



# CITY OF GULFPORT CITY COUNCIL MEETING NOTICE AGENDA MEMORANDUM

**FROM:** Justin Shea, Leisure Services Cultural Facilities and Events

**DATE:** October 20, 2020

**AGENDA ITEM:** 5.g

**RESOLUTION NO:** 2020-67

**SUBJECT:** Resolution No. 2020-67: A Resolution authorizing the City Manager to enter into an Agreement with Clark Sales Display, Inc. for Holiday Decorations.

**RECOMMENDATION:** Staff requests that City Council authorize the City Manager to approve payment in the amount of \$40,832.25 to Clark Sales Display for providing Holiday Decoration services to the City of Gulfport. Clark Sales Display, Inc. provides all labor, materials, supervision, tools, equipment, and vehicles necessary to install and maintain the display of holiday decorations during the holiday season. At the end of the season, the vendor removes the displays and stores the decorations. Clark Sales Display, Inc. has agreed to renew under the same terms and conditions of IFB No. 6488, dated May 9, 2017. Services are included via the City of St. Petersburg's Bid Solicitation # 6488 and Blanket Purchase Agreement #200814 for "Lighting Services, Holiday Displays." This BPA covers Lighting Services/Holiday Displays and was extended via the approval of the City of St. Petersburg City Council on July 9, 2020. The renewal was effective from the date of approval through July 31, 2022, with no renewals remaining.

## **BACKGROUND:**

The City presents the citizens of Gulfport and their guests with tradition, color and excitement by decorating the community with Holiday displays once a year. The holiday decorations are a source of pride to the citizens and children of all ages who look forward to viewing this tradition. The displays consist of traditional elements such as a lighted Santa playing piano, elves wrapping a large gift package, carolers in Clymer Park, an animated reindeer, a 7.5-foot ornament tree on the power poles of Gulfport Blvd. (North) and 49th Street South (West), and the downtown LED Sanibel poles decorated with green garland and a red bow along Beach and Shore Boulevards, as well as a 17-foot LED panel tree that is historically the centerpiece at the Casino.

If approved, the decorations shall be completely installed and fully lit and functional by November 21, 2020. All displays for the City of Gulfport shall be removed by January 15th, 2021.

## **ANALYSIS:**

On July 13, 2017, the City of Gulfport entered into a co-operative bid with the City of St.

Petersburg's Procurement and Supply Management Department. This was a three-year blanket purchase agreement for holiday lighting display services through July 31, 2020, with one two-year renewal option. The lease, installation, removal and storage of Holiday Decorations is the accepted practice of many communities. The labor-intensive nature of the maintenance, installation, removal and storage of the large number of decorations has made the impact on regular City operations prohibitive. It is recommended that the City continue to contract with Clark Sales Display. The City of St Petersburg's bid is applicable, in that it provides park set pieces in addition to the standard pole decorations.

The following Cities participated in this co-operative bid and blanket purchase agreement:

City of Gulfport  
City of St. Petersburg  
City of Tarpon Springs  
City of Longwood  
City of Ocoee

**FINANCIAL IMPACT:**

The cost to the City of Gulfport for holiday decoration services is as follows:  
Parks Departmental Rentals and Leases Account: \$ 20,306.25  
Waterfront Redevelopment District Account: \$ 20,526.00  
Total: \$ 40,832.25

**MOTION:**

Move to approve/deny Resolution No. 2020-67 authorizing the City Manager to enter into an Agreement with Clark Sales Display, Inc. to provide Holiday Decoration Services in the amount of \$40,832.25.

**ATTACHMENTS:**

[Item 5.g - Resolution No. 2020-67.pdf](#)  
[Contact the City Clerk's Office - Holiday Decoration Proposal.pdf](#)