DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New □ OTR □ Sole Source □ Bid Waiver □ Emergency Previous Contract/Project No: RTQ-00100

Re-Bid □ Other-Accessing

LIVING WAGE APPLIES: □ YES □ NO

Requisition No./Project No.: RQAV1500005

TERM OF CONTRACT MONTH(S): One time

Requisition /Project Title: Rental of Holiday Decorations

Description: To establish a one-time emergency purchase order for the purchase of Holiday Decorations for MIA.

Issuing Department: ISD.PM Contact Person: Sherry Clentscale Phone: 305-375-2179

Estimate Cost: $121,637.50

Funding Source: X Other

X-Proprietary funds

ANALYSIS

Commodity Codes: 578-25

Contract/Project History of previous purchases three (3) years

Check here if this is a new contract/purchase with no previous history.

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
<th>EXISTING</th>
<th>2ND YEAR</th>
<th>3RD YEAR</th>
</tr>
</thead>
</table>

Small Business Enterprise:

Contract Value:

$ $ $

Comments:

Continued on another page(s): □ YES □ NO

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-aside</th>
<th>Sub-contractor goal</th>
<th>Bid preference</th>
<th>Selection factor</th>
</tr>
</thead>
</table>

Basis of recommendation:

Signed: Sherry Clentscale Date sent to SBD: 11/19/14

Date returned to ISD,PM:
RESOLUTION

REQUISITION NUMBER: RQAV15000005  P.O. NUMBER:

ACQUISITION DATE: 11/07/2014
(date order placed)

Title: Rental of Holiday decorations for Miami International Airport

Commodity: 578-25

Description: * Rental and installation of Holiday decorations for the Holiday Season 2014

Purpose: * Retain the services for rental and installation of holiday decorations throughout Miami International Airport in order to provide and maintain the holiday spirit to our customers.

Department(s)  Allocation(s)

Aviation $ 121,637.50

Term of Contract: *  

☐ One  ☐ Two  ☐ Three  ☐ Four  ☐ Five  ☐ Year(s)

☐ Period  * From ________________ to ________________

☒ Upon Completion  * From 01/31/2015

☐ Upon Delivery  * ___ Days A.R.O. (After Receipt of Order)

Special Conditions: *  

☐ Insurance Type ______

☐ Performance/Payment Bond

☐ Certificate of Competency

☐ Termination Language

☐ Set Aside  ☐ BBE  ☐ HBE  ☐ WBE

☐ Did Preference  ☐ BBE  ☐ IBE  ☐ WBE

☐ Goal  ☐ BBE  ☐ HBE  ☐ WBE

☐ CSBE Level  

☐ Local Preference

☐ Review Committee Date: ___

☐ Other: ___

Number of Price Quotation(s): * Requested: ___  Received: ___

Awarded To Low Bidder: *  ☐ YES  ☒ NO
SECTION #3
EMERGENCY PURCHASES

Vendor(s):  * Miami Christmas Lights

Contract:  *

Signature(s):

Neivy Garcia
Department Liaison - Division Director
(305) 876 - 8482
Telephone
Barbara Jimenez
Department Director Approval 1/14/14

Department of Procurement Management,
Bids and Contracts Division Use Only

Signatures(s):

Procurement Agent
Date

Procurement Supervisor
Date

Procurement Manager
Date

Bids and Contracts Division Director
Date

Vendor Assistance Section

Release Date

Instructions for Completion:

Attach:  1. Explanation of the emergency situation.
        2. Written price quotation(s) including terms and conditions.
        3. Vendor(s) Certificate of Insurance
        4. Copy of invoice(s).
JUSTIFICATION:

Miami International Airport is the gateway to the Americas, Europe and the World. With an annual traffic of 40 million domestic and international passengers, one of MDAD’s top goals is excellent customer service. Our peak passenger traffic is during the Holiday Season starting with Thanksgiving week and returning to normal after the New Year celebrations. It has been the tradition at MIA to provide a festive environment during the Holiday season to joyfully receive the passengers that are traveling during this time. In order to achieve this MDAD has retained the services of a vendor for the rental and installation of holiday decorations on a yearly basis.

In previous years, MDAD has used a County awarded single vendor contract. As the end of the contract period approached, the efforts to establish a continuation contract were initiated in June 2014. Among the goals were to promote competitive bidding and add the flexibility to change the layout and design themes for the next contract period. In order to have this flexibility and to expedite the award of the new contract, ISD and MDAD agreed to establish a pre-qualified vendor pool contract. Unfortunately, by the time the new pool contract was finalized in late September 2014, it was very late in the year for the industry to meet our needs.

MDAD quickly sent out a solicitation, which had to be cancelled after we realized our requirements were unrealistic at that late time in the season. The scope was reviewed and scaled down and sent out again. The result of the second solicitation was only one complete bid, which was late. We consulted with the industry by calling the vendors that had not responded to the solicitation and realized that lack of availability of product and time for planning and installation was the reason we had not received quotes. After legal review and their opinion that the only complete bid was non responsive mainly due to it being “fatally late,” MDAD rejected the bids.
SECTION #3
EMERGENCY PURCHASES

At this time, MDAD had to make the decision to declare an emergency and approached the vendor that submitted the only complete bid and that had confirmed that they could get our decorations installed by the date we required. The deadline for installation is 11/24/2014, the Monday before Thanksgiving. We have met with the vendor, Miami Christmas Lights, Inc. and have agreed on the required decorations and pricing based on time and availability.
**MIAMI CHRISTMAS LIGHTS**

**ESTIMATE**

Miami Christmas Lights
1330 West Ave - Suite 1212
Miami Beach, FL 33139

**Customer Information**

Miami International Airport
Dennis Forman
P: 305-8646-4244
E: dforman@miami-airport.com

**Proposal Information**

Estimate #: 13 - 204
Proposal Date: 11/07/2014
Decision Date: 09/09/2014
Designed Install Date: 11/23/2014
Desired Removal Date: 01/31/2015
Contract Expiry Date: 2014

**Budget Mark: Check**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interior Lobby areas throughout airport</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

12 Ft. Garland Ornament Bars
PVC green garland 18 ft. with a minimum of 950 tips, fire retardant material. Garland shall hang in two deep curves/swages, no more than 3 ft. from the ceiling. Garland shall be fixed on a bar, diameter 1-3 in., 12 ft. long, with finials or balls at each end. Bar shall be colored silver-gray.

Garland shall be decorated with approximately 72 ball ornaments at 4 in. diameter. Colors shall be silver shiny, silver matte, and dark blue shiny and blue matte in equal quantities - Blue/Silver.

Garland shall also be decorated with center ball decoration made of a cluster of 15 ornaments. One 13 in. long final in silver, 4 balls at 6 in. diameter in silver shiny, 3 balls at 4 in. diameter in silver matte and 7 balls at 3 in. diameter in dark blue matte. The ball decoration is centered in the garland with a large bow made of blue wire edged organza ribbon with ribbon streamers 2 - 3 ft. long. Ribbon is 6 in. wide.

* All ornaments, balls and finals shall be shatterproof and fire retardant.
* Clearance from bottom of ball decoration to floor shall be 9 ft. minimum.

12 Ft. Garland Ornament and Snowflake Bars
PVC green garland 12 ft. with a minimum of 940 tips, fire retardant material. Garland shall hang straight horizontally on a fixed bar, diameter 1-3 in., 12 ft. long, with finials or balls at each end. Bar shall be colored silver-gray.

Garland shall be decorated with approximately 48 ball ornaments at 4 in. diameter. Colors shall be silver shiny, silver matte, dark blue shiny and dark blue matte in equal quantities - Silver/Dark Blue.

* Under the garland hang, 4-9" clear Snowflakes, and 1-12" Clear Snowflakes. Hang evenly spaced along the bar in staggered heights, not to exceed more than 3 ft. from the ceiling.
* All ornaments, bars and finals shall be shatterproof and fire retardant.
* Clearance from bottom of snowflake flooring shall be 9 ft. minimum.

LED lighted, decorated artificial green 10 Christmas free of ready shaped, fire retardant material. Tree base diameter shall be a minimum of 4 ft. in a tuff-free metal stand or base. It shall have a minimum of 4,800 tips and a minimum of 1,000 LED-crystal lights (UL certified) in warm white with complete traditional decor package. Decor package will include:

- Silver Sh. - 6" 70
- Dark Blu Mt - 3" 25
- Dark Blu Mt - 4" 25
- Aqua Blu Mt - 3" 25
- Aqua Blu Sh - 3" 25
- 7" Silver Finials 20
- 9" acrylic snowflakes 20
- Silver Sh. - 8" 15
- 6" electrical Menorah with white skirt
- "E" and "H" Information Center
- 3-18" Acrylic Chrome Snowflakes, and 3-18" Acrylic Clear, 3-12" clear acrylic snowflakes per booth, hanging in staggered heights, no more than 3 ft. from the ceiling to bottom of snowflakes.

Lighted Garland, "J" Information Center
PVC green garland, 45 ft. long, with a minimum of 2,400 tips, fire retardant material with a minimum of 500 LED-crystal lights (UL certified) warm white. Including all necessary extension cords, 1-connectors and coupling connections. The garland shall be hung around the ceiling from the information center.

Garland shall be decorated with approximately 300 balls at 4 in. diameter. Colors shall be silver shiny, silver matte, dark blue shiny and dark blue matte in equal quantities - Silver/Dark Blue.

All ornaments and balls shall be shatterproof and fire retardant. Lights shall be steady, no blinking or flickering lights. The power cable and transformer shall be included.

2 Ft. Ball Decoration Bars
The ball decoration bar shall be made of a cluster of 15 ornaments. One 13 in. long final in silver, 4 balls at 6 in. diameter in silver shiny, 3 balls at 4 in. diameter in silver matte and 7 balls at 3 in. diameter in dark blue matte. The balls and finals shall be shatterproof and fire retardant. The ball decoration is hung approximately 9 in. from the 2 ft. bar with ribbon and large bow made of blue wire edged organza ribbon. Ribbon is 6 in. wide.

The bar is 1-3 in. diameter and 2 ft. in length. The bar is colored silver-gray. Bar shall be attached to columns with silver metal bands and have a finial or ball at the outside end.

Clearance from bottom of ball decoration to floor shall be 9 ft. minimum.

Lighted Snowfall Tubes
Install 30 - 36" CW animated snow fall tubes hanging from the ceiling on white cable. Lights will be supported by an airline cable support system with anchors to wall or other support beams.

Clearance from bottom of decoration to floor shall be 9 ft. minimum.

Color of electrical cable to outlet shall be determined by MDAC.

15 Ft. Christmas Tree
Lighted, decorated artificial green Christmas tree of ready shaped, fire retardant material. Tree base diameter shall be a minimum of 80 in. on a tuff-free metal stand or base. It shall have a minimum of 10,800 tips and a minimum of 2,500 LED-crystal lights (UL certified) in warm white. With complete decor package including:

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6&quot; electrical Menorah with white skirt</td>
<td>5</td>
<td>$1,500.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>&quot;E&quot; and &quot;H&quot; Information Center</td>
<td>2</td>
<td>$1,125.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>3-18&quot; Acrylic Chrome Snowflakes, and 3-18&quot; Acrylic Clear, 3-12&quot; clear acrylic snowflakes per booth, hanging in staggered heights, no more than 3 ft. from the ceiling to bottom of snowflakes.</td>
<td>1</td>
<td>$3,375.00</td>
<td>$3,375.00</td>
</tr>
<tr>
<td>Lighted Garland, &quot;J&quot; Information Center</td>
<td>40</td>
<td>$437.50</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>Lighted Snowfall Tubes</td>
<td>50</td>
<td>$50.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>15 Ft. Christmas Tree</td>
<td>1</td>
<td>$6,075.00</td>
<td>$6,075.00</td>
</tr>
<tr>
<td>Item</td>
<td>Qty</td>
<td>Price</td>
<td>Total</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>Silver Sh - 6' 150</td>
<td>1</td>
<td>$1,387.50</td>
<td>$1,387.50</td>
</tr>
<tr>
<td>Dark Blu Mt - 3' 55</td>
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<td></td>
<td></td>
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<tr>
<td>Dark Blu sh - 4' 55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aqua Blu Mt - 3' 55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aqua Blu sh - 3' 55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7&quot; Silver Finials 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9&quot; acrylic snowflakes 70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silver Sh - 8' 80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34&quot; - 38&quot; silver finial 25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 FL Christmas Trees</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Lighthead, decorated artificial green Christmas tree of ready shaped, fire retardant material. Tree base diameter shall be a minimum of 55 in. on a dirt-free metal stand or base. It shall have a minimum of 3,250 tips and a minimum of 500 LED-crystal lights (UL certified) in warm white. With decor:

| Silver Sh - 6' 25                         |     |       |        |
| Dark Blu Mt - 3' 15                       |     |       |        |
| Dark Blu sh - 4' 10                       |     |       |        |
| Aqua Blu Mt - 3' 30                       |     |       |        |
| Aqua Blu sh - 3' 30                       |     |       |        |
| 7" Silver Finials 15                      |     |       |        |
| 9" acrylic snowflakes 10                  |     |       |        |
| Silver Mt - 4' 50                         |     |       |        |

Sub Total: $121,375.50
- Discount: $0.00
Grand Total: $121,375.50

Prices include all materials, which are supplied by Miami Christmas Lights and remain the property of Miami Christmas Lights. Installation, maintenance, and removal is the responsibility of the customer. Miami Christmas Lights is only responsible to supply adequate power sources. If Customer is providing any materials, that will be noted in the Notes section.

- Installation will take place Nov 21st, 22nd and 23rd. MCL will give daily updates on product availability and installation completion to ensure the easiest process.
- Walk through with management will happen on Nov 24th to inspect the installation.
- Even though deposits are a line item on the invoice, MCL has agreed to waive the deposit and will be paid in full when the installation is complete.
- Ornament availability for 7', 10', and 16' Christmas trees must be confirmed on 11/14 as quantities constantly change.

Outlet Location: TBD
Circuit Breaker Location: TBD
Integrated Timers: No Timer Hours: N/A
Other Notes: TBD

Miami Christmas Lights carries $3,000,000/$4,000,000 commercial liability and $1,000,000 workers compensation insurance. For copies of either policy, please ask your sales representative.

By my signature below, I certify that I have read and agree to the provisions set forth in this invoice and to the Miami Christmas Lights Standard Terms and Conditions posted at www.miamichristmaslights.com/termsandconditions.html which are incorporated by reference herein. A deposit of 50% of the total estimate is required to reserve the installation time slot. Miami Christmas Lights will not begin any work until deposit is received. Agreement expires after 2014 season.

Name: _______________________________ Signature: _______________________________ Date: __________
F1-HELP    F2-SELECT    F3-DELETE    F4-PRIOR    F5-NEXT    F6-VIEW DCC
F7-ADDRESS    F8-OTHER KEY    F9-LINK    F10-SAVE    F11-VW ACCT    F12-QUOTE
E237 - REQUISITION IS SUBMITTED FOR APPROVAL PROCESSING
REQUISITION ID: RQAV1500005  LINE NO: 001  BPO LN:  BUYER: 000
COMMODITY : 578-25  DECORATIONS: CHRISTMAS, PARTY, ETC.
QUANTITY : 1.00  STATE TAX :  LOCAL TAX :
PURCHASE U/M : LO  UNIT COST : 121,637.5000  EST TOTAL COST: 121,637.50

BLOCK FUNCTION: (SPEC ID TO COPY, ISRT, DLET, DUP)
SPECIFICATION INFO  BLOCK 001 OF 001
RENTAL AND INSTALLATION OF HOLIDAY DECORATIONS FOR MIAMI INTERNATIONAL <
AIRPORT FOR THE HOLIDAY SEASON 2014 <
SPEC IDS:
F1-HELP  F2-SELECT  F3-DELETE  F4-OTHER KEY  F5-NEXT  F6-VW DOC
F7-PR BLK  F8-NX BLK  F9-LINK  F10-SAVE  F11-VW ACCT
G009 - END OF FILE REACHED, STARTING AT THE BEGINNING