



Holiday Lighting RFP

PRESENTED TO THE CITY COUNCIL ON
October 16, 2023

RFP Scope of Services

- Lighting of 19 trees along the Mayor Vera Calvin Plaza promenade
- Lighting of 6 “other” trees in and around lawn area of Plaza
- Roof lighting of the following structures:
 - Includes rooftop lighting on stage platform, museum, restroom facility, City Hall, pavilions, and water tower
- Pre-lit wreaths with decorative bows
 - Includes two (2) 72” pre-lit wreaths on peak of City Hall and surrounding Burleson emblem above Plaza stage
 - Includes two (2) 48” pre-lit wreaths on restroom facility and front elevation of museum



RFP Overview

- Staff solicited Request for Proposals (RFP) to obtain pricing and detailed install information for holiday lighting within the Mayor Vera Calvin Plaza
- Proposals were opened on August 21st and closed on September 7th
- Seven submittals were received
 - Christmas Lights 4 U, LLC
 - Dekra-Lite Industries, Inc.
 - Elite Creations
 - Holiday Design Sisters
 - Integra Lawns
 - Murphy Christmas Lighting
 - Premier Oaks Lighting



RFP Overview Cont.

- The RFP process requires staff to outline evaluation criteria prior to opening the solicitation.
 - The City staff evaluation committee included employees from Parks and Recreation, Legal and Purchasing, Economic Development and Public Works.
- Evaluators from each department based their selection on:
 - Capacity to perform services
 - Response time
 - Rates and fees
 - References





Scoring Overview

Supplier	Score /100 points
Holiday Design Sisters	81.67
Christmas Lights 4 U, LLC	77.33
Dekra-Lite Industries, Inc.	60.00
Murphy Christmas Lighting	59.00
Elite Creations	53.83
Integra Lawns	46.17
Premier Oaks Lighting	38.17

- The committee scores reflected **Holiday Design Sisters** as the highest ranking respondent
- It is Staff's desire to enter into a three-year service contract to Holiday Design Sisters

Holiday Design Sisters



Qualifications/Relative Experience

- TCU & Texas Tech Campuses
- City of Richland Hills
- City of Grapevine
- Sundance Square
- City of Burleson (2020-2022)

Response Time

- Nightly walk through a minimum of twice a week/ 48 hour maintenance response

Rates and Expenses

- \$29,817 annually for three years.

Council Action

- Approve a three-year contract with Holiday Design Sisters for holiday lighting in the Mayor Vera Calvin Plaza as outline in RFP 2023-017
- Deny the contract and provide staff with further direction.

