

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 13, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Proposed Contract Extension and Purchase Order Approval for Holiday Lighting and Decorating Services
Resolution No. 157-2018

DATE: August 24, 2018

STAFF RECOMMENDATION

Town staff recommends Town Council approve Resolution No. 157-2018, approving a contract extension and purchase order for Holiday Lighting and Decoration Services to Florida CDI, LLC/Christmas Designers in the amount of \$89,545.33, establishing a project budget of \$102,980 for FY2019, and establishing a three (3) year project budget of \$308,940, contingent on funding in future fiscal years.

GENERAL INFORMATION

Several years ago, the Town developed a holiday lighting plan for the palm trees, street lights, and for the installation of the holiday trees on Worth Avenue, at Town Square and at Bradley Park. This holiday lighting and decoration services includes palm tree and frond lighting, street light decorations, installation, maintenance, and removal of the three (3) holiday trees, limited replacement decorations, and for crating, transportation, and storage of the holiday lighting and decoration packages.

The Worth Avenue Association (the Association) has historically requested the extended rental of the lighting of the palm trees on Worth Avenue through the end of April. The cost for the extended rental is \$1,950, which has been donated by the Association in each of the past five (5) years. The merchants on Royal Poinciana Way asked for continued rental of the Royal Palm lighting for the last two (2) years and that cost is \$2,880. These locations are the only portion of the holiday decorations that stay in place beyond the holiday season. These donations totals of \$4,830 are included in the overall program budget.

If Town Council approves this recommendation, staff recommends issuing a purchase order for the annual amount of \$89,545.33, and establishing an annual project budget of \$102,980 for FY2019. This contract provides for the option of four (4) twelve-month renewals with all original terms, conditions, and pricing. The anticipated contract cost for the three (3) remaining renewal years at \$89,545.33 per year is \$308,940, and includes a fifteen percent (15%) contingency in the event of a request for additional holiday lighting in another area of the Town.

FUNDING/FISCAL IMPACT

The annual base cost for the recurring services is \$89,545.33, and sufficient funds have been included in the proposed FY2019 operating budget in the General Government Program for this service. Funding for the remaining years of the contract will be contingent on future budget appropriations. The project budget request of \$102,980 includes a fifteen percent (15%) contingency for the \$4,830 donation for extended rental for the lighting on Worth Ave and Royal Poinciana Way and limited donations/requests for additional holiday lighting in other areas of Town.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

TOWN ATTORNEY REVIEW

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jay Boodheshwar, Deputy Town Manager
Jane Le Clainche, Director of Finance
Cheryl Somers, Assistant Director of Finance
Eric B. Brown, P.E., Assistant Director of Public Works
Brett Madison, Facilities Maintenance Division Manager
Dean Mealy, Purchasing Manager