



## MEMORANDUM

**To:** Mayor and City Council

**From:** Steve Shore, Facilities Manager  
Kent Collins, P.E., Director of Public Works

**Date:** October 11, 2022

**Reference:** Consider approval of and awarding RFP #190 for the annual Holiday Lights Program to Premier Lighting Enterprises, LLC.; in the amount of \$240,608.00 as budgeted; and authorizing the City Manager to sign any necessary documents.

**2040:** Enhance the Unique 'Community Oasis' Experience

---

### Introduction:

The purpose of this agenda item is to consider approval of and award of RFP #0190 for the Holiday Lights Program to Premier Lighting Enterprises, LLC. in the amount of \$240,608.00. This annually recurring program is budgeted in the General Fund.

### Background:

The Holiday Lights Program is an annual City sponsored Special Event. 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, the decorating of Andrew Brown East, as well as numerous photo opportunities around town. In addition, the Program will include the decorating of several monuments and bridges at key entry points to the City. The contract includes a 46' tree that is placed at Andy Brown East for the tree lighting ceremony. The tree sits on a 6-foot stand and has a grand topper, making the tree 56'.

The Holiday Lights Program was bid out as a Request for Proposal (RFP) and sent out for open bid using BidSync. This process allows the City to award to the most responsive, responsible vendor whose proposal is the most satisfactory and advantageous to the City based on the factors set forth in the RFP. Ten potential vendors attended the pre-bid meeting with three submitting bids for evaluation.

The vision for the program included a turn-key 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.

**Benefit to the Community:**

Holiday lights are integral to the experience residents enjoy during the holiday season. This contract and program reflect the expectations around delivering a family experience in the City’s facilities and parks.

**Legal Review:**

The City’s standard form contract is being utilized and is reviewed periodically by the City Attorney.

**Fiscal Impact:**

The fiscal impact of this agenda item is \$240,608.00; as budgeted in the General Fund.

**Recommendation:**

The Public Works Department recommends approval of this item.