

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

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

Re-Bid Other-Accessing LIVING WAGE APPLIES:  YES X 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 GENERAL FEDERAL OTHER  
 Funding Source: X  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.

	<u>EXISTING</u>	<u>2<sup>ND</sup> YEAR</u>	<u>3<sup>RD</sup> YEAR</u>
<b>Contractor:</b>			
<b>Small Business Enterprise:</b>			
<b>Contract Value:</b>	\$	\$	\$
<b>Comments:</b>			

Continued on another page (s):  YES  NO

**RECOMMENDATIONS**

SBE	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>Basis of recommendation:</b>				
Signed: <i>Sherry Clentscale</i>			Date sent to SBD: 11/19/14	
			Date returned to ISD,PM:	



**SECTION #3  
EMERGENCY PURCHASES**

**RESOLUTION**

\*BCC DATE: \_\_\_\_\_

Living Wage Applies: Yes  No

REQUISITION NUMBER:   RQAV1500005   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.

<u>Department(s)</u>	<u>Allocation(s)</u>
<u>  Aviation  </u>	\$ <u>121,637.50</u>
	\$ _____

Term of Contract : \*  One  Two  Three  Four  Five \* Year(s)  
 \_\_\_\_\_ Month(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  
 Bid Preference     BBE  HBE  WBE  
 Goal     BBE  HBE  WBE  
 CSBE Level \_  
 Local Preference  
 Other: \_\_\_\_\_

Review Committee Date: \_\_\_\_\_

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

11/14/14  
Date

(305) 876 - 8482  
Telephone

Barbara Jimenez  
Department Director Approval

11/14/14  
Date

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**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).



## **SECTION #3** **EMERGENCY PURCHASES**

Items marked with an asterisk (\*) to be completed by the Department of Procurement Management, Bids & Contracts Division

### **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  
1330 West Ave - Suite 2012  
Miami Beach, Fl. 33139

Ph: 305.432.2225  
info@miamichristmaslights.com  
miamichristmaslights.com

### Customer Information

Miami International Airport  
Denis Feterman  
, FL  
Ph: 305-869-4244  
Em: dfeterman@miami-airport.com  
Budget: \$0.00

### Proposal Information

Estimate #: 14 - 723  
Proposal Date: 11/07/2014  
Decision Date: 09/30/2014  
Desired Install Date: 11/23/2014  
Desired Removal Date: 01/05/2015  
Contract Expire Date: 2014  
Deposit Method: Check

Item	Qty	Price	Total
Interior Lobby areas through out airport	1	\$0.00	\$0.00
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-grey. 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 dark blue matte in equal quantities - blue/silver. <input type="checkbox"/> Garland shall also be decorated with a center ball decoration made of a cluster of 15 ornaments. One 13 in. long finial 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 fixed in the center of 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. <input type="checkbox"/> All ornaments, balls and finials shall be shatterproof and fire retardant. <input type="checkbox"/> Clearance from bottom of ball decoration to floor shall be 9 ft. minimum.	50	\$650.00	\$32,500.00
12 Ft. Garland Ornament and Snowflake Bars PVC green garland 12 ft. with a minimum of 640 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-grey. <input type="checkbox"/> Bar will be hung from suspended ceiling. <input type="checkbox"/> 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. <input type="checkbox"/> 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 3ft from the ceiling. <input type="checkbox"/> All ornaments, balls and finials shall be shatterproof and fire retardant. <input type="checkbox"/> Clearance from bottom of snowflake to floor shall be 9 ft. minimum.	30	\$1,275.00	\$38,250.00
LED lighted, decorated artificial green 10' Christmas tree of ready shaped, fire retardant material. Tree base diameter shall be a minimum of 60 in. on a tilt-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 sh - 4" 25 Aqua Blu Mt- 3" 25 Aqua Blu sh- 3" 25 7" Silver Finials 20 9" acrylic snowflakes 20 Silver Sh - 8" 15	4	\$2,575.00	\$10,300.00
6' electrical Menorah with white skirt	5	\$1,500.00	\$7,500.00
'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 3ft from the ceiling to bottom of snowflakes.	2	\$1,125.00	\$2,250.00
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, t-connectors and coupling constructions. 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.	1	\$3,375.00	\$3,375.00
2 Ft. Ball Decoration Bars The ball decoration bar shall be made of a cluster of 15 ornaments. One 13 in. long finial 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 finials 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-grey. 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.	40	\$437.50	\$17,500.00
Lighted Snowfall Tubes Install 50 - 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 to snowfall tube harness socket (ran along the walls and floor possibly) shall be determined by MDAD.	50	\$50.00	\$2,500.00
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 tilt-free metal stand or base. It shall have a minimum of 10,822 tips and a minimum of 2,950 LED-crystal lights (UL certified) in warm white. With complete decor package including:	1	\$6,075.00	\$6,075.00

Item	Qty	Price	Total
Silver Sh - 6" 150			
Dark Blu Mt - 3" 55			
Dark Blu sh - 4" 55			
Aqua Blu Mt- 3" 55			
Aqua Blu sh- 3" 55			
7" Silver Finales 0			
9" acrylic snowflakes 70			
Silver Sh - 8" 80			
34" - 38" silver finial 25			
7 Ft. Christmas Trees	1	\$1,387.50	\$1,387.50
Lighted, decorated artificial green Christmas tree of ready shaped, fire retardant material. Tree base diameter shall be a minimum of 55 in. on a tilt-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 Finales 15			
9" acrylic snowflakes 10			
Silver Mt - 4" 50			
		Sub Total	\$121,637.50
		- Discount	\$0.00
		<b>Grand Total</b>	<b>\$121,637.50</b>

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

- Notes:
- 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 deposit is a line item on the invoice, MCL has agreed to wave the deposit and will be paid in full when the installation is complete.
  - Ornament availability for 7', 10', and 15' Christmas trees must be confirmed on 11/14 as quantities constantly change.

Params:

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

Insurance:  
 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.

Accepted and Agreed to:  
 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](http://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: \_\_\_\_\_

PCHL2100 V5.1

MIAMI-DADE COUNTY ADPICS 5.1

11/18/2014

LINK TO:

REQUISITION HEADER ENTRY

3:01 PM

REQ ID : RQAV1500005 DOC TYPE: ER DUE DATE: 11/24/2014 INTF TYPE: RQ  
ACTION IND: A REQ/JT : R EFF DTE : 11/18/2014 WHSE :  
DEPARTMENT: AV51 AVIATION DEPARTMENT CHANGE NO:  
CONTACT : NEIVY GARCIA STATUS: APPR  
TELEPHONE : 305 876-8482 EXT. NOTE PAD: N (Y/N) CREATE: 11/18/14  
REQUISITION TOTAL : 121,637.50 UPDATE: 11/18/14  
REQ NET TOTAL : 121,637.50 POST :  
WORKORDER ID : TRADE TYPE : SPND : N  
CONTRACT ID :  
REQ TITLE : RENTAL OF HOLIDAY DECORATIONS  
RECOMMENDED VENDOR : 900423544 01 SOUTH FLORIDA LIGHTING TEAM LLC  
BLANKET PO ID/SCHED: / TERMS ATTACHED : N (Y/N)  
BUYER ID : 915 SPLIT CAPABILITY : Y (Y/N)  
DISTRIBUTION METHOD: S CREDIT INDICATOR : N QUOTES : N (Y/N)  
SFX INDEX SUBOBJ USERCODE PROJCT PRJDTL GRANT GRNTDTL PERCENT  
01 AVADPICS 43510

F1-HELP F2-SELECT F3-DELETE F4-PRIOR F5-NEXT F6-VIEW DOC  
F7-ADDRESS F8-OTHER KEY F9-LINK F10-SAVE F11-VW ACCT F12-QUOTE  
E237 - REQUISITION IS SUBMITTED FOR APPROVAL PROCESSING

