



PARKS AND RECREATION

To: Mayor and Town Council

From: Dan Baker, Director of Parks and Recreation

Through: Robyn Battle, Executive Director of Community Services,
Ron Patterson, Interim Town Manager

Re: Christmas Display Services

Town Council Meeting – October 25, 2022

Agenda Item:

Consider an act upon approval of a contract with The Christmas Light Company for Christmas Display Services.

Description of Agenda Item:

The Town issued CSP 2023-01-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, 36 trees along Broadway Street will be wrapped with warm LED mini lights, from the trunk to the top of the branches of the trees. Services also will include rental and storage of a 30' artificial tree on the Town Hall grounds. The Town received six (6) responses by due date and time. The evaluation committee was comprised of two (2) 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.

Budget Impact:

The annual fee for the rental, installation, removal, and storage of items for Main Street, Broadway Street and the Town Hall grounds is \$34,625 and will be funded from PARKS Prosper Christmas Festival 100-5601-60-01

Legal Obligations and Review:

Utilizing a pre-approved standard form

Attached Documents:

1. Evaluation Matrix

2. Contract for Services

Town Staff Recommendation:

Staff is recommending approval of a contract with The Christmas Light Company for Christmas Display Services.

Proposed Motion:

I move to approve a contract with The Christmas Light Company for Christmas Display Services.