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## City Council Regular Meeting

**DEPARTMENT:** Economic Development

**FROM:** Alex Philips, Economic Development Director

**MEETING:** October 16, 2023

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**SUBJECT:**

Consider approval of a three-year contract with Holiday Design Sisters for holiday lighting in the Mayor Vera Calvin Plaza in the amount of \$89,451. (*Staff Contact: Alex Philips, Economic Development Director*)

**SUMMARY:**

The City 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 21, 2023 and closed on September 7, 2023. Seven submittals were received.

The project entails the lighting of trees along the Plaza's promenade and miscellaneous trees in and around the lawn area; roof lighting of City Hall, the Heritage Museum, stage, water tower, restroom building and pavilion structures; installation of decorative wreaths on City Hall, Plaza stage and Heritage Museum.

An emphasis was placed on qualifications/relative experience as well as fast response time to maintenance issues due to the location being a focal point to City Council, management, and visitors to the Old Town district.

The price differentiation between all bids was minimal, with the difference between the highest bid and lowest bid being only \$6,990 annually.

City Staff's internal evaluation team met to review and score submissions. Holiday Design Sisters was the highest scored submission. Additionally, Holiday Design Sisters has provided holiday lighting to the area in years past and therefore is familiar with the level of detail desired for this area, electrical receptacles/power capacity, importance of quick response to service calls, etc. A summary of scoring is included in the chart below:

Vendor	Total
Holiday Design Sisters	81.67 pts
Christmas Lights 4 U, LLC	77.33 pts
Dekra-Lite Industries, Incorporated	60 pts
Murphy Christmas Lighting	59 pts
Elite Creations	53.83 pts
Integra Lawns	46.17 pts
Premier Oaks Lighting	38.17 pts

**OPTIONS:**

- 1) Approve as presented
- 2) Approve with changes
- 3) Deny

**FISCAL IMPACT:**

If approved, the annual contract price of \$29,817 will be incorporated into the annual budget for the upcoming three (3) fiscal years, and will be funded from the Hotel/Motel tax fund 2104202-6008 Project/Event/Meeting Expenses.

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