

MEMORANDUM

Purchasing #23-029
July 12, 2023

To: Gregory P. Harrison, City Manager
Through: Carla R. Byrd, General Services Director
From: Tammy Thompkins, Purchasing Agent
Subject: Approve Ranking for RFP T-12-23 Holiday Lights

Contract Need/Background

Request for Proposals (RFP) T-12-23 was issued to establish a contract for the seasonal installation, service, maintenance, and removal of holiday light displays. Kate Belcher, Recreation Manager, provided the project scope of services.

Notice List

The mailing list for this project was created by using companies/firms suggested by the requesting department, companies/firms that have responded to prior solicitations, companies/firms that have registered in the eBid System, and companies/firms from appropriate listings in other sources.

Number of companies submitting proposals - 7
Number of companies submitting responsive proposals - 4

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's webpage for download by interested companies/firms.

Selection/Evaluation Committee

Seven (7) proposals were received in response to the solicitation. Proposals from three (3) companies: Brandano Displays, Inc., Rileights Outdoor LLC, and St. Nick's Christmas Lighting & Décor were deemed non-responsive for omission of a required financial statement. The Selection/Evaluation Committee (Committee) met on July 10, 2023 (in a public meeting) to review and evaluate the responses. The four (4) responsive proposals were reviewed, and the Committee ranked the companies. Minutes of the meeting, voting matrix and scoring sheets are attached.

Market Research

The General Services Department notified three (3) locally registered Pompano Beach companies/firms to respond to the solicitation.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize City staff to enter into a contract with the highest-ranked company, All Seasons Imports Inc., dba The Christmas Palace, LLC. The Committee also requests additional authorization to enter into a contract with the succeeding ranked company, if an impasse in negotiation occurs between the City and the highest ranked company.

Attachments
cc: file