

CITY OF TARPON SPRINGS, FL

Procurement Services

324 East Pine Street
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MEMORANDUM

TO: Honorable Mayor and Board of Commissioners
THRU: Jay Jackus, CPPO, CPPB, Procurement Services Director *JJ*
FROM: Cathy Morgan, CPPO, CPPB, Senior Procurement Analyst *cm*
DATE: 08/15/2017
SUBJECT: Award File No. 170084-C-CM, Lighting Services, Holiday Display (Co-op)

RECOMMENDATION:

Award File No. 170084-C-CM, City of St. Petersburg IFB No. 6488, Lighting Services, Holiday Displays to Clark Sales Display, Inc. for the period August 15, 2017 through July 31, 2020 in an estimated annual amount of \$35,000 for the Public Works Department. Purchase orders will be issued against approved budgets.

BACKGROUND:

On July 13, 2017, the City of St. Petersburg awarded a Cooperative Contract for Lighting Services, Holiday Displays which included the requirements for the City of Tarpon Springs. This contract is effective for the period August 15, 2017 through July 31, 2020 and has a two-year renewal option.

The purpose of this contract is to furnish and install holiday displays and then remove the displays after the holiday season. Staff can schedule removing the displays through January 12th.

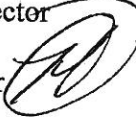
FUNDING: Funds will be identified at the time orders are placed.

Accepted by: _____ Attest _____
City Manager City Clerk



**Public Works Department
Office of the Director**

Thomas Funcheon
Public Works Director

To: Jay Jackus, Procurement Services Director
From: Tom Funcheon, Public Works Director 
Date: August 10, 2017
Re: Annual Christmas Decorations

We recommend awarding Clark Sales Display the holiday display contract in an amount not to exceed \$35,000 annually.

This cost will be funded by account # 001-1203-539.44.
