of Contract Administrator to change key staff. VENDOR shall provide Contract Administrator with such information as necessary to determine the suitability of proposed new key staff. Contract Administrator shall be reasonable in evaluating key staff qualifications.

7.16.3. If Contract Administrator desires to request removal of any of VENDOR's staff, Contract Administrator shall first meet with VENDOR and provide reasonable justification for said removal.

7.17. INDEPENDENT CONTRACTOR

VENDOR is an independent contractor under this Agreement. Services provided by VENDOR shall be subject to the supervision of VENDOR. In providing the services, VENDOR or its agents shall not be acting and shall not be deemed as acting as officers, employees, or agents of the CITY, nor shall they accrue any of the rights or benefits of a CITY employee. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under this Agreement.

7.18. THIRD PARTY BENEFICIARIES

Neither VENDOR nor CRA intend directly or substantially to benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement. No subcontractor or subVENDOR, whether named or unnamed, shall be a third party beneficiary of this Agreement.

7.19. CONFLICTS

7.19.1. Neither VENDOR nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with VENDOR's loyal and conscientious exercise of judgment related to its performance under this Agreement.

7.19.2. VENDOR agrees that none of its officers or employees shall, during the term of this Agreement, serve as an expert witness against CITY in any legal or administrative proceeding in which he or she is not a party, unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of CITY or in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.

7.19.3. In the event VENDOR is permitted to use subcontractors to perform any services required by this Agreement, VENDOR agrees to prohibit such subcontractors from

having any conflicts as within the meaning of this section, and shall so notify them in writing.

7.20. CONTINGENCY FEE

VENDOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for VENDOR, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for VENDOR, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For a breach or violation of this provision, CRA shall have the right to terminate this Agreement without liability at its discretion, or to deduct from the Agreement price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

7.21. WAIVER OF BREACH AND MATERIALITY

7.21.1. Failure by CRA to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

7.21.2. CRA and VENDOR agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

7.22. COMPLIANCE WITH LAWS

VENDOR shall comply with federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations related to this Agreement applicable at the time the scope of services was drafted for this agreement. In addition, each year, any revisions to applicable federal state, and local laws, codes, ordinances, rules and regulations shall apply.

7.23. SEVERABILITY

In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless CRA or VENDOR elects to terminate this Agreement.

7.24. JOINT PREPARATION

Preparation of this Agreement has been a joint effort of CRA and VENDOR and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

7.25. PRIORITY OF PROVISIONS

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 7 of this Agreement shall prevail and be given effect.

7.26. APPLICABLE LAW AND VENUE

The laws of the State of Florida govern the validity of this Agreement, its interpretation and performance, and any claims related to it. The venue for mediation, arbitration or any other legal proceeding shall be Monroe County, Florida.

7.27. INCORPORATION BY REFERENCE

The attached exhibits are incorporated into and made a part of this Agreement:

- Exhibit A – VENDOR's Proposal
- Exhibit B – RFP #11-015

7.28. COUNTERPARTS

This Agreement may be executed in three (3) counterparts, each of which shall be deemed to be an original.

**REST OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE TO FOLLOW**

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature.



ATTEST for CITY:

Cheryl Smith, City Clerk

19th day of Oct, 2015

CITY

Jim Scholl

Jim Scholl, City Manager

15th day of OCTOBER, 2015

ATTEST for VENDOR:

By

[Signature]

SEAN WOLFE

(Print Name)

10th day of OCTOBER, 2015

By

HOLIDAY LIGHTSCAPES [Signature]

VENDOR

SEAN WOLFE

(Print Name)

10th day of OCTOBER, 2015

HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT
AGREEMENT

**Exhibit A
Proposal**

SEE ATTACHED

HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT
AGREEMENT

CONTRACT DOCUMENTS FOR:



RFP # 11-015 HOLIDAY LIGHTING KEY WEST HISTORIC SEAPORT

AUGUST 2015

MAYOR: CRAIG CATES

COMMISSIONERS:

TONY YANIZ

BILLY WARDLOW

JIMMY WEEKLEY

CLAYTON LOPEZ

MARK ROSSI

TERI JOHNSTON

PREPARED BY:
Key West Historic Seaport

CITY OF KEY WEST

CAROLINE STREET AND BAHAMA VILLAGE
COMMUNITY REDEVELOPMENT AGENCY (CRA)

KEY WEST, FLORIDA

DOCUMENTS

for

HOLIDAY LIGHTING
KEY WEST HISTORIC SEAPORT

KEY WEST, FLORIDA

AUGUST 2015

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PART 1

GENERAL PROPOSAL

REQUIREMENTS

REQUEST FOR PROPOSAL

Sealed bids for the City of Key West Caroline Street and Bahama Village Community Redevelopment Agency (CRA) RFP #11-015 HOLIDAY LIGHTING - KEY WEST HISTORIC SEAPORT, addressed to the City of Key West, will be received at the Office of the City Clerk, 3126 Flagler St., Key West Florida, 33040 **until 3:30 pm on August 26, 2015** and then will be publicly opened and read. Any bids received after the time and date specified will not be considered.

Please submit one (1) original and two (2) flash drives with one single PDF file of the sections entitled "Proposal Requirements" and "Contract Forms". Proposal package is to be enclosed in a sealed envelope, clearly marked on the outside "PROPOSAL FOR HOLIDAY LIGHTING - KEY WEST HISTORIC SEAPORT" addressed and delivered to the City Clerk at the address noted above.

The CRA is seeking proposals from qualified individuals or firms for a turn-key approach for design and installation of nautical themed holiday lighting and décor at the Key West Historic Seaport. Successful applicants will demonstrate experience in designing, installing, maintaining and storing external, holiday décor and lighting.

The full Request for Proposal may be obtained from Demand Star by Onvia and The City of Key West. Please contact Demand Star at www.demandstar.com or call 1-800-711-1712 or www.cityofkeywest-fl.gov

A non-mandatory, but highly recommended, **pre-bid meeting** will be held in the conference room at the KWHS Port and Marine Services Offices, 201 William Street, Key West, Florida on **August 17, 2015 at 2:30 p.m.**

The Proposer will be required to furnish documentation with his proposal showing that he is in compliance with any and all licensing requirements of the State.

The Proposer shall furnish documentation showing that he is in compliance with the licensing requirements of the provisions of Chapter 66 Section 87 of the Code of Ordinances of the City of Key West; within 10 days the following the Notice of Award and must demonstrate that he holds at a minimum, the following licenses & certificates;

A. City of Key West Business Tax License Receipt

Compliance with these provisions is required before the Firm can enter into the agreement contained in the Contract Documents.

All insurance contracts and certificates of insurance shall be either executed by or countersigned by a licensed resident agent of the Surety or Insurance Company having his place of business in the State of Florida, and in all ways complying with the insurance laws of the State of Florida. Further, the said Surety or Insurance Company shall be duly licensed and qualified to do business in the State of Florida.

Before a Contract will be awarded for the work contemplated herein, the CRA will conduct such investigation as is necessary to determine the performance record and ability of the apparent low Proposer to perform the size and type of work specified under this Contract. Upon request, the Proposer shall submit such information as deemed necessary by the CRA to evaluate the Proposer's qualifications.

For information concerning the proposed work please contact Karen Olson, Deputy Port and Marine Services Director by email at kolson@cityofkeywest-fl.gov. Verbal communications, per the City's "Cone of Silence" ordinance are not allowed.

As stated above at the time of the proposal submittal the Proposer must provide satisfactory documentation of State Licenses. The Proposer shall furnish documentation showing that he is in compliance with the licensing requirements of County, and City licenses as would be required within ten days of the award. The successful Proposer must also be able to satisfy the City Attorney as to such insurance coverage and legal requirements as may be demanded by the Proposal in question. The CRA may reject proposal for any and/or all of the following reasons: (1) for budgetary reasons, (2) if the proposer misstates or conceals a material fact in its bid, (3) if the proposal does not strictly conform to the law or is non-responsive to the bid requirements, (4) if the proposal is conditional, or (5) if a change of circumstances occurs making the purpose of the proposal unnecessary to the CRA. (6) if such rejection is in the best interest of the CRA. The CRA may also waive any minor formalities or irregularities in any proposal.



KEY WEST HISTORIC SEAPORT
201 William Street
Key West, FL 33040

ADDENDUM NO. 1
Holiday Lighting - KWHS
RFP #11-015

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature. The referenced bid package is hereby addended in accordance with the following items:

General Notes and Clarifications:

INSTRUCTIONS TO PROPOSER – EXECUTION OF CONTRACT

1. Delete reference to "bonds".

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposal limited to 25 sheets, front and back, equals 50 pages.

SCOPE OF SERVICES – BASE PROPOSAL

1. "Palm" means coconut palm or any palm with 14.0' or more of bark.
2. Palm fronds to receive lights.
3. Do not provide lights at loading dock porch overhang for 201 William Street. All other overhangs at 201 William Street to receive lights.
4. Palms located directly in front of the Lazy Way Shops currently have lights. Do not provide lights for palms located directly in front of Lazy Way Shops.
5. Palms located in the three raised planters, directly adjacent to Conch Republic, will not receive lights. All other palms in the Elizabeth Plaza to receive lights as noted.

SCOPE OF SERVICES – ADD/ALT #2

1. "Palm" means coconut palm or any palm with 14.0' or more of bark.

SCOPE OF SERVICES – BUDGET

1. If Vendor cannot provide BASE PROPOSAL requirements within the budgeted amount, Vendor to clearly state in proposal area/areas or item/items not included in PROPOSAL.

RFP Questions Submitted:

1. Coconut Palms. Considering that the majority of them are significantly tall, do we have access to take a bucket truck to them to be able to get the lights all the way to the top of the trunk and on the fronds?


It is the Vendors responsibility to obtain all equipment and material required for the installation of the Holiday lighting and decorations. A majority of the palms are located in areas where a bucket truck or lift can be accommodated.

All Bidders shall acknowledge receipt and acceptance of this **Addendum No. 1** by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business

INTEROFFICE MEMORANDUM

To: Karen Olson, Marina Services Deputy Director
CC: Sue Snider, Purchasing
From: Angela Budde, Deputy City Clerk for Cheri Smith, City Clerk 
Date: August 26, 2015
Subject: **HOLIDAY LIGHTING KEY WEST HISTORIC SEAPORT**
RFP 11-015

Attached for your review are copies of the proposals opened Wednesday, August 26, 2015 at 3:30 p.m. in response to the above referenced project.

1. Plant Professionals
12027 SW 114 Place
Miami, FL 33176
2. Holiday Lightsapes
1555 Ursa Court
Merritt Island, FL 32953

CS/amb



Holiday Lightscapes
1555 Ursa Court
Merritt Island, Florida 32953
Phone: 561.827.4357
www.holidaylightscapes.com
info@holidaylightscapes.com

Holiday Lightscapes specializes in upscale holiday decorating for municipalities, businesses, communities, and luxury homes. We are completely devoted to holiday decorating and work year-round to improve our service each year. Our mission is to meet and exceed the customer's expectations.

Founded in 2005, Holiday Lightscapes has grown rapidly and is proud to decorate beautiful communities and municipalities such as Heathrow Woods, Devonshire at PGA National, The Town of Davie, FL., and the Key West Marina to name a few. We have also been fortunate enough to be featured on FOX 35 news and receive a reference in The Orlando Sentinel.

Our service includes professional design, installation, maintenance, and removal of all Christmas lights and decorations. We work closely with all of our clients and maintain the highest standards of quality and professionalism. The job is never done until you are 100% satisfied.

In addition to serving our customers, Holiday Lightscapes was founded with the intention of giving back to different charities every year. Since 2005, the company has given to the following charities: Give Kids the World, Arnold Palmer Hospital for children and Women, Ronald McDonald House and the Hubbard House.

We believe we will be the best fit for The Key West Marina. We have innovative products and have provided examples of many nautical themed display ideas. Holiday Lightscapes has more than 10 years' experience as well as being licensed and insured. We look forward to entering this partnership and becoming your preferred Holiday Lighting vendor for many years to come! Thank you for the opportunity.

Kind Regards,

Sean Wolfe - President
Holiday Lightscapes
Central Florida: 407.808.8328
South Florida: 561.827.4357
swolfe@holidaylightscapes.com
www.holidaylightscapes.com
www.facebook.com/holidaylightscapes





PROPOSAL

Holiday Lightscapes
1555 Ursa Court
Merritt Island, Florida 32953
Phone: 561.827.4357
www.holidaylightscapes.com
info@holidaylightscapes.com

To: Karen Olsen

Project Title: Key West Marina Holiday Lighting and Décor 2015 – 2016 Season

Submitted on: 8/20/15

Project Overview

Holiday Lightscapes will install, maintain, remove and store the following lights and decorations. (Maintenance included through display period, November 25th - January 6th) Holiday Lightscapes will light all areas specified below with commercial grade products which include: LED mini lights on trees, C9 LED's on rails, porch overhangs, and trim. LED Garland, LED snowflake, LED wreath, bows, and LED nautical themed décor. The overall project objective is to provide Key West Marina with a beautiful display that will be enjoyed through the Holidays. The project is broken down by section and details are provided below.

Any additional services to be added require further bid and proposal

BASE PROPOSAL

Garland and lights for all railings including ramps and stairs throughout the Seaport, Ferry Terminal and Ferry Terminal Pier. **(Clear LED garland and LED C9 Stringer Lights)**

- Lights for 201 William Street porch overhangs **(Clear LED C9 Stringer Lights)**
- Garland and lights for all Seaport Decorative light poles
(Clear LED garland with large red bow at top)
- Along Harbor Walk **(Clear LED garland with large red bow at top)**
- Along Lazy Way Lane **(Clear LED garland with large red bow at top)**
- Along Margaret Street **(Clear LED garland with large red bow at top)**
- Within Greene Street Parking Lot **(Clear LED garland with large red bow at top)**
- Within Elizabeth Street Plaza **(Clear LED garland with large red bow at top)**
- Within Margaret Street Plaza **(Clear LED garland with large red bow at top)**
- Within Margaret Street Parking Lot **(Clear LED garland with large red bow at top)**
- Within Ferry Terminal Parking Lot **(Clear LED garland with large red bow at top)**
- Garland and lights for Western Union Sign **(Clear LED garland and LED C9 Stringer Lights)**
- Lighting for all palms and trees within the Elizabeth Street Plaza
(LED clear mini lights on base, red at top collar, and green in the palm fronds)
- Lighting for all channel markers within the Elizabeth Street Plaza
(LED red and green mini lights)
- Lighting for all palms and trees along Lazy Way Lane
(LED clear mini lights on base, red at top collar, and green in the palm fronds)
- Lighting for all palms and trees along the Harborwalk
(LED clear mini lights on base, red at top collar, and green in the palm fronds)
- Lighting for all palms directly in front of the Waterfront Brewery
(LED clear mini lights on base, red at top collar, and green in the palm fronds)

25 LED Fish of your choice randomly placed on railings throughout marina

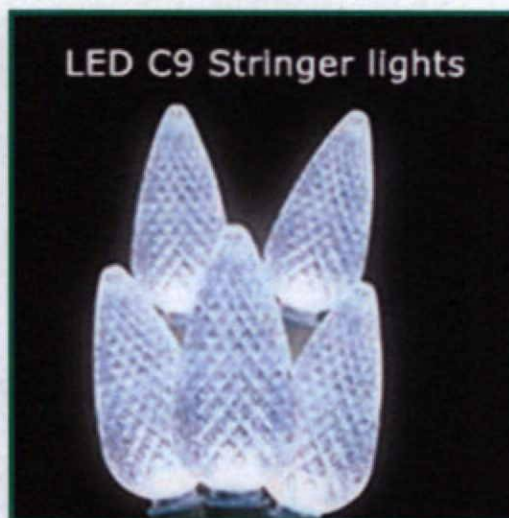
**** see folder for options ****

(Size of fish: L*W*H: *74cm*28cm*46cm)



(Choose the fish from any of the examples in folder)

*****Every Coconut palm tree to be lit with Clear LED mini lights on base,
Red at top collar, and Green in the palm fronds.***



3 SEASON LEASE AGREEMENT ALL INCLUSIVE (PER SEASON TOTAL): \$29,850.00

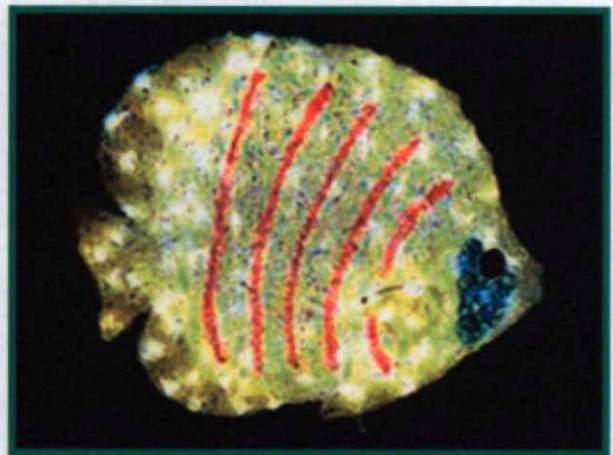
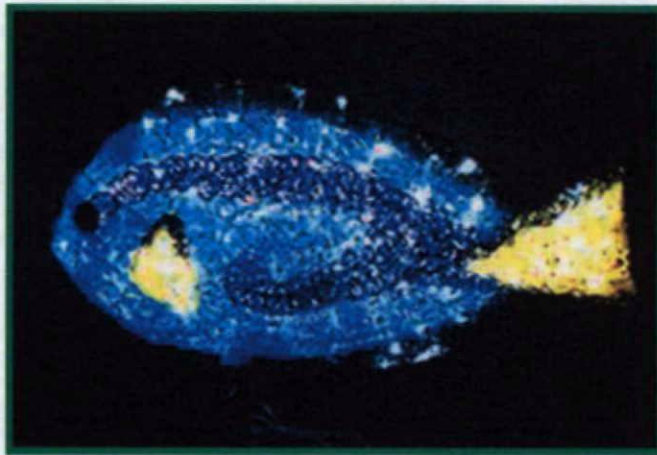
ADD/ALT #1: COVERAGE AREA AND FEATURES:

VENDOR to provide nautical themed decorations and lighting.

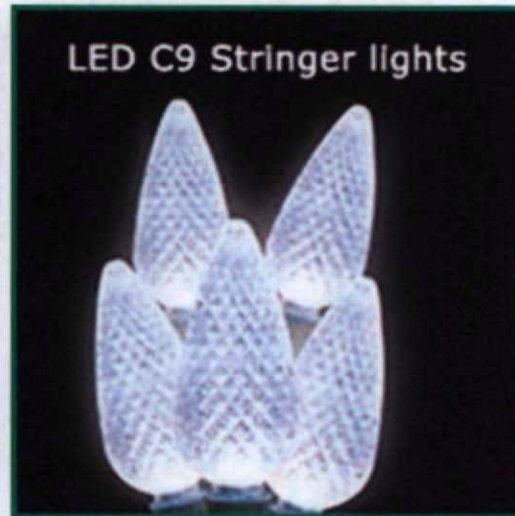
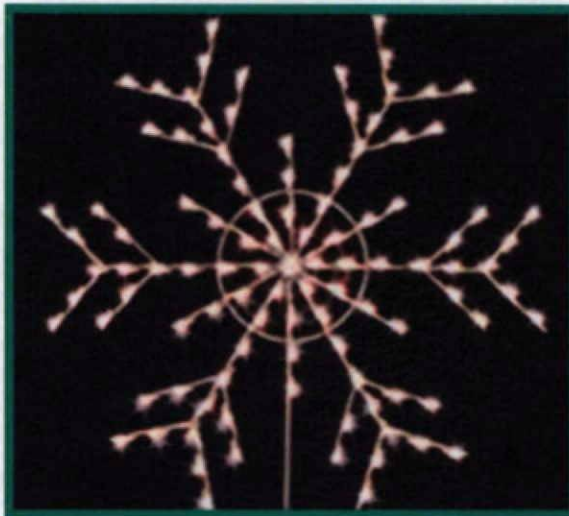
- Lights/ decorations for the Fuel Dock and sign
(Clear LED C9 Stringer Lights outline sign, 5 LED Fish)
- Lights/ decorations for the Turtle Cannery
(Clear LED C9 Stringer Lights outline roofline trim, 5 LED Fish, 2 - 48" LED Snowflakes)
- Lights/ decorations for the Dockmaster Building
(Clear LED C9 Stringer Lights outline roofline trim, 5 LED Fish, 1 60" LED wreath)
- Lights/ decorations for the Pump House Building in the Margaret Street Plaza
(Clear LED C9 Stringer Lights outline roofline trim, 5 LED Fish, 1 48" LED wreath)

20 LED Fish of your choice randomly placed front of buildings – see folder for all options

(Size of fish: L*W*H: *74cm*28cm*46cm)



(Choose from any of the examples in folder)



3 SEASON LEASE AGREEMENT ALL INCLUSIVE (PER SEASON TOTAL): \$8,250.00

ADD/ALT #2: COVERAGE AREAS AND FEATURES:

VENDOR to provide nautical themed decorations and lighting.

- Lighting for all palms within the Margaret Street parking lot
(LED mini lights on base, red at top collar, and green in the palm fronds)
- Lighting for all palms within the Greene Street parking lot
(LED mini lights on base, red at top collar, and green in the palm fronds)
- Lighting for all palms within the Ferry Terminal parking lot and grounds
(LED mini lights on base, red at top collar, and green in the palm fronds)
- Lighting/ Decorations for Reef Relief corner monument
(LED Crab and crab trap with LED lighting)



*****Every Coconut palm tree to be lit with Clear LED mini lights on base,
Red at top collar, and Green in the palm fronds.***



3 SEASON LEASE AGREEMENT ALL INCLUSIVE (PER SEASON TOTAL): \$11,550.00

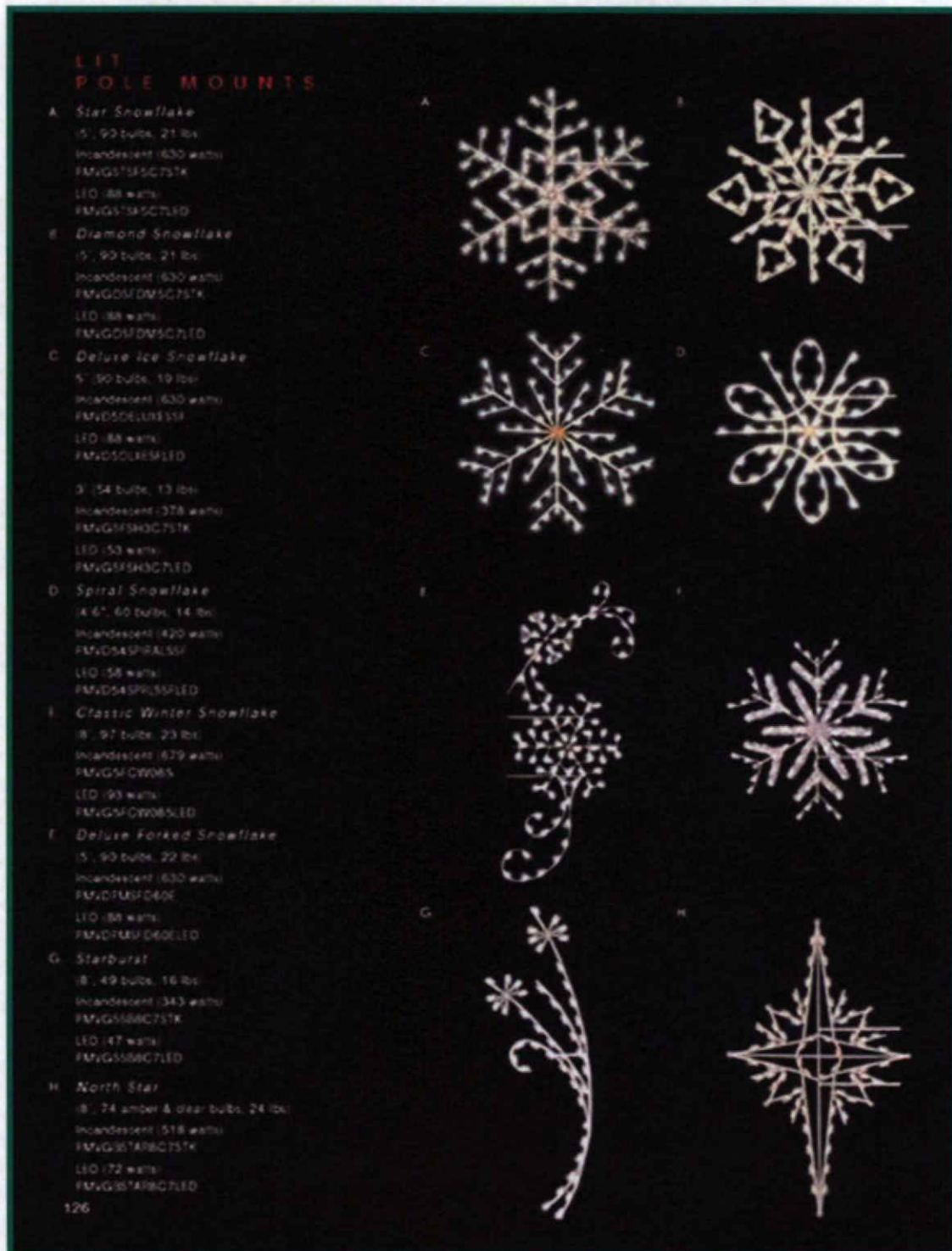
ADD/ALT #3: COVERAGE AREAS AND FEATURES:

VENDOR to provide nautical themed decorations and lighting.

- Decorations and lighting for all main parking lot light poles

(Your choice of 10 LED pole mounted decorations – mix and match or use 1 throughout)

****We can custom design all nautical themed display decorations if you prefer****





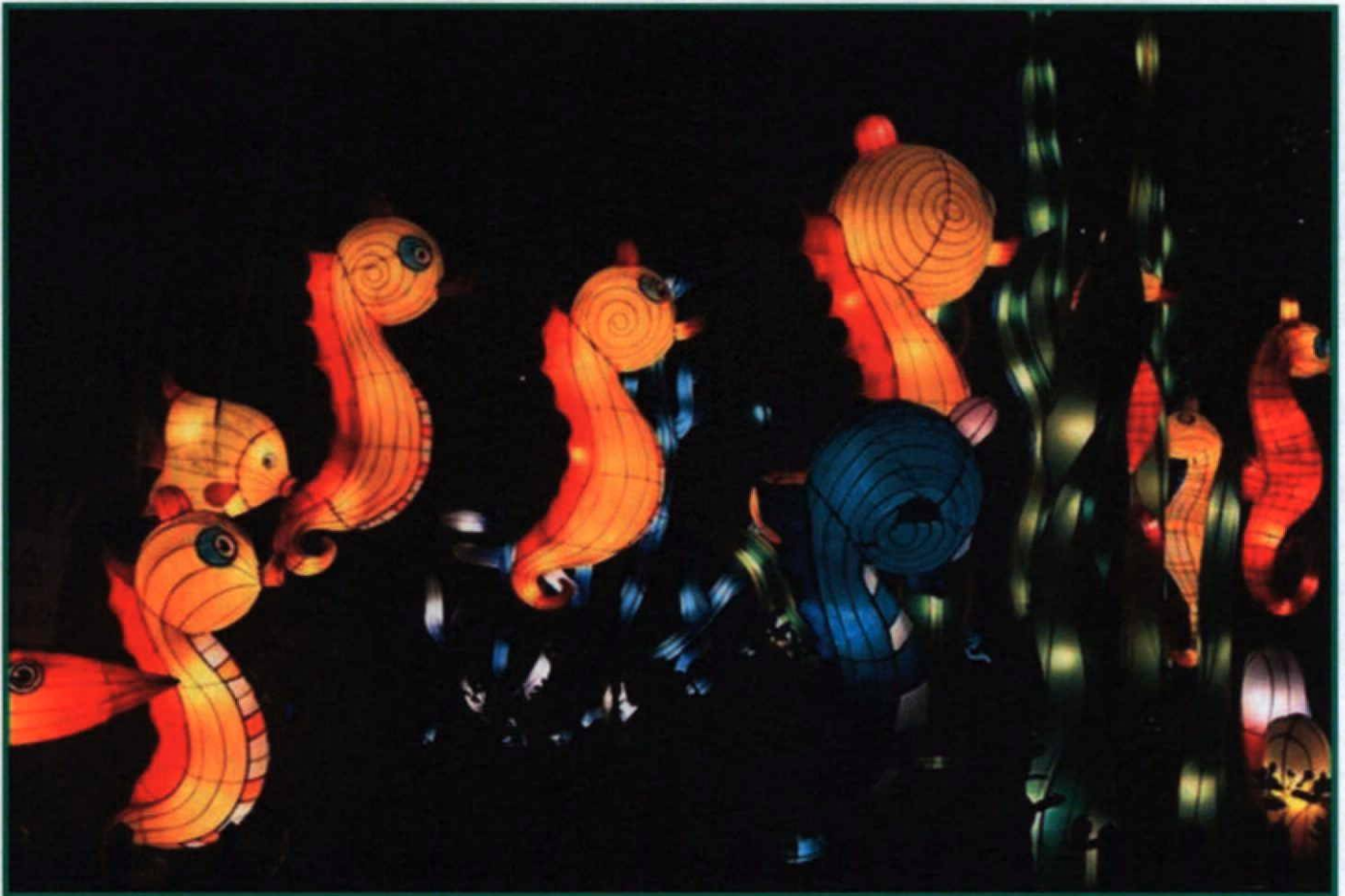
131

3 SEASON LEASE AGREEMENT ALL INCLUSIVE (PER SEASON TOTAL): \$6,850.00

ADD/ALT #4: COVERAGE AREAS AND FEATURES:

VENDOR to provide nautical themed decorations and lighting. – **Option 1**

- 1 Custom designed nautical themed display to be showcased at open area near anchor / crab tree
(8 Sea Horses – 3.5ft ea., 2 Fish – 1.5ft ea., 8 Seaweed Plants – 4.5ft ea., 1 Sea Algae – 6ft)



3 SEASON LEASE AGREEMENT ALL INCLUSIVE (PER SEASON TOTAL): \$7,850.00

ADD/ALT #5: COVERAGE AREAS AND FEATURES:

VENDOR to provide nautical themed decorations and lighting. – **Option 2**

- 1 Custom designed nautical themed display to be showcased at open area near anchor / crab tree
(1 Shark – 12.5ft, 16 Seaweed Plants – 4.5ft ea., 3 fish – 2.5ft ea.)

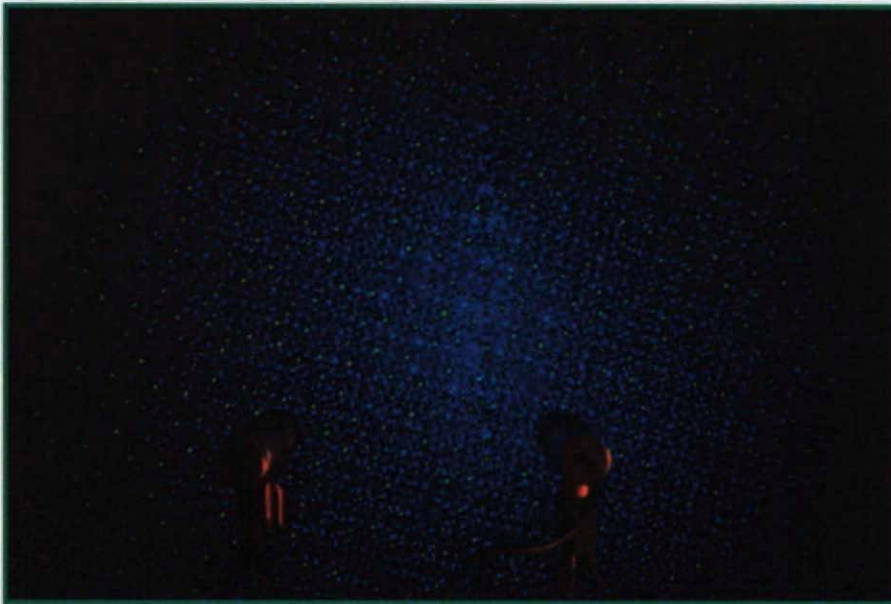


3 SEASON LEASE AGREEMENT ALL INCLUSIVE (PER SEASON TOTAL): \$14,450.00

ADD/ALT #6: COVERAGE AREAS AND FEATURES:

VENDOR to provide nautical themed decorations and lighting.

- 10 LED sparkle illuminators strategically placed throughout marina to shine in and over water



3 SEASON LEASE AGREEMENT ALL INCLUSIVE (PER SEASON TOTAL): \$2,450.00

**** ALL PRICES ABOVE INCLUDE PRODUCT, MATERIAL, EQUIPMENT and LABOR ****

**** INSTALLATION, MAINTENANCE, and REMOVAL ****

50% deposit to secure installation, 50% due upon completion of installation

Holiday Lightcapes
1555 Ursa Court
Merritt Island, FL 32953
561.827.4357

Karen Olsen at Key West Marina
201 William St, Key West, FL
Key West, Florida
305.809.3803 - kolson@cityofkeywest-fl.gov

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PROPOSAL REQUIREMENTS



Holiday Lightscapes

1555 Ursa Court
Merritt Island, FL 32953
Phone: 561.827.4357

www.holidaylightscapes.com
info@holidaylightscapes.com

See Proposal Requirements page 16 in RFP for reference numbers:

3) Our service includes professional design, installation, maintenance, and removal of all Christmas lights and decorations. We work closely with all of our clients and maintain the highest standards of quality and professionalism. We believe we will be the best fit for The Key West Marina. We have innovative products and have provided examples of many nautical themed display ideas. Holiday Lightscapes has more than 10 years' experience as well as being licensed and insured. We look forward to entering this partnership and becoming your preferred Holiday Lighting vendor for many years to come! Thank you for the opportunity.

4) We take our time in the initial phase of the project to assess the property for the most successful and efficient installation process. Then, I myself, will delegate each task at hand to each installer to effectively split up the project. Each person onsite will know what the expectations are moving forward along with timeframe. Once project is completely installed we implement a 48 hour turn-around policy for any maintenance issues necessary during the display period. At Seasons end, we will return within the specified time to remove and store all lights and decorations.

6) We provided Holiday lighting and décor for The Town of Davie, Florida for several years. We've also executed Holiday Lighting and décor for several business and communities over the past 10 years.

7) Please visit www.holidaylightscapes.com to preview our portfolio

8) The Town of Davie, FL

- Install all lighting based off scope of work required by the city of Davie
- Success was measured by meeting installation standards, timeframe and overall satisfaction
- Our role was to complete entire scope of work from installation, maintenance and removal
- Matthew Mlodzinski, Senior Operations Manager
3801 S. Pine Island Road
Davie, FL 33328
954-797-1163
- Please visit www.holidaylightscapes.com to preview our portfolio

Devonshire at PGA National in Palm Beach Gardens, FL

- Install all lighting based off scope of work required by client
- Success was measured by meeting installation standards, timeframe and overall satisfaction
- Our role was to complete entire scope of work from installation, maintenance and removal
- **Jay Mikosch** Administrator
Chatsworth at PGA National
561.227.3206 - Jay.Mikosch@erickson.com
- Please visit www.holidaylightscapes.com to preview our portfolio

8 continued)

The Kravis Center Downtown West Palm Beach, FL

- Install all lighting based off scope of work required by client
- Success was measured by meeting installation standards, timeframe and overall satisfaction
- Our role was to complete entire scope of work from installation, maintenance and removal
- **Maureen Gardella**
The Kravis Center
561.651.4355
gardella@kravis.org
- Please visit www.holidaylightscapes.com to preview our portfolio

9) Hourly rate = \$45.00 but varies based on scope and size of projects.

10) 50% deposit to secure installation, 50% due upon completion of installation

Payment can be made one of two ways – either a 50% deposit prior to beginning work and final balance at completion or 100% up front. The 'completion date' is defined as the date when the décor is installed and working properly. Unless otherwise instructed, we will assume the City of Key West will be using the 50% deposit, then remaining 50% at completion of installation.

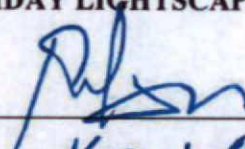
11) We will take an "all hands on deck" approach to completing the installation based off the scope of the project!

#1

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: **HOLIDAY LIGHTSCAPES**Signature: Printed Name: KASPER OLSONDate: 9-1-15

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	15
Creativity/ quality of proposed design	20	15
Quality of proposed approach/work plan	15	10
Availability and capability to perform the services described in this RFP on a yearly basis	15	15
Price	15	10
References	10	10
Total Points	100	75

#1

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: **PLANT PROFESSIONALS, INC**

Signature: 

Printed Name: Karen Olson

Date: 9-1-15


SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	20
Creativity/ quality of proposed design	20	15
Quality of proposed approach/work plan	15	13
Availability and capability to perform the services described in this RFP on a yearly basis	15	15
Price	15	15
References	10	10
Total Points	100	88

#2

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: **PLANT PROFESSIONALS, INC**Signature: Printed Name: Doug BradshawDate: 9-1-15

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	22
Creativity/ quality of proposed design	20	16
Quality of proposed approach/work plan	15	13
Availability and capability to perform the services described in this RFP on a yearly basis	15	15
Price	15	14
References	10	10
Total Points	100	90

*2

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: **HOLIDAY LIGHTSCAPES**

Signature: 

Printed Name: Doug Bradshaw

Date: 9-1-15

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	22
Creativity/ quality of proposed design	20	18
Quality of proposed approach/work plan	15	14
Availability and capability to perform the services described in this RFP on a yearly basis	15	15
Price	15	13
References	10	10
Total Points	100	92

#3

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: **HOLIDAY LIGHTSCAPES**Signature: Martha ArenibiaPrinted Name: Martha ArenibiaDate: 9/1/15

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	25
Creativity/ quality of proposed design	20	20
Quality of proposed approach/work plan	15	15
Availability and capability to perform the services described in this RFP on a yearly basis	15	15
Price	15	10
References	10	10
Total Points	100	95

#3

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: **PLANT PROFESSIONALS, INC**Signature: Martha ArcencibiaPrinted Name: Martha ArcencibiaDate: 9/1/15

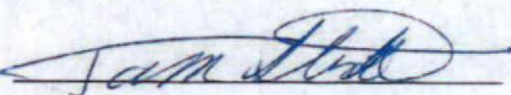
SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	25
Creativity/ quality of proposed design	20	15
Quality of proposed approach/work plan	15	15
Availability and capability to perform the services described in this RFP on a yearly basis	15	10
Price	15	10
References	10	10
Total Points	100	85

#4

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: **HOLIDAY LIGHTSCAPES**Signature: Printed Name: TOM STROFFDate: 9-3-15

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	25
Creativity/ quality of proposed design	20	20
Quality of proposed approach/work plan	15	15
Availability and capability to perform the services described in this RFP on a yearly basis	15	15
Price	15	15
References	10	10
Total Points	100	100

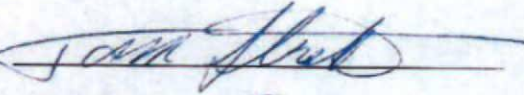
#4

VENDOR RANKING FORM

Project: Request for Proposals – Holiday Lights – Key West Historic Seaport

Project Number: RFP #11-015

Firm: PLANT PROFESSIONALS, INC

Signature: Printed Name: TOM STRICKDate: 9/2/15

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED
Specialized experience in the type of work to be performed, preferably including work in a city of similar size and geographic location	25	15
Creativity/ quality of proposed design	20	5
Quality of proposed approach/work plan	15	10
Availability and capability to perform the services described in this RFP on a yearly basis	15	5
Price	15	5
References	10	10
Total Points	100	50

Project Name: Holiday Lights - Key West Historic Seaport

Project Number: RFP #11-015

Firm: Rank Summary

Date: September 4, 2015

SELECTION CRITERIA	POINTS ALLOWED	Holiday Lights					Plant Professionals				
		1	2	3	4		1	2	3	4	
Experience	25	15	22	25	25	0	20	22	25	15	0
Creativity	20	15	18	20	20	0	15	16	15	5	0
Approach	15	10	14	15	15	0	13	13	15	10	0
Availability	15	15	15	15	15	0	15	15	10	5	0
Price	15	10	13	10	15	0	15	14	10	5	0
References	10	10	10	10	10		10	10	10	10	
Total Score (Individual)	100	75	92	95	100	0	88	90	85	50	0
Total Group	400	362					313				
Final Scoring	100	90.5					78.25				
		Holiday Lights					Plant Professionals				