



CITY OF PORT ST. LUCIE
Procurement Management Department

RECOMMENDATION OF AWARD MEMORANDUM

TO: Procurement Management Department
FROM: William Montgomery – Facilities Maintenance Department
Contract # & NAME: 20240176 – Graphic Designs International, Inc.
DATE: 09/16/2025

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STRATEGIC PLAN LINK: Goal 1: Safe, Clean, & Beautiful

PURPOSE: *Approve Contract Amendment for Vehicle & Equipment Graphics Installation and Removal.*

BENEFITS TO THE CITY: *Maintain opportunity to utilize this contract, streamlining the removal and installation of vehicle decals and graphics for new vehicle purchases.*

BACKGROUND: *The replacement of Vehicle Decals with the new City Logo/Seal has been performed in phases and batches over the course of the 2024-2025 fiscal year. The original estimate for this project included approximately four hundred units to receive decals and was not anticipated to exceed the purchasing threshold of one-hundred thousand dollars. Over the course of the project, the installation of graphics for new vehicles and other equipment that was not accounted for were added into batches, thereby increasing the total units receiving new decals to over 500 and the cost of the project to exceed the City's purchasing threshold. Increasing the value of the contract will allow for the streamlined completion of the project, as well as continued use of the contract for new vehicles in the 2025-2026 Fiscal Year.*

BEST VALUE ANALYSIS/ JUSTIFICATION: *The City has an active contract with Graphic Designs International, Inc., for Vehicle Graphic removal and installation, a competitively bid piggyback agreement. Utilization of this contract allows for an efficient process in the removal of old decals and installation of new decals on our existing fleet, as well as in the continued installation of decals for new vehicles the City purchases.*

ESTIMATED EXPENDITURES:

\$150,000.00 – Removal and Installation of Vehicle Decals for All Departments with New City Logo and Installation of Decals for New Vehicle Purchases

CONTRACT TIME: *Current expiration May 16, 2026, with one remaining renewal option for one year until May 16, 2027.*

PROVIDE FULL ACCOUNT NUMBER/PROJECT STRING (if applicable):

540301- Fleet Maintenance-Non-Contract – Various Departments/Divisions

RECOMMENDED ACTION: *Department recommends for council approval to approve contract amendment.*

Approval: Caroline Stugis 09/19/2025
Department Head Date

Approval: _____ / /
City Purchasing Agent Date

****REQUIRED PER PURCHASING POLICY & PROCEDURE MANUAL PAGE 48 SECTION 7****