

STAFF REPORT REGULAR MEETING

AGENDA DATE: August 15, 2023

DEPARTMENT: Leisure Services

TITLE:

Approve a goods and services agreement with Brandano Displays, Inc. for a 30 ft. decorated artificial holiday tree

SUMMARY:

Through a competitive bid process, Brandano Displays, Inc. has been selected bidder for providing a 30 ft. decorated artificial tree for the period of the holiday season (from November to January) of each year.

BACKGROUND AND JUSTIFICATION:

The Holiday Tree Lighting event is a City Signature event that brings holiday cheer for all to enjoy. The main attraction for the event is the lighting of the City's 30ft. tall holiday tree. This agreement would authorize the lease of the decorated holiday tree from Brandano Displays, Inc., for the period of the holiday season (from November to January) of each year.

The contract initial term is three (3) years with two (2) additional one (1) year renewals for a total possible contract of 5 years. The contract is budgeted at a cost not to exceed \$59,475.

MOTION:

Move to approve/disapprove the Agreement with Brandano Displays, Inc. for a 30 ft. decorated artificial tree for the holiday season at a cost not to exceed \$59,475.

ATTACHMENT(S):

Fiscal Impact Analysis
Agreement

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Inflows					
Current Appropriation	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					
Current Appropriation	0	0	0	0	0
Operating	11,895.00	11,895.00	11,895.00	11,895.00	11,895.00
Capital	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions					
	0	0	0	0	0

Contract Award - Existing Appropriation	
	Expenditure
Department	Leisure Services
Division	Special Events
GL Description	Other Contractual Services
GL Account Number	001-8063-572.34-50
Project Number	n/a
Requested Funds	\$59,475