

Agenda Item: 2.e

Meeting Date: November 6, 2025

MEMORANDUM

To: City Commission

Through: Jennifer K. Bramley, City Manager

From: Jocelyn Brodhead

Date: 2025-10-29

Subject: Approval to purchase services for 2025 Holiday Decorations.

Presenter(s): Tony Mulkey

Staff Recommendation: Staff recommends purchase of holiday decoration services awarded under RFQ#238 in the amount of \$60,240.00 to Rileighs Outdoor, LLC dba Christmas Designers Florida.

Strategic Themes: Community Amenities

Boards & Committees: N/A

Budget Impact: Funds are available in FY26 Parks & Recreation - Special Events Budget (Account #001-4259-572-053405-CR)

Past Action: The City issued RFQ #2380 Holiday Decoration Project to procure services of a qualified contractor to provide holiday decorations at various locations throughout the City. The contract was awarded in May 2024 via City Manager's Delegated Authority to Rileighs Outdoor, LLC dba Christmas Designers Florida for a three-year term with a two year extension option.

Next Action: Staff will schedule the services upon Commission approval

Attachments: [2024 Delegated Authority Holiday Decorations RFQ 2380 Holiday Decorations Project.PDF](#)
[Dunedin City of - 2025 Lease_V3.pdf](#)

Background: Holiday decor contributes to the sense of community during the holiday season and provides placemaking identity while supporting numerous community events and initiatives. The scope of the project includes pole mount lighted decorations in high profile areas throughout the City, Mast arm decorations at several intersections, lighted decorations at entry/gateway signs, additional decor for Pioneer Park, recreation facilities, and the Dunedin Public Library.

The City issued RFQ #2380 Holiday Decoration Project in March of 2024 to procure services of a qualified contractor to provide holiday decorations at various locations throughout the City. The selected vendor is responsible for providing all materials, labor, and equipment for the installation, maintenance, and removal of all decorations. Decorations are scheduled to be installed prior to Thanksgiving and removed in early January. The successful proposal was submitted by Rileighs Outdoor, LLC dba Christmas Designers Florida based on unit pricing for each installation type and location. The contract for the project is for an initial three-year term which commenced in 2024 (FY25) with the first year services authorized through delegated authority.

For FY26 service changes include upgrading 50 unlit lamp post decorations to lighted, and adding an additional 23 lighted post installations. Funding has been allocated for the increase in services and budgeted in the FY26 Parks & Recreation - Special Events contracted services fund.

Therefore, staff are requesting City Commission approval for the purchase of Holiday Decorating Services from Christmas Designers Florida in the amount of \$60,240.00.