



MEMORANDUM

Date: August 8, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton, Interim City Manager

From: Karen Olson, Deputy Director Port & Marine Services

Subject: 24-6159 Awarding RFP #24-007 Holiday Lighting – City Marina at Garrison Bight

Introduction

Resolution approving the highest ranked respondent, Brandano Displays, Inc., for RFP #24-007 Holiday Lighting – City Marina at Garrison Bight and authorizing the City Manager to execute a five (5) year contract, subject to City Attorney review. The City has the ability to add and/or deduct from previous years display in accordance with the City of Key West's final approved budget or approved budget amendment.

Background

The City Marina at Garrison Bight (City Marina) has not budgeted for Holiday Lighting in the FY24/25 budget. Including the City Marina to the proposed 5-year contract allows for future Holiday Lighting if funds become available.

RFP #24-007 Holiday Lighting – City Marina at Garrison was publicly advertised, and proposals received by four responsive vendors on June 5, 2024. City staff 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	Brandano Displays					Brite Nites					Coastal Christmas					Universal Concepts				
		1	2	3	4		1	2	3	4		1	2	3	4		1	2	3	4	
Experience	25	25	25	25	25	0	20	25	15	10	0	15	20	10	3	0	25	25	20	21	0
Creativity	20	20	20	20	18	0	15	17	10	5	0	10	10	5	2	0	15	20	20	18	0
Approach	15	15	15	10	15	0	10	10	5	3	0	15	10	10	1	0	10	13	0	7	0
Availability	15	10	15	15	14	0	10	15	10	7	0	10	10	5	2	0	10	10	10	7	0
Price	15	5	10	5	5	0	15	15	5	12	0	5	5	10	12	0	5	12	5	15	0
References	10	10	10	10	10		10	10	10	10		10	10	10	10		10	10	10	10	
Total Score (Individual)	100	85	95	85	87	0	80	92	55	47	0	65	65	50	30	0	75	90	65	78	0
Total Group	400	352					274					210					308				
Final Scoring	100	88					68.5					52.5					77				
		Brandano Displays					Brite Nites					Coastal Christmas					Universal Concepts				

Procurement

The City Marina has not budgeted this in the FY24/25 budget.

Recommendation

The City Manager’s Office recommends the Mayor and Commission approve the highest ranked respondent, Brandano Displays, Inc., for RFP #24-007 Holiday Lighting – City Marina at Garrison Bight and authorizing the City Manager to execute a five (5) year contract, subject to City Attorney review. The City has the ability to add and/or deduct from previous years display in accordance with the City of Key West’s final approved budget or approved budget amendment.