



ITEM SUMMARY

MEETING DATE: May 6, 2024

FROM: Monica Powery, Director of Purchasing

SUBJECT: Renewal of RFP No. 23-011 Holiday Lights Display

BACKGROUND

The City of Greenacres desires to hire an experienced and qualified contractor to provide holiday lighting and decorations at Samuel J. Ferreri Community Park. City Council approved award to Shellard Lighting Designs LLC at the meeting held on July 17, 2023.

ANALYSIS

The City met with Shellard Lighting Designs LLC to discuss budget and this years holiday light display. During the discussions, Shellard Lighting Designs LLC agreed to a discount if the City agreed to one (1) four (4) year renewal term instead of four (4) individual one (1) year renewal terms. The contract has completed the first year, therefore, years 2 and 3 will receive a 12% discount and years 4 and 5 will receive a 15% discount.

The City was very pleased with the holiday lights display for 2023. The company did an amazing job and they are very prompt to responding to any issues or questions the City may have. The City would like to agree to their four (4) year renewal request.

FINANCIAL INFORMATION

Sufficient funds are budgeted in the Community & Recreation Services Department cost center.

LEGAL

The recommendation for award is in accordance with the requirements of City policies and procedures.

STAFF RECOMMENDATION

Approval of the one (1) four (4) year renewal term for RFP No. 23-011 Holiday Lights Display to Shellard Lighting Designs LLC.