

RESOLUTION NO. 21-120

**A RESOLUTION OF THE CAROLINE STREET CORRIDOR AND BAHAMA VILLAGE COMMUNITY REDEVELOPMENT AGENCY (CRA), APPROVING A TWO-YEAR EXTENSION IN ACCORDANCE WITH ARTICLE IV OF THE MASTER AGREEMENT WITH BRANDANO DISPLAYS, INC. FOR HOLIDAY DECORATIONS AWARDED IN CRA RESOLUTION 18-216; AUTHORIZING THE CITY MANAGER TO EXECUTE AN ADDITIONAL SIX MONTH EXTENSION BEYOND THE TERM SPECIFIED IN THE CONTRACT IN THE BEST INTERESTS OF THE CRA, DUE TO HOLIDAY SCHEDULING; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS, UPON CONSENT OF THE CITY ATTORNEY; AUTHORIZING NECESSARY BUDGET TRANSFER(S); PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, in Resolution No. 18-216, the CRA awarded a three-year contract to Brandano Displays, Inc. in response to RFP 05-18 for holiday decorations; and

WHEREAS, the vendor has requested a two-year extension of the Agreement, pursuant to Article 4 of the Master Agreement, and staff recommends approval of that extension; and

WHEREAS, because the two-year contract extension expires in July, 2023, it will not allow sufficient time to solicit proposals for the 2023 holiday season, so in the best interests of the City/CRA, staff further recommends granting authorization for an additional six-month extension of the Agreement by the City Manager upon expiration, to include the 2023 Holiday Lighting season; and

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

Section 1: That a two-year extension of the Master Agreement  
between the CRA and Brandano Displays, Inc. is hereby approved,  
pursuant to Article IV of the Master Agreement.

Section 2: That upon expiration of the two-year  
extension, the City Manager is authorized to extend the Agreement  
for six additional months, to provide Holiday Lighting through the  
2023 season.

Section 3: That the holiday lighting display is budgeted  
annually in account # 405-7504-575-4800, promotional expenses, and  
any necessary budget adjustments are hereby authorized.

Section 4: That the City Manager is authorized to execute  
any necessary documents, upon consent of the City Attorney.

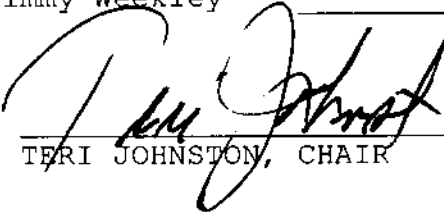
Section 5: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Agency.

Passed and adopted by the Caroline Street Corridor and Bahama Village Community Redevelopment Agency at a meeting held this 2nd day of June, 2021.

Authenticated by the presiding officer and Clerk of the Agency on June 3, 2021.

Filed with the Clerk June 3, 2021.

Chair Teri Johnston	<u>Yes</u>
Vice Chair Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Absent</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
TERI JOHNSTON, CHAIR

ATTEST:

\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



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## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33011 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.*

EXECUTIVE SUMMARY

# Brandano Displays, Inc.

Patrick J. Brandano  
Managing Partner

April 30, 2021

Karen Olson  
Deputy Director  
Port & Marine Services  
201 Williams Street  
Key West, FL 33040

RE: Historic Seaport RFP #005-18 and Res 18-216 Holiday Decorating extension  
for 2021 and 2022.

Dear Karen:

I hope this message finds you well.

The purpose of the letter is to formally request Brandano Display's desire to extend our agreement with the City of Key West for 2 additional Holiday Seasons; 2021 and 2022 as provided in article 4 of our Master Agreement.

We have enjoyed working with the you and the Historic Seaport Staff and are looking forward to the 2021 Holiday Season.

Products, services and pricing will remain the same as the 2020 season and we will follow up with documentation, illustrations, plot plans and an installation schedule for you to review.

Please feel free to contact me anytime with questions at my cell at (954) 461-6598. E-mail [patbrandano@brandano.com](mailto:patbrandano@brandano.com)

Very truly yours,



Patrick J. Brandano

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