



MEMORANDUM

To: Mayor and City Council

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

Date: September 28, 2021

Reference: Holiday Lights Program, Third Year of RFP #0168

2040: Pillar 0 - Foundation of Sustainable Government
City services will be provided in a manner that ensures high levels of customer satisfaction.

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
- 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 implementing the third year of RFP #0168 for the Holiday Lights Program to Premier Lighting Enterprises, LLC. in the amount of \$179,520.00 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. The contract includes 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 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.

Facilities staff conducted the reference checks on each proposal using the evaluation criteria established.

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 \$179,520.00; as budgeted in the general fund.

Recommendation:

The Public Works Department recommends approval of this contract renewal.