

STAFF REPORT REGULAR MEETING

AGENDA DATE: May 21, 2024

DEPARTMENT: Public Works

TITLE:

Agreement with Brandano Display, Inc. for Downtown Decorative Lighting and Maintenance

SUMMARY:

The agreement authorizes the City to utilize Brandano Displays, Inc. for the installation and management of the decorative lighting in the City's downtown corridor year-round.

BACKGROUND AND JUSTIFICATION:

The City has decorative lighting in place 365 days a year for the downtown area. This contract is for services related to installation, repair, replacement, and management of the lighting on Lake Avenue and Lucerne Avenue throughout the year. On March 6, 2024, the City received one (1) bid from Brandano Display, Inc. in response to Invitation for Bid IFB#24-102, Annual Contract for Downtown Decorative Lighting and Maintenance. Upon review of the bid submittal, it was determined that Brandano Display, Inc. was a responsive and responsible bid. Brandano Display, Inc. is the City's current contractor managing these services for the for the past five years successfully and this current contract is valid until August 6, 2024. In continued collaboration with the City, the LWB Community Redevelopment Agency (CRA) has agreed to share this cost with the City. The new Agreement will be effective from August 7, 2024, and is for an initial three (3) year term with two (2) additional one (1) year extensions, for a total possible term of five (5) years.

MOTION:

Move to approve/disapprove the agreement with Brandano Displays Inc. for Downtown Decorative Lighting and Maintenance.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Inflows/Revenues					
Appropriated (Budgeted)	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows/Expenditures					
Appropriated (Budgeted)	16,243.33	0	0	0	0
Operating	0	97,460.00	97,460.00	97,460.00	97,460.00
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	General Fund
Division	Public Service
GL Description	Contractual Services/ Other Contractual Service
GL Account Number	001-5062-519.34-50 (\$48,730) , CRA (\$48,730)
Project Number	N/A
Requested Funds	\$16,243.33
Remaining Balance	\$247.57
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	Paygo/Current Revenues