




VILLAGE OF KEY BISCAIYNE

MEMORANDUM

Village Council
Michael W. Davey, *Mayor*
Allison McCormick, *Vice Mayor*
Luis Lauredo
Edward London
Brett Moss
Katie Petros
Ignacio J. Segurola

DATE: June 11, 2019

TO: Honorable Mayor and Members of the Village Council

FROM: Andrea Agha, Village Manager 

RE: Authorization to Award a Contract to Christmas Designers Inc., for Civic Center Complex Holiday Decorations.

RECOMMENDATION

Authorize the agreement with Christmas Designers for the annual holiday decorations to be installed in the Civic Center complex in an amount not to exceed \$347,000. This amount includes the base cost of approximately \$63,000 per year for a maximum term of five years (\$315,000) and a contingency amount of approximately 10% (\$32,000) for unforeseen circumstances. Each year, the actual amount expended under this agreement will be subject to budgeted funds. The agreement will be effective for an initial term of three years with two options to renew for one year terms each. The proposed fiscal year 2019-2020 budget for holiday decorations is \$65,000 assuming an enhanced level of service once the Village can restore electrical connection in the medians along Crandon Boulevard.

BACKGROUND

The Village issued Request for Proposals ("RFP") 2019-03-08 for Municipal Complex Holiday Decorations on March 8, 2019. The RFP was posted to DemandStar, the Miami Daily Business Review, and the Village website. The RFP requested proposals to provide annual holiday lighting and decorations at the civic center where the Village's annual Winterfest event has taken place for the past two years. The Village desired proposals for three tiers of service based on a not to exceed value: (1) Option #1 - Not to exceed \$45,000; (2) Option #2 - Not to exceed \$55,000; and (3) Option #3 - Not to exceed \$65,000. The intent was to allow the Village to select an option based upon the availability of budgeted funds and the best overall value to the Village. Each tier was to be separately evaluated and ranked accordingly. To qualify for award, prospective Proposers were required to:

1. Be in business under the same name for a minimum of five (5) years; and

2. The principal in charge have a minimum of five (5) years' experience in providing professional holiday themed decorations.

On March 22, 2019 representatives of Miami Christmas Lights, Brandano Displays, Christmas Designers, and Luminous Decor attended the mandatory site inspection.

On the date of the proposal deadline, April 12, 2019, the Village received three (3) Proposals from the following Proposers:

1. Miami Christmas Lights
2. Brandano Displays
3. Christmas Designers

Village staff performed a due diligence review of the Proposals for responsiveness and found that the three Proposals met the minimum qualifications and were responsive. Village staff did not find any issues with any of the companies' backgrounds that would indicate they were incapable of providing a holiday lighting and decorations in accordance with the RFP requirements.

An Evaluation Committee was appointed, comprised of the following members:

1. Mary Tague, Winterfest Committee Member
2. Dr. John Martin, Winterfest Committee Member
3. Todd Hofferberth, PROS Director

The Committee met on May 16, 2019, to discuss and evaluate the responsive Proposals. The Committee considered price, quality of materials, uniqueness of decorations, creativity, professional and personnel qualifications, experience and familiarity with the unique local conditions of the Village as factors in their ultimate ranking for each option. At the conclusion of the meeting, the Committee created a ranking based on the proposals. The Committee established the following rankings for each option:

- 1. Option #3 - Not to Exceed \$65,000:**
 - a. Christmas Designers for \$64,969 – 92.66 average points
 - b. Miami Christmas Lights for \$62,000 – 75.33 average points
 - c. Brandano Displays for \$65,000 – 67.00 average points
- 2. Option #2 - Not to Exceed \$55,000:**
 - a. Christmas Designers for \$54,155 – 90 average points
 - b. Miami Christmas Lights for \$53,000 – 73.33 average points
 - c. Brandano Displays for \$55,000 – 66 average points
- 3. Option #1 - Not to Exceed \$45,000:**
 - a. Miami Christmas Lights for \$42,850– 88.33 average points
 - b. Christmas designers for \$44,928 – 80 average points
 - c. Brandano Displays for \$45,000 – 68.33 average points

The recommended award would provide for the installation of the décor included in Christmas Designer's option #3 minus the Ornament Walkthrough Display attached as Exhibit "A". The Evaluation Committee felt strongly that this package best achieves the top-quality design sought in the RFP and represents the best value to the Village. The Village's annual Winterfest celebration has been well received at the Civic Center for the past two (2) years and will benefit greatly by having the holiday decorations relocated. The Parks Division's proposed budget for fiscal year 2019-2020 has been increased commensurate with the increase cost of the recommended holiday decoration package pursuant to Council direction during the FY19 Budget Hearings.

RESOLUTION NO. 2019- _____

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA, AWARDED A CONTRACT TO CHRISTMAS DESIGNERS, INC. FOR MUNICIPAL COMPLEX HOLIDAY DECORATIONS; PROVIDING FOR AUTHORIZATION; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on March 8, 2019, the Village of Key Biscayne (“Village”) issued Request for Proposals No. 2019-03-08 (“RFP”) for Municipal Complex Holiday Decorations (“Services”); and

WHEREAS, the Village received three proposals in response to the RFP; and

WHEREAS, after review and consideration of the proposals submitted in response to the RFP and consideration of the evaluation committee’s recommendation, the Village Manager recommends awarding a contract for the Services to Christmas Designers, Inc. (the “Contractor”); and

WHEREAS, the Village Council desires to engage Contractor to perform the Services and authorizes the Village Manager to execute an agreement with the Contractor, consistent with the Proposal attached hereto as Exhibit “A” (the “Proposal”); and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF KEY BISCAYNE, FLORIDA AS FOLLOWS:

Section 1. Recitals. That each of the above-stated recitals are hereby adopted, confirmed, and incorporated herein.

Section 2. Award of Contract. That the Contractor is awarded a contract for the Services pursuant to the RFP.

Section 3. Authorization. That the Village Manager is authorized to execute an agreement with the Contractor in an amount not to exceed \$347,000.00 consistent with the Proposal attached hereto as Exhibit "A," and to execute any related or necessary documentation on behalf of the Village, subject to approval by the Village Attorney as to form, content, and legal sufficiency.

Section 4. Implementation. That the Village Council hereby authorizes the Village Manager to take any and all action which is reasonably necessary to implement the purpose of this Resolution.

Section 5. Effective Date. That this Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this _____ day of _____, 2019.

ATTEST:

MICHAEL W. DAVEY
VILLAGE MAYOR

JENNIFER MEDINA, CMC
VILLAGE CLERK

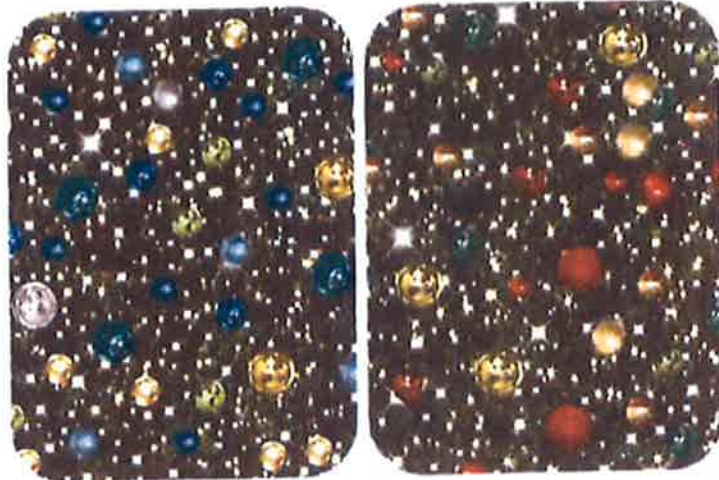
APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

WEISS SEROTA HELFMAN COLE & BIERMAN, P.L.
VILLAGE ATTORNEY

EXHIBIT A

OPTION #3

ORNAMENT PACKAGE OPTIONS



ISLAND PARADISE ORNAMENT PACKAGE

Teal, Green, Gold and Silver various Ball Ornaments in sizes 2.75", 4" and 6" with various Shiny, Matte and Glittered Finishes. A theme to match the Village logo. Providing a tropical feeling with colors like Teal, Green, Gold and Silver

COLORS OF THE HOLIDAY ORNAMENT PACKAGE

Red, Green, and Gold various Ball Ornaments in sizes 2.75", 4" and 6" with various Shiny, Matte and Glittered Finishes. A classic theme in traditional colors.

5YR Lease-Purchase

- 1 **38' Majestic Mountain Pine Tree**
5mm Wide Angle Conical LED lights
Ornament Package, *TBD by Customer*
4' 3D LED Tree Topper, *TBD by Customer*
Installation, Removal & Preparation for Storage
Storage, Insurance & Handling 2020-2025

\$ 31,803.00

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20190187 SK 04.12.2018
Christmas Designers

OPTION #3

ROYAL PALM LIGHTING

For each of the twenty-eight (28) Royal Palms, along McIntyre St and Brandon Blvd, we will wrap the trunks with fourteen (14) Warm White Random Twinkle Commercial connect LED 70 light 4" spacing light sets and wrap the boot with a color band using two (2) Commercial connect LED 70 light 4" spacing light sets, *color to be determined by the Village.*

392	LED 70 light 4" spacing sets CC Random Twinkle Warm White	\$ 10,584.00
56	LED 70 light 4" spacing sets CC <i>Color TBD</i>	\$ 1,512.00
	Equipment Charge	<u>\$ 2,016.00</u>
		\$ 14,112.00

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20190187 SK 04.12.2018

Christmas Designers

Village of Key Biscayne prop

Pompano Beach, FL

OPTION #3

FIRE RESCUE DEPARTMENT BUILDING

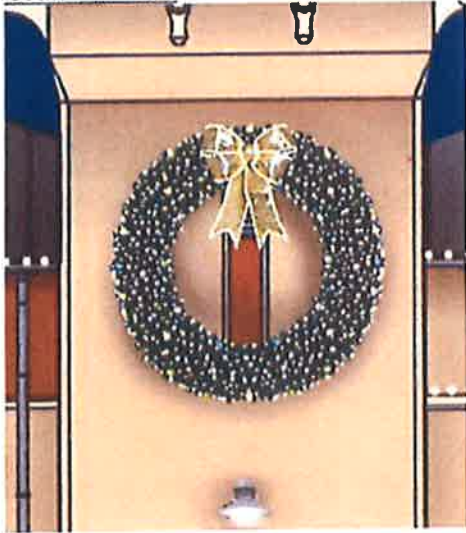
For the one (1) Medjool Date Palm in the corner of McIntyre Street and Village Green Way, we will wrap the trunk with eleven (11) Warm White Commercial connect LED 70 light 4" spacing light sets and do a color band at the top, with three (3) Commercial connect LED 70 light 4" spacing light sets, *color to be decided by the Village.*

11	LED 70 light 4" spacing sets CC Random Twinkle Warm White	\$ 297.00
3	LED 70 light 4" spacing sets CC <i>Color TBD</i>	\$ 81.00

For each of the five (5) Oak Trees, we will scatter throughout the foliage with 120' of C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle.

600'	C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle	\$ 1,350.00
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Crandon Blvd



On the Tower, we will install a magnificent 60" Wreath lit with LED lights and decorated to match the theme, with a custom 24" LED lit Gold Bow.

1	60" LED Wreath w/24" Custom LED Gold Bow	\$ 500.00
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McIntyre St

On the Tower, we will install a magnificent 60" Wreath lit with LED lights and decorated to match the Theme, with a custom 24" LED lit Gold Bow.

1	60" LED Wreath w/24" Custom LED Gold Bow	\$ 500.00
		\$ 2,728.00

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OPTION #3

VILLAGE HALL BUILDING



For the structural Arches along the front of the Building, we will install custom LED lit Outlined Arch Structures and along the vertical beams LED lit Garlands.

11	Custom LED Arch Structures	\$ 4,950.00
12	LED lit Garland	\$ 2,280.00

For the one (1) Medjool Date Palm in the corner of McIntyre Street and Village Green Way, we will wrap the trunk with eleven (11) Warm White Commercial connect LED 70 light 4" spacing light sets and do a color band at the top, with three (3) Commercial connect LED 70 light 4" spacing light sets, *color to be decided by the Village.*

11	LED 70 light 4" spacing light sets CC Warm White	\$ 297.00
3	LED 70 light 4" spacing light sets CC <i>Color TBD</i>	\$ 81.00

For each of the five (5) Oak Trees, we will scatter throughout the foliage with 120' of C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle.

600'	C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle	<u>\$ 1,350.00</u>
		\$ 8,958.00

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 20190187 SK 04.12.2018
 Christmas Designers

OPTION #3

COMMUNITY CENTER BUILDING

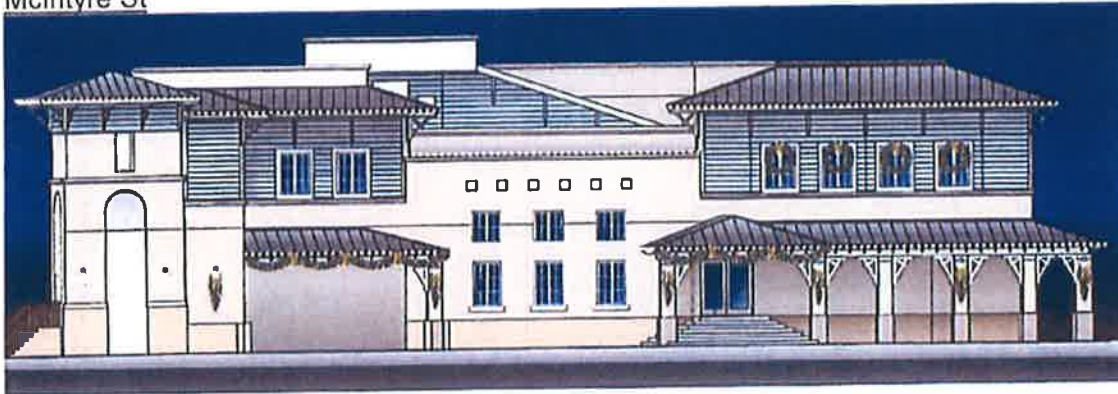
For the one (1) Medjool Date Palm in the corner of McIntyre Street and Village Green Way, we will wrap the trunk with eleven (11) Warm White Commercial connect LED 70 light 4" spacing light sets and do a color band at the top, with three (3) Commercial connect LED 70 light 4" spacing light sets, *color to be decided by the Village.*

11	LED 70 light 4" spacing light sets CC Warm White	\$ 297.00
3	LED 70 light 4" spacing light sets CC <i>Color TBD</i>	\$ 81.00

For each of the four (4) Oak Trees, we will scatter throughout the foliage with 120' of C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle.

480'	C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle	\$ 1,080.00
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McIntyre St



Over Garage Entrance and Door Entryway, as shown above, we will drape five (5) 9' x 14" lush decorated Garland lit with LED lights, at each point we will also install an 18" Bow, color to be determined by customer.

5	9' x 14" LED Garland, decorated – <i>Color TBD</i>	\$ 825.00
5	18" Bow, <i>Color TBD</i>	\$ 150.00

On every other Column and on building front, as shown on rendering above, we will install 44" LED lit Sprays, decorated to match the Theme with a 12" Gold Bow.

6	44" LED Sprays, decorated w/12" Bow	\$ 540.00
		<u>\$ 2,973.00</u>

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OPTION #3

CIVIC CENTER PARK



For the one (1) Medjool Date Palm in the corner of McIntyre Street and Village Green Way, we will wrap the trunk with eleven (11) Warm White Commercial connect LED 70 light 4" spacing light sets and do a color band at the top, with three (3) Commercial connect LED 70 light 4" spacing light sets, *color to be decided by the Village.*

11	LED 70 light 4" spacing light sets CC Warm White	\$ 297.00
3	LED 70 light 4" spacing light sets CC, <i>Color TBD</i>	\$ 81.00

For each of the seven (7) Oak Trees, we will scatter throughout the foliage with 120' of C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle.

840'	C9 36" spacing green cord LED G50 bulbs & every 5th Twinkle	<u>\$ 1,890.00</u>
		\$ 2,268.00

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OPTION #3

ORNAMENT WALKTHROUGH



We will install one (1) 16' 3'D LED Round Icon Ornament Walkthrough Display. This will be a beautiful attraction that will encourage photo opportunities and social media posts throughout all age groups.

1	16' 3'D LED Round Icon Ornament Walkthrough Display	\$ 4,700.00
		\$ 4,700.00

COST RECAP

Village of Key Biscayne

OPTION #3

Area 1 – Holiday Tree – 5YR Lease-Purchase	\$ 31,803.00
Area 2 – Royal Palm Lighting	\$ 14,112.00
Area 3 – Fire Department Building	\$ 2,728.00
Area 4 – Village Hall Building	\$ 8,958.00
Area 5 – Community Center Building	\$ 2,973.00
Area 6 – Civic Center Park	\$ 2,268.00
Area 7 – Ornament Walkthrough	\$ 4,700.00
<i>Multi-year Discount</i>	\$ 2,573.00
TOTAL OPTION #3 PER SEASON	\$ 64,969.00

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