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To: DDA Board of Directors
From: Thomas Kennedy – CED/DDA Project Coordinator
Austin Colson – CED/DDA Director
Date: September 19, 2025
RE: Holiday Lighting Contractor

On September 8th, the Lathrup Village Downtown Development Authority (LVDDA) issued a Request for Qualifications (RFQ) for the installation of holiday lighting around City Hall grounds, including the building and the surrounding trees.

The City received three proposals:

- **Lucent Landscape and Lighting** – Oak Park, Michigan - \$9,000
- **Pink Pro Installations** – Birmingham, Michigan - \$9,475
- **Christmas Light Guys** – Sterling Heights, Michigan - \$9,900

Expressed interest but no proposal received:

- **Maxteriors Lighting** – Beverly Hills, Michigan

Each proposal includes:

- A detailed price breakdown of services offered.
- A visual rendering to provide the Board with a preview of the expected design.
- Proof of insurance.

The proposals were evaluated based on cost efficiency, creativity, experience, and the ability to deliver reliable service within the project timeline. Each vendor provided renderings and insurance documentation, giving the Board a clear view of both design and qualifications. Review and compare these proposals in detail and determine which contractor best meets the DDA's goals for creating a festive, high-quality holiday lighting display at City Hall.

Suggested Motion: "I authorize the DDA Director to reimburse the City in the amount of _____ for the installation of holiday lighting on city hall grounds."