



MEMORANDUM

To: Mayor and City Council

From: Christa Christian, Facilities Manager
Kent Collins, P.E., Director Public Works

Date: September 24, 2019

Reference: Holiday Lights Program

2030: Sense of Community, Goal 2
Successful Community Events and Festivals
Community Wellness and Enrichment, Goal 1
Community Gathering Places
Sustainable City Government, Goal 3
Excellent and Well-Maintained City Infrastructure and Facilities

General Information:

- RFP #0168 for Holiday Lights Program Opened August 27, 2019
- Contract includes a turn-key approach for the City's Holiday Light Program
- Five proposals received (bid tabulation attached)
- Bid was "Best Value" instead of "Low Bid" with weighted evaluation criteria
- Contract term is effective October 1, 2019 for a two-year term, with options to renew 3 additional one-year terms

Introduction:

This agenda item is being presented to consider approval of awarding RFP #0168 for the Holiday Lights Program to Premier Lighting Enterprises, LLC. in the amount of \$147,085.00 as budgeted in the General Fund; and authorizing the City Manager to sign any necessary documents.

Analysis:

The Holiday Lights Program is an annual city sponsored Special Event, which proves our dedicated commitment to the citizens to provide continuous opportunities for building community. The "Program" provides exterior lighting to all City facilities, the interior decorating of Town Center, the holiday trees in front of Town Center and in Old Town as well as numerous photo opportunities

around town. In addition, the Program will include the decorating of several monuments and bridges entering the City. New this year, is the addition of a 46' tree that will be placed at Andy Brown East for the tree lighting ceremony. The tree will have a grand topper, making the tree 50'.

The Holiday Lights Program was bid as a Request for Proposal (RFP). This process allows the City to award to the most responsive, responsible offeror whose proposal is the most satisfactory and advantageous to the City based on the factors set forth in the RFP. The evaluation criteria were discussed during a mandatory pre-bid on August 20, 2019 and included Cost – 35 points, Method of Approach and Creative Designs – 30 points, Firm and Personnel Qualifications – 15 points, Safety – 10 Points, and References – 10 points. The City's vision for the program was also discussed at the meeting as well as the opportunity for interview and presentation before a Best and Final Offer is submitted.

An evaluation team of four City employees participated in the scoring and recommendation for this program, and included representatives from Public Works, Community Development and the City Manager's Office. The vision for the Program this year includes a turnkey solution where all City facilities rooflines are lit in warm, white and red lights. The combination of colors provides a "pop", while keeping a traditional look. Wreaths and sprays will also be used to decorate the facilities, monuments and bridges. Previously, the program included five to six photo opportunities around town, which have developed into a family friendly scavenger hunt to take pictures with all the props. This year, the Program will have up to fifteen props. All decorations will be new.

Request for Proposal #0168 for the Holiday Lights Program opened on August 27, 2019. There were five (5) proposals received. The evaluation team was clear that the vision was to keep an elegant and time-honored look for the program characteristic to the City. After reviewing all the proposals, the team invited two offerors to present their ideas, bring examples of materials proposed and finally, submit a Best and Final Offer (BAFO).

Facilities staff conducted the reference checks on each offeror. Using the evaluation criteria established, the team assigned points for each bidder. After evaluating the scores assigned, the team recommended Premier Lighting Enterprises, LLC as the successful offeror for this project in the amount of \$147,085.00. They received the highest total points and are within the anticipated budgeted amount. Premier Lighting will deliver the exceptional service and end product that meet and exceed the expectations of not only our employees, but citizens who frequent our facilities.

Legal Review:

N/A

Fiscal Impact:

The fiscal impact of this Agenda item is \$147,085.00; as budgeted in the FY 2019-20 general fund budget.

Recommendation:

The Public Works Department recommends approval of this contract.