



CITY COMMISSION STAFF REPORT

DEPARTMENT: Parks and Recreation

DATE: September 22, 2026

SUBJECT: Motion to approve the award of Contract No. RFP2026-4, Holiday Lighting and Decoration to South Florida Lighting Team, LLC for a thirty-six-month (36) term, with three (3) additional one (1) year renewal terms, in the amount of \$29,122.21.00 for Memorial Park and an additional \$27,000.00 for other locations around the City for fiscal year 2026-2027 and the approved budgeted amount for subsequent years.

**SUBMITTED
BY**

CITY MANAGER RECOMMENDATION:

The City Manager recommends awarding Contract No. RFP2026-4, Holiday Lighting and Decoration, to South Florida Lighting Team, LLC for a thirty-six-month (36) term, with three (3) additional one (1)-year renewal terms, in the amount of \$29,122.21 for fiscal year 2026-2027 and the approved budgeted amount for subsequent years.

The City Manager also requests that the Commission approve optional/additional services totaling \$26,500.00. These services include holiday uplighting décor on five (5) City entrance signs for \$9,000 and holiday uplighting on five (5) City facilities for \$17,500. If the Commission approves these optional/additional services, the City's total expenditure authority for fiscal year 2026-2027 will be \$49,422.21.

BACKGROUND OF ITEM:

The City is seeking professional services to furnish, install, and remove holiday lighting and decorations at Memorial Park for the 2026 holiday season.

The Memorial Park scope includes:

- One (1) artificial holiday tree
- Lighting of thirty-seven (37) natural trees
- One (1) decorative light arch
- Six (6) holiday displays
- Various illuminated holiday features
- One (1) entrance feature

- Three (3) photo opportunity areas
- Installation and removal of all décor

Installation is scheduled for completion by November 23, 2026.

The Commission may also consider the following optional enhancements:

Option 1 – City Entrance Signs:

Holiday lighting décor at five (5) entrance signs on Flamingo Road, Sheridan Road, Griffin Road, Stirling Road, and Palm Avenue, at an additional cost of \$9,000.

Option 2 – City Facilities:

Holiday lighting décor at five (5) City facilities: Community Center, City Hall, Pool and Tennis Center, Suellen Park, and Flamingo West, at an additional cost of **\$18,000**.

In addition, City staff will install festive banners on street poles along major City corridors and at Memorial Park.

ANALYSIS:

Memorial Park furnishing and installation	\$22, 922.21
<i>Option 1: Entrance Sign</i>	<i>\$9,000 (\$1800/each)</i>
<i>Option 2: City Facilities</i>	<i>\$17,500 (\$3500/each)</i>
Total with Options:	\$49,422.21

PROCUREMENT:

The City issued Request for Proposal No. RFP2026-4 on August 4, 2026, under full and open competition. The City received two (2) proposals by the August 24, 2026, submission deadline. Proposals were reviewed and evaluated for responsiveness and responsibility. Evaluation meetings were held on August 28, 2026, and September 8, 2026. Negotiations were held on September 11, 2026. These negotiations ensured that the resulting agreement fully and comprehensively reflects the City’s best interests, including applicable terms, conditions, and scope.

South Florida Lighting Team, LLC has the experience, expertise, approach, proposed design concepts, resources, and methodology to deliver the scope of services, including the ability to adhere to the City’s timeline for holiday lighting and decorations.

This contract will allow the City to procure holiday lighting and decorations for a thirty-six-month (36) term, with three (3) additional one (1)-year options to renew.

Vendor(s) Recommended for Award:

The highest-ranked proposer is recommended in accordance with the method of award per the solicitation.

Vendor	Business Address	Principal
South Florida Lighting Team, LLC DBA Miami Christmas Lights	14374 Commerce Way, Miami Lakes, Florida 33016	Kurt Stange, President

Vendor(s) Not Recommended for Award:

Vendor	Reason for Not Recommending
All Seasons Imports, Inc. DBA The Christmas Palace	Evaluation Scores/Ranking

FISCAL IMPACT:

There is \$95,000 in the FY2027 Budget for Light Up Cooper City, with \$70,000 explicitly for Lights.

<u>Description</u>	<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Amended Budget Amount</u>
Light Up Cooper City	001-710-532482-572-A0034	\$95,000	\$49,422.21	\$45,577.79

ATTACHMENTS:

1. RFP2026-4 – Agreement – South Florida Lighting Team, LLC
2. RFP2026-4 – EC – Score Sheets
3. RFP2026-4 – Submittal – South Florida Lighting Team, LLC
4. RFP2026-4 - Solicitation