



PARKS AND RECREATION

To: Mayor and Town Council

From: Dan Baker, Director of Parks and Recreation

Through: Mario Canizares, Town Manager
Robyn Battle, Executive Director

Re: Christmas Display Services – Christmas Light Co.

Town Council Meeting – April 16, 2024

Agenda Item:

Consider and act upon awarding CSP No. 2024-15-A to The Christmas Light Company, related to annual Christmas Display Services; and authorizing the Town Manager to execute a contract for the same.

Description of Agenda Item:

The Town issued CSP 2024-15-A to establish an annual contract for Christmas Display Services. Services will include rental, installation, decoration, removal, and storage of items, for the Downtown area along Main Street and Broadway Street. Specifically, 15' premium lit garland swirled down 23 light poles. Each light pole will have a 16" hand-made, red velvet outdoor bow on top. Additionally, 67 trees along Main Street and Broadway Street will be wrapped with warm LED mini lights, from the trunk to the top of the branches of the trees. Per the agreement, the trees will be wrapped for the entire year, minus two times a year for tree pruning and maintenance. Services also will include rental and storage of a 30' artificial tree on the Town Hall ground as well as installation and removal of decorations on the exterior of Town Hall. Decorations for Town Hall are owned and stored by the Town. The Town received six (6) responses by the due date and time. The evaluation committee was comprised of three (3) Parks & Recreation staff members. After completion of the evaluation process, staff recommends awarding the contract for base services to The Christmas Light Company, the best value proposal. The initial term of the contract will be one year, with four optional one-year renewal periods. Per the Downtown Advisory Committee, staff are requesting The Christmas Light Company begin the wrapping of the trees along Main Street and Broadway Street in April 2024.

Budget Impact:

\$20,000 will be funded by the downtown improvement funds to wrap the trees with lights along Main Street and Broadway Street from account number 100-5480-10-99. The remaining balance of \$32,950 will be funded by the Events - Christmas Festival account number 100-5601-60-01.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has previously approved the attached standard contract as to form and legality.

Attached Documents:

1. Evaluation Matrix
2. Contract for Services

Town Staff Recommendation:

Town Staff recommends the Town Council award CSP No. 2024-15-A to The Christmas Light Company, related to annual Christmas Display Services; and authorize the Town Manager to execute a contract for the same.

Proposed Motion:

I move to award CSP No. 2024-15-A to The Christmas Light Company, related to annual Christmas Display Services; and authorize the Town Manager to execute a contract for the same.