



# MEMORANDUM

## Parks and Recreation Department

### MEMORANDUM 23-A091

DATE: September 21, 2023

TO: Greg Harrison, City Manager

FROM: Mark Beaudreau, Recreation Programs Administrator *mb*

SUBJECT: Agenda Item – Resolution Service Contract for Holiday Lighting with The Christmas Palace, LLC

Please place the attached resolution on the September 26, City Commission Agenda. The Service Contract is for Holiday Lighting with vendor - The Christmas Palace, LLC.

In a collaborative effort, the Purchasing Department, along with the Parks and Recreation, Cultural Affairs and Public Works Departments, put out a request for proposals (RFP T-12-23) for an experienced company to install, service, maintain and uninstall holiday lighting. During the September 12, Commission Meeting, The Christmas Palace, LLC was approved as the awarded vendor.

The contract is for a term of one (1) year with four (4) one-year renewal options, with services not to exceed \$113,973.50. The following accounts will be used to pay for the holiday lighting: 001-3060-530-52-30 - \$74,673.50, 001-1039-510-55-80 - \$26,900, 001-9910-599-82-06 - \$12,400.

If you have any questions or concerns regarding the agreement, please call me at 954-786-4191.

MB/afh

cc: Earl Bosworth, Assistant City Manager  
Kate Belcher, Recreation Manager  
Antonio Pucci, Contract Manager  
Rob McCaughan, Public Works Director  
Ty Tabing, Cultural Affairs Director