



MEMORANDUM

Downtown Development Authority

December 18, 2024 at 2:00 PM

TO: Downtown Development Authority (DDA)

FROM: Jenny Pearson, Project Manager

SUBJECT: Christmascape Three (3) Year Contract Renewal with Chips Groundcovering

The City of Douglas' current contract with Chips Groundcovering is set to expire after the holiday season is wrapped up. This contract is split between the City and the DDA. Keeping the same scope of work for the DDA's portion (see attached for breakdown) the contract renewal quote comes to \$6,805.

Funds will be budgeted under: Downtown Development Authority, Community Promotions 248-728-880 once the budget for FY 25/26 is approved by Council.

Suggested Motion: Approve a three (3) year contract with Chips Groundcovering at \$6,805 to be included in the budget for FY 25/26.



11931 E Lakewood Blvd • Holland MI 49424 • info@chipsgroundcover.com • Phone - 616.546.9196 • Fax - 616.546.9210

DDA Budget + City Budget

Christmascapc Renewal.

Bill To:	City of Douglas			Date:	04-24-24
Job Name (if different):			Jobsite Contact (if commercial)	Jenny Pearson	
Phone:	269-857-1439	Email:	douglas@douglasmi.gov		
Billing Address, City, State, Zip:	86 W. Center St. Douglas MI, 49406				
Jobsite Address (if different):	Various areas				

Thank you for your interest in our services! We take pride in the displays we create (we call them "Christmascapes!") for your enjoyment and we hope to work with you soon.

Please initial at each desired item. \$750 first- year job minimum. \$400 next-year minimum. Please complete top-portion of reverse side for scheduling

Item #:	CUSTOMER INITIAL	Description:	Color of Lights	Annual Pricing, 2025, 2026, 2027 Season
		2025 Proposal: Create Christmascapc Display Similar to previous year. (Pricing reflects annual pricing with 3 year agreement)		
1		8 trees through downtown area (along Center St)	Warm white	\$1045
2		12' Artificial Christmas Tree in Gazebo		\$1395
3		9 Trees at Beery Field Park (trunk and canopy wrap)	Warm white	\$1895
4		2 deciduous trees near Gazebo at Wades Bayou	Warm white	\$1050
5		Various Trees near parking area at Wades Bayou	Warm White	\$1595
6		(8) Fresh-Cut Fraser Firs through downtown area.		\$1545
7		Artificial garland (with lights) along top of front doors at City Hall		\$125
8		(9) gingko trees lining Center Street. Trunk & Canopy Wrap	Warm White	\$395
9		Lighting of 20' evergreen Tree near Beery Field (does not include tree installation.	tbd	\$475
10		Roofline of City Hall, front and both sides (if west side is accessible). Might require roof access. C9 lights Switched to year-round use (03-22-23)	Warm white	n/a
11		Roofline of Police Department, front and both sides, including the roof over the west entrance. C9 LED lights Switched to year-round use (03-22-23)	Warm White	n/a
12		Roofline of Beery Field bathrooms. C9 LED lights Switched to year-round use (03-22-23)	Warm white	n/a
13		Outline "Downtown" sign (and arrow) at Bluestar & Center St. with rope light. Switched to year-round use. (03-22-23)	Warm White	n/a
14		Gazebo at Wades Bayou (deduct \$250 if no "vertical" runs) Switched to year-round use. (03-22-23)	TBD	n/a
15		Cords & timers.		\$0
16		Additional Service (with \$5,000 minimum acceptance)- Pricing Includes up to 15 service calls per (3-month) season. Service calls typically completed within 4 business days of notice of the closest business day, weather and safety depending (Saturday and Sunday calls will be processed Monday). Each additional service call billed at \$85 first hour (minimum). \$85 each additional hour, billed in 15 minute increments. Material needing replacement due to theft, vandalism, or acts of nature may be billed additional. Material to be replaced due to installation error or manufacturer defect will be completed at no additional costs. No Sunday or Holiday call-outs		

*City \$2,715
DDA \$6,805*