




## MEMORANDUM

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Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress   
City Manager

From: Karen Olson  
Deputy Director Port & Marine Services

Subject: Holiday Lighting Contract – Additional Displays

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### **Introduction**

Resolution approving additional displays to Brandano Displays, Inc. Holiday Lighting Contract in an amount not to exceed \$5,000 and approving necessary budget transfer.

### **Background**

The Bight Before Christmas is an annual event, nationally advertised by the Tourist Development Council (TDC), that draws 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.

Brandano Displays, Inc. was awarded a three-year contract through Resolution #18-216, and extended, two additional years plus six months, through the 2023 Holiday Lighting season per Resolution #21-120.

The first-year award amount was \$59,827 with adjustments for CPI starting the second year along with the Bight Board's ability to add and/or deduct from previous year's display in accordance with the CRA's final approved budget or approved budget amendment. In October 2019, the CRA approved additional displays through Resolution #19-322, modifying the Brandano Displays, Inc contract in the amount not to exceed \$17,881, for a total \$77,881/yr. In FY20/21, the total Holiday Lighting task order was \$76,299, and FY21/22 was \$77,899. In November 2022, the CRA again approved additional displays as allowed through Brandano Displays, Inc. contract. The approved additional amount was \$21,781, as approved through Resolution #22-259, for a total of \$99,680/yr.

This is the last Holiday Lighting season under this contract. A new contract will be advertised after the first of the year.

The Key West Bight Management District Board approved this item at their September 13, 2023, meeting through Resolution KWB #23-18.

**Procurement**

The Seaport budgets \$100,000 annually for Holiday Lighting in account 405-7504-575-4800, Promotional Expenses. If approved, a task order will be issued for the contracted amount of \$99,680, plus the approved addition of \$5,000, for a total purchase order amount of \$104,680.

**Recommendation**

The City Manager's Office recommends the Mayor and Commission approve additional displays to Brandano Displays, Inc. Holiday Lighting Contract in an amount not to exceed \$5,000 and approving necessary budget transfer.