



Legislation Text

File #: 17-808, Version: 1

TO: Mayor and Commissioners
FROM: Caryn Gardner-Young, Assistant City Manager
THROUGH: Chief Neal de Jesus, Interim City Manager
DATE: October 3, 2017

AWARD OF AN AGREEMENT TO FLORIDA CDI, LLC FOR THE 100' CHRISTMAS TREE AND NORTH POLE VILLAGE ASSEMBLY AND DISASSEMBLY IN AN ANNUAL NOT-TO-EXCEED AMOUNT OF \$121,700.

Recommended Action:

Motion to Award a five-year agreement to Florida CDI, LLC for the 100' Christmas Tree and North Pole Village Assembly and Disassembly in an annual not-to-exceed amount of \$121,700 (Project No. 17-062) and authorize City Manager to exercise renewal options.

Background:

On June 26, 2017 Purchasing advertised Invitation to Bid No. 2017-058 for the 100 ft. Christmas Tree and North Pole Village Assembly and Storage. Three bids were received from Florida CDI, LLC, Randy Gillman Enterprises, LLC, and Imex Innovative Co. Imex Innovative Co. was deemed non responsive. The lowest responsive and responsible bidder is Florida CDI, LLC in the amount of \$186,150.

Staff recommended removal of the scope of work requirement for storage of the Christmas Tree and North Pole Village and negotiated with Florida CDI, LLC to reduce the cost to the annual not-to-exceed amount of \$121,700. The scope of services will include the assembly and disassembly of the Christmas tree and village structures, transportation to and from the City designated storage and the assembly site, and maintenance and repairs of the Christmas tree and village structures. The Agreement will be effective from September 7, 2017 through September 6, 2022 with the option to renew for up to an additional five years.

This motion is in accordance with City Code of Ordinance No. 21-17, Section 36.02, "*Commission Approval Required*".

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source:

Funding will be determined.

Timing of Request:

Time is of the essence, since the delivery date of the Christmas Tree is set for 09/29/2017 to meet the 2017 Holiday Season.