



ITEM SUMMARY

MEETING DATE: July 17, 2023

FROM: Monica Powery, Director of Purchasing

SUBJECT: Award 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. The RFP was advertised by the City's Purchasing Department on April 2, 2023.

ANALYSIS

The proposals were opened on May 3, 2023 with five (5) proposers responding. The attached tabulation sheet summarizes the responses received. The Selection Committee was comprised of the following City personnel: Director of Community & Recreation Services Department, Events Coordinator, Public Facilities Supervisor and the Director of Purchasing as the chair.

On June 13, 2023, the Selection Committee held a meeting to discuss, evaluate and rank all the firms. The attached tabulation sheets summarizes the committee's final ranking.

FINANCIAL INFORMATION

Sufficient funds are budgeted in the FY 2024 Budget in 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 Resolution No. 2023-23 authorizing execution of a one-year agreement with the option for four (4) additional one-year renewals for RFP No. 23-011 Holiday Lights Display to Shellard Lighting Designs LLC.