



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Community Redevelopment Agency

FROM: Key West Bight Management District Board
Karen Olson, Deputy Director Port & Marine Services

DATE: October 18, 2022

SUBJECT: Holiday Lighting Contract – Additional Displays

ACTION STATEMENT:

Approving additional displays to Brandano Displays, Inc. Holiday Lighting Contract in the amount not to exceed \$21,781.

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 had made 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 Boards ability to add and/or deduct from previous years 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 at \$77,899.

The Key West Bight Management District Board approved this item at their October 12, 2022 meeting through Resolution #22-10

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

KEY WEST BIGHT MANAGEMENT DISTRICT BOARD

PURPOSE & JUSTIFICATION:

Seaport Staff has negotiated additional lighting displays pursuant to the Holiday Lighting contract. Staff has compiled a list of the four proposed contract additions to provide additional displays at the main parking lot or landside entrance to the Bight and the Dockmaster Building at our waterside entrance to the Bight as follows:

Item	Scene Location	Title	Cost
1	Caroline St. Parking Lot	Nautical Light Pole Decorations	\$6,840
2	Caroline St. Parking Lot	Illuminate 7 Large Parking Lot trees	\$9,275
3	Caroline St. Parking Lot	Decorate Coconut Palm Behind BO's	\$416
4	Dockmaster Building	Icicles Lights, 4 sides and canopy & lighting of the peak	\$5,250
			\$21,781

FINANCIAL IMPACT:

The Seaport budgeted \$100,000 in account 405-7504-575-4800 Promotional Expenses for Holiday Lighting. If approved a task order will be issued for the contracted amount of \$77,899 plus the approved additions of \$21,782 for a total purchase order amount of \$99,680.

RECOMMENDATION:

Key West Bight Management District Board recommends approving additional displays to Brandano Displays, Inc. Holiday Lighting Contract in the amount not to exceed \$21,781.