



THE CITY OF KEY WEST

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

EXECUTIVE SUMMARY

TO: Community Redevelopment Agency

FROM: Karen Olson, Deputy Director Port & Marine Services

DATE: May 7, 2021

SUBJECT: Holiday Lighting Contract Extension

ACTION STATEMENT

Resolution approving a two-year contract extension as authorized by Article 4 of the Master Agreement with Brandano Displays, Inc. for Holiday Lighting at the Key West Historic Seaport and upon expiration authorizing the City Manager to extend the contract through the 2023 Holiday Lighting season.

BACKGROUND

RFP #005-18 Holiday Lights – Key West Historic Seaport was publicly advertised, and a proposal received by a sole vendor for professional holiday. Brandano Displays was awarded a contract through Resolution #18-216

PURPOSE & JUSTIFICATION

Brandano Displays, Inc. has requested to renew their contract for an additional two-year term in accordance with Article 4 of their Master Agreement executed on July 25, 2018. Upon extension expiration authorizing the City Manager to extend an additional six months through the 2023 Holiday Lighting season.

The additional 6-month extension will allow staff to advertise a new RFP and hire a consultant in time to prepare for the upcoming season as typically lighting schedules are set by August of each year.

Over the past three years Brandano Displays has provided the Key West Historic Seaport with professional holiday lighting displays of high quality. They take extra steps to assure the Seaport has a remarkable holiday season.

FINANCIAL IMPACT

The Seaport budgets for holiday lighting in account 405-7504-575-4800 Promotional Expenses

RECOMMENDATION

Staff recommends approving a two-year contract extension as authorized by Article 4 of the Master Agreement with Brandano Displays, Inc. for Holiday Lighting at the Key West Historic Seaport and upon expiration authorizing the City Manager to extend the contract through the 2023 Holiday Lighting season.

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

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