

**Condensed Title:**

**Request For Approval To Award A Contract Pursuant To Invitation To Bid (ITB) No. 179-2013SW, For The Installation, Removal, Maintenance And Storage Of Holiday Decorations Not To Exceed The Amount Of \$232,788 Annually, And Further Referring The Selection Of Displays To The Finance And Citywide Projects Committee.**

**Key Intended Outcome Supported:**

Ensure Safety And Appearance Of Building Structures And Sites; Increase Satisfaction With Family Recreational Activities.

**Supporting Data (Surveys, Environmental Scan, etc.):**

**Item Summary/Recommendation:**

Each year during the end-of-year holiday season at various locations citywide decorations are displayed for the enhancement of the beauty of the surrounding areas. The purpose of Invitation to Bid (ITB) 179-2013SW was to establish a contract by means of competitive sealed bids to a qualified provider to inspect, install, maintain, remove and provide storage (when not in use) of the City-owned holiday decorations and also provide rental of holiday LED lighting inclusive of installation, maintenance, daily inspection, and removal.

Invitation to Bid (ITB) 179-2013SW was issued on September 6, 2013, with an opening date of September 24, 2013. A total of fifty-eight (58) bid notices were issued and six (6) bidders accessed the advertised solicitation which resulted in the receipt of two (2) bids from the following firms:

- Christmas Designers, Inc.
- South Florida Lighting Team d/b/a Miami Christmas Lights

The ITB required fixed total pricing for citywide locations. As indicated in Attachment A, Miami Christmas Lights submitted the lowest total price. However, the ITB required bidders to provide evidence, through client references, that they had previously performed similar services to those specified in the scope of services, which includes storage of the City's significant investment of holiday lighting and decorations. Miami Christmas Lights could not provide evidence, as required by the ITB, that the firm had previously provided storage for customer-owned inventory. Therefore, it is recommended that Miami Christmas Lights be deemed non-responsive and that Christmas Designers, Inc. be deemed the lowest responsive bidder to the ITB. Neither vendor is eligible for veteran or local preferences.

After considering the review and recommendation of City staff, the City Manager exercised his due diligence and considered the specifics of this ITB process. As a result, the City Manager recommends to the Mayor and City Commission to award the contract to Christmas Designers, Inc. as the lowest responsive bidder.

**RECOMMENDATION**

APPROVE THE CONTRACT.

**Advisory Board Recommendation:**

**Financial Information:**

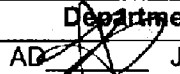

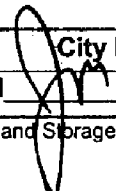
Source of Funds:	Amount	Account
1	\$230,000	Funds will be available in the FY 13/14 Resort Tax Budget Account #. 160-4300-000355
OBPI	Total	

**Financial Impact Summary:**

**City Clerk's Office Legislative Tracking:**

John Rebar, Parks and Recreation Director at 6643

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager
AD  JR	MT  KGB	JM 

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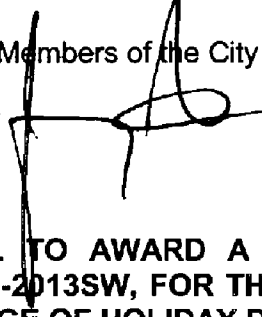


# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager 

DATE: October 16, 2013

SUBJECT: **REQUEST FOR APPROVAL TO AWARD A CONTRACT, PURSUANT TO INVITATION TO BID NO. 179-2013SW, FOR THE INSTALLATION, REMOVAL, MAINTENANCE AND STORAGE OF HOLIDAY DECORATIONS.**

### ADMINISTRATION RECOMMENDATION

Approve the award of contract.

### KEY INTENDED OUTCOME SUPPORTED

ENSURE SAFETY AND APPEARANCE OF BUILDING STRUCTURES AND SITES;  
INCREASE SATISFACTION WITH FAMILY RECREATIONAL ACTIVITIES.

### FUNDING

Account Code:

160-4300-000355 - \$230,000 - Resort Tax Budget

### BACKGROUND

Each year during the end-of-year holiday season at various locations citywide decorations are displayed for the enhancement of the beauty of the surrounding areas. The purpose of Invitation to Bid (ITB) 179-2013SW was to establish a contract by means of competitive sealed bids to a qualified provider to inspect, install, maintain, remove and provide storage (when not in use) of the City-owned holiday decorations and also provide rental of holiday LED lighting inclusive of installation, maintenance, daily inspection, and removal.

### ITB PROCESS

Invitation to Bid (ITB) 179-2013SW was issued on September 6, 2013, with an opening date of September 24, 2013. A total of fifty-eight (58) bid notices were issued and six (6) bidders accessed the advertised solicitation which resulted in the receipt of two (2) bids from the following firms:

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The ITB required fixed total pricing for citywide locations. As indicated in Attachment A, Miami Christmas Lights submitted the lowest total price. However, the ITB required bidders to provide evidence, through client references, that they had previously performed similar services to those specified in the scope of services, which includes storage of the City's significant investment of holiday lighting and decorations. Miami Christmas Lights could not provide evidence, as required by the ITB, that the firm had previously provided storage for customer-owned inventory. Therefore, it is recommended that Miami Christmas Lights be deemed non-responsive and that Christmas Designers, Inc. be deemed the lowest responsive bidder to the ITB.

Neither vendor is eligible for veteran or local preferences.

**CITY MANAGER'S DUE DILIGENCE**

After considering the review and recommendation of City staff, the City Manager exercised his due diligence and considered the specifics of this ITB process. As a result, the City Manager recommends to the Mayor and City Commission to award the contract to Christmas Designers, Inc. as the lowest responsive bidder.

**CONCLUSION**

The Administration recommends award of the contract to Christmas Designers, Inc. as the lowest responsive bidder.

  
JM/MT/KB/JR/AD

ITB-179-2013 INSTALLATION, REMOVAL, MAINTENANCE AND STORAGE OF HOLIDAY DECORATIONS								
ITEM	CHRISTMAS DESIGNERS, INC.				MIAMI CHRISTMAS LIGHTS			
Group A- Holiday Displays	Inspec/maint	Install/Oper.	Removal	Storage	Inspec/maint.	Install/Oper.	Removal	Storage
<b>Section 1 Main Entries</b>								
Area 1 I-195-41st Julia Tuttle Causeway (per year)	\$ 1,800.00	\$ 3,700.00	\$ 450.00	\$ 3,000.00	\$ 672.00	\$ 1,344.00	\$ 672.00	\$ 672.00
Area 2 Normandy Isle -71 Street (per year)	\$ 1,350.00	\$ 1,600.00	\$ 275.00	\$ 600.00	\$ 912.00	\$ 1,824.00	\$ 912.00	\$ 912.00
Area 3 5th Street and Lenox Avenue (per year)	\$ 1,000.00	\$ 800.00	\$ 100.00	\$ 400.00	\$ 600.00	\$ 1,200.00	\$ 600.00	\$ 600.00
<b>Total cost per year</b>	<b>\$ 4,150.00</b>	<b>\$ 6,100.00</b>	<b>\$ 825.00</b>	<b>\$ 4,000.00</b>	<b>\$ 2,184.00</b>	<b>\$ 4,368.00</b>	<b>\$ 2,184.00</b>	<b>\$ 2,184.00</b>
<b>Section 2 Street Décor</b>								
Area 1 Washington Ave. 5th Street to 16th Street (per year)	\$ 1,800.00	\$ 1,100.00	\$ 300.00	\$ 800.00	\$ 720.00	\$ 1,440.00	\$ 720.00	\$ 720.00
Area 2 Collins 6th Street to 76th Street (per year)	\$ 2,570.00	\$ 1,870.00	\$ 510.00	\$ 1,360.00	\$ 1,224.00	\$ 2,448.00	\$ 1,224.00	\$ 1,224.00
Area 3 71th Street Collins to Versailles (per year)	\$ 2,310.00	\$ 1,980.00	\$ 540.00	\$ 1,440.00	\$ 1,296.00	\$ 2,592.00	\$ 1,296.00	\$ 1,296.00
Area 4 Ocean Drive Lummus Park (per year)	\$ 5,900.00	\$ 4,800.00	\$ 490.00	\$ 2,850.00	\$ 1,764.00	\$ 3,528.00	\$ 1,764.00	\$ 1,764.00
Area 5 Art deco Thermometer on A1A at Lummus Park	\$ 55.00	\$ 445.00	\$ 50.00	\$ 150.00	\$ 1,392.00	\$ 2,784.00	\$ 1,392.00	\$ 1,392.00
<b>Total cost per year</b>	<b>\$ 12,635.00</b>	<b>\$ 10,195.00</b>	<b>\$ 1,890.00</b>	<b>\$ 6,600.00</b>	<b>\$ 6,396.00</b>	<b>\$ 12,792.00</b>	<b>\$ 6,396.00</b>	<b>\$ 6,396.00</b>
<b>Section 3 Arthur Godfrey-Indian Creek</b>								
Area 1 Solar disc skylines (per year)	\$ 1,250.00	\$ 2,300.00	\$ 250.00	\$ 1,800.00	\$ 720.00	\$ 1,440.00	\$ 720.00	\$ 720.00
Area 2 Banners and stars (per year)	\$ 1,700.00	\$ 4,050.00	\$ 450.00	\$ 1,890.00	\$ 1,620.00	\$ 3,240.00	\$ 1,620.00	\$ 1,620.00
Area 3 Lighting and stars (per year)	\$ 460.00	\$ 450.00	\$ 110.00	\$ 420.00	\$ 504.00	\$ 1,008.00	\$ 504.00	\$ 504.00
<b>Total cost per year</b>	<b>\$ 3,410.00</b>	<b>\$ 6,800.00</b>	<b>\$ 810.00</b>	<b>\$ 4,110.00</b>	<b>\$ 2,844.00</b>	<b>\$ 5,688.00</b>	<b>\$ 2,844.00</b>	<b>\$ 2,844.00</b>
<b>Section 4 Collins Avenue Medians</b>								
Area 1 Median 20-5900 block (per year)	\$ 250.00	\$ 400.00	\$ 80.00	\$ 360.00	\$ 288.00	\$ 576.00	\$ 288.00	\$ 288.00
Area 2 Collins Avenue (per year)	\$ 700.00	\$ 2,850.00	\$ 350.00	\$ 1,340.00	\$ 1,152.00	\$ 2,304.00	\$ 1,152.00	\$ 1,152.00
<b>Total cost per year</b>	<b>\$ 950.00</b>	<b>\$ 3,250.00</b>	<b>\$ 430.00</b>	<b>\$ 1,700.00</b>	<b>\$ 1,440.00</b>	<b>\$ 2,880.00</b>	<b>\$ 1,440.00</b>	<b>\$ 1,440.00</b>
<b>Section 5 Lincoln Road Mall</b>								
Area 1 Washington Avenue at Lincoln Road Mall (per year)	\$ 700.00	\$ 850.00	\$ 100.00	\$ 720.00	\$ 576.00	\$ 1,152.00	\$ 576.00	\$ 576.00
Area 2 400 Block West end at Drexel Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 3 500 Block East end at Drexel Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 4 500 Block West end at Pennsylvania Ave (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 5 600 Block-East end at Pennsylvania Ave. (per Year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 6 Between 600 (west end) & 700 block (east end) Euclid Avenue) (per year)	\$ 700.00	\$ 850.00	\$ 100.00	\$ 720.00	\$ 576.00	\$ 1,152.00	\$ 576.00	\$ 576.00
Area 7 700 Block West Meridian Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 8 800 Block East at Meridian Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 9 800 Block West at Jefferson Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 10 900 Block East at Jefferson Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 11 900 Block West at Michigan Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 12 1000 Block East at Michigan Avenue (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Area 13 1100 Block -Center Median -Between Lenox and Alton (per year)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total cost per year</b>	<b>\$ 1,400.00</b>	<b>\$ 1,700.00</b>	<b>\$ 200.00</b>	<b>\$ 1,440.00</b>	<b>\$ 1,152.00</b>	<b>\$ 2,304.00</b>	<b>\$ 1,152.00</b>	<b>\$ 1,152.00</b>
<b>Section 6 Lincoln Road from Washington to Collins</b>								
Area 1	\$ 250.00	\$ 900.00	\$ 200.00	\$ 460.00	\$ 396.00	\$ 792.00	\$ 396.00	\$ 396.00
<b>Total cost per year</b>	<b>\$ 250.00</b>	<b>\$ 900.00</b>	<b>\$ 200.00</b>	<b>\$ 460.00</b>	<b>\$ 396.00</b>	<b>\$ 792.00</b>	<b>\$ 396.00</b>	<b>\$ 396.00</b>
<b>Group A- TOTAL</b>	<b>\$ 22,795.00</b>	<b>\$ 28,945.00</b>	<b>\$ 4,355.00</b>	<b>\$ 18,310.00</b>	<b>\$ 14,412.00</b>	<b>\$ 28,824.00</b>	<b>\$ 14,412.00</b>	<b>\$ 14,412.00</b>

94

Group B Supplemental Holiday Lighting and Décor								
Section 1 City Hall	Inspec/maint	Install/Oper	Removal	Storage	Inspec/maint	Install/Oper	Removal	Storage
Area 1	\$ 4,000.00	\$ 15,000.00	\$ 960.00	\$ 2,262.00	\$ 4,072.00	\$ 8,144.00	\$ 4,072.00	\$ 4,072.00
<b>Total cost per year</b>	<b>\$ 4,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 960.00</b>	<b>\$ 2,262.00</b>	<b>\$ 4,072.00</b>	<b>\$ 8,144.00</b>	<b>\$ 4,072.00</b>	<b>\$ 4,072.00</b>
Section 2 Espanola Way								
Area 1 (per year)	\$ 700.00	\$ 900.00	\$ 135.00	\$ 540.00	\$ 540.00	\$ 1,080.00	\$ 540.00	\$ 540.00
<b>Total cost per year</b>	<b>\$ 700.00</b>	<b>\$ 900.00</b>	<b>\$ 135.00</b>	<b>\$ 540.00</b>	<b>\$ 540.00</b>	<b>\$ 1,080.00</b>	<b>\$ 540.00</b>	<b>\$ 540.00</b>
Section 3 Lincoln Road West of Alton to West Avenue								
Area 1 (per year)	\$ 450.00	\$ 1,200.00	\$ 160.00	\$ 888.00	\$ 720.00	\$ 1,440.00	\$ 720.00	\$ 720.00
<b>Total cost per year</b>	<b>\$ 450.00</b>	<b>\$ 1,200.00</b>	<b>\$ 160.00</b>	<b>\$ 888.00</b>	<b>\$ 720.00</b>	<b>\$ 1,440.00</b>	<b>\$ 720.00</b>	<b>\$ 720.00</b>
<b>Group B- TOTAL</b>	<b>\$ 5,150.00</b>	<b>\$ 17,100.00</b>	<b>\$ 1,255.00</b>	<b>\$ 3,690.00</b>	<b>\$ 5,332.00</b>	<b>\$ 10,664.00</b>	<b>\$ 5,332.00</b>	<b>\$ 5,332.00</b>
Group: E: Rental and Installation of Holiday LED Lighting								
Section 1 Main Entrées								
Area 1	\$ 205.00	\$ 1,635.00	\$ 185.00		\$ 378.00	\$ 1,134.00	\$ 378.00	
<b>Total cost per year</b>	<b>\$ 205.00</b>	<b>\$ 1,635.00</b>	<b>\$ 185.00</b>		<b>\$ 378.00</b>	<b>\$ 1,134.00</b>	<b>\$ 378.00</b>	
Section 2 Normandy Isle -71 Street								
Area 1 (per year)	\$ 515.00	\$ 4,175.00	\$ 465.00		\$ 816.00	\$ 2,448.00	\$ 816.00	
<b>Total cost per year</b>	<b>\$ 515.00</b>	<b>\$ 4,175.00</b>	<b>\$ 465.00</b>		<b>\$ 816.00</b>	<b>\$ 2,448.00</b>	<b>\$ 816.00</b>	
Section 3 5th Street and Lenox Avenue								
Area 1 (per year)	\$ 56.00	\$ 452.00	\$ 50.00		\$ 108.00	\$ 324.00	\$ 108.00	
<b>Total cost per year</b>	<b>\$ 56.00</b>	<b>\$ 452.00</b>	<b>\$ 50.00</b>		<b>\$ 108.00</b>	<b>\$ 324.00</b>	<b>\$ 108.00</b>	
Section 4 Arthur Godfrey -India Creek/41 Street								
Area 1 (per year)	\$ 885.00	\$ 7,150.00	\$ 795.00		\$ 1,392.00	\$ 4,176.00	\$ 1,392.00	
<b>Total cost per year</b>	<b>\$ 885.00</b>	<b>\$ 7,150.00</b>	<b>\$ 795.00</b>		<b>\$ 1,392.00</b>	<b>\$ 4,176.00</b>	<b>\$ 1,392.00</b>	
Section 5 Lincoln Road Mall								
Area 1 (per year)	\$ 7,550.00	\$ 61,170.00	\$ 6,800.00		\$ 14,045.00	\$ 42,135.00	\$ 14,045.00	
<b>Total cost per year</b>	<b>\$ 7,550.00</b>	<b>\$ 61,170.00</b>	<b>\$ 6,800.00</b>		<b>\$ 14,045.00</b>	<b>\$ 42,135.00</b>	<b>\$ 14,045.00</b>	
Section 6 Lincoln Road from Washington ave to Collins Ave								
Area 1 (per year)	\$ 740.00	\$ 6,000.00	\$ 670.00		\$ 1,284.00	\$ 3,852.00	\$ 1,284.00	
<b>Total cost per year</b>	<b>\$ 740.00</b>	<b>\$ 6,000.00</b>	<b>\$ 670.00</b>		<b>\$ 1,284.00</b>	<b>\$ 3,852.00</b>	<b>\$ 1,284.00</b>	
Section 7 Lincoln Road west of Alton to West Avenue								
Area 1 (per year)	\$ 615.00	\$ 4,980.00	\$ 555.00		\$ 1,032.00	\$ 3,096.00	\$ 1,032.00	
<b>Total cost per year</b>	<b>\$ 615.00</b>	<b>\$ 4,980.00</b>	<b>\$ 555.00</b>		<b>\$ 1,032.00</b>	<b>\$ 3,096.00</b>	<b>\$ 1,032.00</b>	
Section 8 Normandy Fountain area -71st Street								
Area 1 (per year)	\$ 1,940.00	\$ 15,700.00	\$ 1,750.00		\$ 3,552.00	\$ 10,656.00	\$ 3,552.00	
<b>Total cost per year</b>	<b>\$ 1,940.00</b>	<b>\$ 15,700.00</b>	<b>\$ 1,750.00</b>		<b>\$ 3,552.00</b>	<b>\$ 10,656.00</b>	<b>\$ 3,552.00</b>	
Section 9 Miami Beach City Hall								
Area 1	\$ 615.00	\$ 4,980.00	\$ 555.00		\$ 1,032.00	\$ 3,096.00	\$ 1,032.00	
<b>Total cost per year</b>	<b>\$ 615.00</b>	<b>\$ 4,980.00</b>	<b>\$ 555.00</b>		<b>\$ 1,032.00</b>	<b>\$ 3,096.00</b>	<b>\$ 1,032.00</b>	
<b>Group E- TOTAL</b>	<b>\$ 13,121.00</b>	<b>\$ 106,242.00</b>	<b>\$ 11,825.00</b>		<b>\$ 23,639.00</b>	<b>\$ 70,917.00</b>	<b>\$ 23,639.00</b>	
GRAND TOTALS								
Group A Grand Total	\$ 22,795.00	\$ 28,945.00	\$ 4,355.00	\$ 18,310.00	\$ 14,412.00	\$ 28,824.00	\$ 14,412.00	\$ 14,412.00
Group B Grand Total	\$ 5,150.00	\$ 17,100.00	\$ 1,255.00	\$ 3,690.00	\$ 5,332.00	\$ 10,664.00	\$ 5,332.00	\$ 5,332.00
Group E Grand Total	\$ 13,121.00	\$ 106,242.00	\$ 11,825.00		\$ 23,639.00	\$ 70,917.00	\$ 23,639.00	
<b>GRAND TOTAL GROUPS A, B,E (per year)</b>	<b>\$ 41,066.00</b>	<b>\$ 152,287.00</b>	<b>\$ 17,435.00</b>	<b>\$ 22,000.00</b>	<b>\$ 43,383.00</b>	<b>\$ 110,405.00</b>	<b>\$ 43,383.00</b>	<b>\$ 19,744.00</b>

CHRISTMAS DESIGNERS, INC.

MIAMI CHRISTMAS LIGHTS

\$232,788.00				\$216,915.00				
OPTIONAL LOCATIONS (please quote separately from others)								
Section 10 Lincoln Road East of Alton	Inspec/Maint	Install/Oper	Removal		Inspec/Maint	Install/Oper	Removal	
Area	\$ 435.00	\$ 3,500.00	\$ 390.00		\$ 810.00	\$ 2,430.00	\$ 810.00	
<b>Total cost per year</b>	<b>\$ 435.00</b>	<b>\$ 3,500.00</b>	<b>\$ 390.00</b>		<b>\$ 810.00</b>	<b>\$ 2,430.00</b>	<b>\$ 810.00</b>	
Section 11 Normandy Fountain (structure)								
Area	\$ 300.00	\$ 2,430.00	\$ 270.00		\$ 480.00	\$ 1,440.00	\$ 480.00	
<b>Total cost per year</b>	<b>\$ 300.00</b>	<b>\$ 2,430.00</b>	<b>\$ 270.00</b>		<b>\$ 480.00</b>	<b>\$ 1,440.00</b>	<b>\$ 480.00</b>	
Section 12 Espanola Way West of Washington Avenue Penns								
Area	\$ 615.00	\$ 4,980.00	\$ 555.00		\$ 972.00	\$ 2,916.00	\$ 972.00	
<b>Total cost per year</b>	<b>\$ 615.00</b>	<b>\$ 4,980.00</b>	<b>\$ 555.00</b>		<b>\$ 972.00</b>	<b>\$ 2,916.00</b>	<b>\$ 972.00</b>	
<b>Grand Total for Optional Locations (per year)</b>	<b>\$ 1,350.00</b>	<b>\$ 10,910.00</b>	<b>\$ 1,215.00</b>		<b>\$ 2,262.00</b>	<b>\$ 6,786.00</b>	<b>\$ 2,262.00</b>	

95

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