



Town of Lake Park Community Redevelopment Agency

Agenda Request Form

Meeting Date: October 4, 2023

Originating Department: Public Works

Agenda Title: Resolution of the Board of Commissioners of the Town of Lake Park Community Redevelopment Agency Authorizing and Directing its Chairman to Execute an Agreement with Brandano Displays, Inc., to Provide Downtown District Holiday Display Services.

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake Park, ou=Town Manager,
email=jdagostino@lakeparkflorida.gov,
c=US
Date: 2023.09.29 12:09:38 -04'00' **Date:** _____

Cost of Item: FY 2024-2027
\$127,357.00

Funding Source: CRA Contractual Services

Account Number: 110-55-552-520-34000

Finance Signature: Jeffrey P. Duvall Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou,
email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.09.28 16:48:19 -04'00'

Advertised:

Date: August 20, 2023 **Newspaper:** The Palm Beach Post

Attachments:

1. Agenda Request Form
2. Resolution
3. Agreement between Town of Lake Park CRA and Brandano Displays, Inc.
4. Brandano Displays, Inc., bid submittal to Request for Proposal (RFP) No. 116-2023

Please initial one:

X Yes, I have notified everyone

____ Not applicable in this case

Summary Explanation/Background:

The Board of Commissioners of the Town of Lake Park Community Redevelopment Agency (CRA) is committed to creating an outstanding and welcoming atmosphere in its Downtown District. Additionally, the CRA recognizes the need to implement initiatives that would boost business activity and attract visitors to its Downtown District.

This strategy is consistent with Lake Park's Redevelopment Goal No. 1-1.F. of the CRA's Master Plan, which permits the Agency to *"Create signature events that encourage residents and visitors to shop, live, work and play in Lake Park."*

It is with that understanding, that the CRA Executive Director earlier engaged Agency staff to prepare and publish a Request for Proposal (RFP 116-2023) seeking contractors to provide additional holiday lighting and decorating services on the 700, 800, and 900 blocks of Park Avenue.

Accordingly, RFP 116-2023 was advertised on August 20, 2023, for a period of 31 days.

The RFP included a four-year term for an array of related services, specifically: Designing, renting, installing, servicing while installed, dismantling, and storing additional holiday lighting and displays (the "Services").

On September 21, 2023, Agency staff received one (1) fully responsive submittal from Brandano Displays, Inc (the "Contractor"). The Contractor's cost for providing the annual Services from 2024 through 2027 is **\$509,428.00**, with an annual cost of **\$127,357.00**.

In summary, the Services include installation of twenty-four (24) large holiday scenes and lighting of small, medium, and large trees in the project area. Additional information regarding the display is listed in ***Attachment 4***.

The contractor is prepared to perform the services specified in the RFP, which, will facilitate an on-schedule start for holiday celebrations in the Town.

Finally, the CRA Executive Director recommends approval.

Recommended Motion:

I move to adopt CRA Resolution No._____.