

**RFP-4619-19-JE**

**CRA BEACH & DOWNTOWN HOLIDAY DECOR**

**Evaluation Matrix – 9/23/2019**

<b>Proposers: Evaluation Committee Members:</b>	<b>Artistic Holiday Designs</b>	<b>Brandano Displays, Inc.</b>	<b>Miami Christmas Lights</b>
T. Tiru	50	80	70
P. Korchevsky	45	85	75
J. Hussey	75	85	84
<b>Totals</b>	170	250	229
<b>Rankings</b>	<b>3</b>	<b>1</b>	<b>2</b>

**Rankings: lowest score ranked highest from 1 - 3**



# CITY OF HOLLYWOOD, FLORIDA

## PROCUREMENT SERVICES DIVISION

### Solicitation Request Form (Use for bids, RFPs, RLIs, RFQs)

Date 06/18/2019

Department/Office CRA

Division/Area \_\_\_\_\_

Contact Person Lisa Liotta

Title Redevelopment & Operations  
Manager

Phone ext. 2980

Email lliotta@hollywoodfl.org

1. Product/Service being requested (be specific.) Hollywood, FL Community Redevelopment Agency (CRA) is seeking proposals from qualified professional firms to design, provide, install, service and remove Holiday Decorations in the Beach and Downtown Districts. The CRA would enter into an all-inclusive lease agreement with the Contractor for two seasons with three one-year options to renew, commencing November 2019 (FY2020). The holiday décor design will be secular and festive. The décor will also be environmentally friendly in that it will not shed (sprayed on glitter will not be permitted) and will not contain products that may be mistaken as food for wildlife.

2. Detailed description of the products/services function and purpose. This solicitation is divided into two sections with separate lease budgets for the leasing, maintenance and storage of holiday décor that will be displayed in the Beach and Downtown Districts of the CRA. The purpose of the products and service is to provide a creative and festive holiday environment that will enhance the aesthetics of the area and encourage photo opportunities.

Section 1: Beach District of the CRA - see exhibit A

The budget for this section is not to exceed \$1000,000.00 per season. In this District the following areas are to be decorated:

a - Boardwalk from Sherman Street South to Georgia Street

b - Charnow Park (focal point)

c - A1A from Sheridan Street south to the Westin Diplomat

Section 2: Downtown District of the CRA - see exhibit B

The budget for this section is not to exceed \$50,000.00, per season. In this District the following areas are to be decorated:

a - Hollywood Blvd. from 21st Avenue east to Young Circle

b - Harrison Street from 21st Avenue east to Young Circle

c - Tyler Street from 21st Avenue east to Young Circle

d - 19th, 20th, and 21st Avenues from Harrison Street north to Tyler Street

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Requisition # R

Purchase Order # P

Blanket Purchase Order #

BPO  
(As Applicable)

(As Applicable)

(As Applicable)

(Revised 9/2013)

e - Outside perimeter of Young Circle

f. Anniversary Park

g. - Ben Franklin Park located at 1801 Polk Street

All decorations must be installed prior to November 15th and removed no earlier than January 10th but no later than January 15th each season of the lease term unless specifically requested by the CRA. Contractor must service decorations during the time they are installed. Contractor must remedy any services issues within 48 hours of notification by the CRA. Decorations shall be inspected by CRA Staff to ensure all are functioning properly and serviced accordingly prior to major special events occurring in the CRA Districts; for example the annual Candy Cane Parade which typically occurs the first weekend of December.

Are there alternative products/services capable of performing the required function? No

3. Has this product/service previously been formally solicited by the City of Hollywood?

☐ Yes ☒ No ☐ Unsure

If yes, please provide previous solicitation number. \_\_\_\_\_

4. Has this product/service previously been formally solicited by another government agency?

☐ Yes ☐ No ☒ Unsure

If yes, please provide details and copy if available. \_\_\_\_\_

5. Total estimated cost of the requested product/service? \$150,000.00 for FY2020

Has this cost been approved in your budget? ☐ Yes ☐ No

If yes, provide Account Number (s.) \_\_\_\_\_

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 15 Days

7. Is a pre-bid meeting required? ☒ Yes ☐ No

If yes, are you requesting it to be mandatory? ☐ Yes ☒ No

8. Project location? Beach and Downtown Districts of the CRA

9. Completion Time: Final completion of this project shall be in N/A calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

☐ Yes ☒ No

11. Please list any special licenses or certification require to bid. N/A

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12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

☐ Yes ☒ No

If yes, please provide the information:

Entity \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

13. Are there attachments associated with this request? ☒ Yes ☐ No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.)

\_\_\_\_\_

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)

\_\_\_\_\_

16. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) \_\_\_\_\_

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? \_\_\_\_\_

What is the grant (dollar) amount? \_\_\_\_\_

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? ☐ Yes ☒ No

If yes, please provide details on Department/Office and how. \_\_\_\_\_

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department/Office

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department/Office

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18. Please provide the names of suggested evaluations committee member:  
(NOTE: Committee members should not be direct reports.)

_____	_____
_____	_____
_____	_____

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.  
Christmas Designers Inc. (CDI); Brandano Displays, Inc.

To be completed by Procurement Services Division upon award recommendation

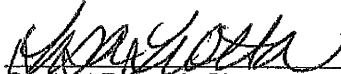
Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search \_\_\_\_\_

Company Name(s) Searched

Search Results

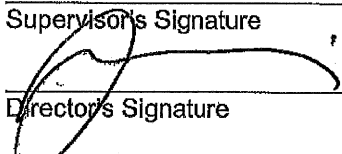
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Contact Person's Signature

07/08/19  
Date

Supervisor's Signature

Date

  
Director's Signature

7/8/19  
Date

**APPROVAL (Procurement Service Division Use Only)**

Verified By:		Date	
Approved By:		Date	

Procurement Service Division use only

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