



City of Ketchum

November 7, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho 83340

Mayor Bradshaw and City Councilors:

Recommendation to approve Purchase Order 23030 For Holiday Lighting

Recommendation and Summary

Staff is recommending the Council approve Purchase Order 23030 with Bigwood Landscaping for holiday lighting by adopting the following motion:

"I move to approve Purchase Order 23030 for an amount not to exceed \$24,001.60 with Bigwood Landscaping and authorize the mayor to sign the Purchase Order."

The reasons for the recommendation are as follows:

- Holiday lights are very labor intensive and specialized. The Facilities Maintenance Department doesn't have the staffing and expertise to handle this job in house.
- Bigwood Landscaping has staff and knowledge to get the job done very cost effectively.

Introduction and History

The City of Ketchum decorates trees in the downtown area with lights for the winter season. Each year, lights are hung on approximately 200 trees on Sun Valley Road, Main Street, and Fourth Street. Lights are also hung in the Town Square and outside City Hall.

Financial Impact

A not-to-exceed contract amount of \$24,001.60 is budgeted in the facility maintenance division's City Beautification line item.

Attachments

- Attachment A: Purchase Order 23030
- Attachment B: Bigwood Landscaping Quote



CITY OF KETCHUM
PO BOX 2315 * 191 5TH ST. * KETCHUM, ID 83340
Administration 208-726-3841 (fax) 208-726-8234

PURCHASE ORDER
 BUDGETED ITEM? ___ Yes ___ No

PURCHASE ORDER - NUMBER: 23030

To: 1338 BIG WOOD LANDSCAPE, INC. P.O. BOX 310 KETCHUM ID 83340	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
10/31/2022	bancona	bancona	Facilities Maintenance	0	

Quantity	Description	Unit Price	Total
1.00	HOLIDAY LIGHTS 01-4194-4220	25,000.00	25,000.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		25,000.00

 Authorized Signature



Big Wood Landscape

12449 ST HWY 75
P. O. Box 310
Ketchum, ID 83340

www.bigwoodlandscape.com

Invoice

Date	Invoice #
10/18/2022	27357

Bill To

Service Address

City of Ketchum
PO Box 2315
Ketchum, ID 83340

Terms	Project
Net 10	Ketchum Holiday Lighting

Serviced	Quantity	Description	Rate	Amount
10/18/2022	1	UPDATED HOLIDAY LIGHTS BID FOR 2022 Base Bid - Holiday Lighting	17,200.00	17,200.00
10/18/2022	20	Option Bid Items - Holiday Lighting-Case of lights (24 strands per case)	340.08	6,801.60
Thank you for your business			Total	\$24,001.60

Phone #	Fax #
(208) 726-4167	(208) 726-4199

E-mail
miked@bigwoodlandscape.com