



CITY COUNCIL COMMUNICATION

DATE: May 1, 2023

FROM: Donna Green, Director of Marketing and Civic Engagement

AGENDA ITEM: Consideration and possible action to award RFP-2023-03 to First Choice Christmas Lights LLC DBA First Choice Lights and authorize the City Manager to execute the agreement.

SUMMARY:

- On April 3, 2023, City Council authorized staff to issue RFP-2023-03 for holiday decorations.
- Bid open date was April 25, 2023 at 2:00 PM.
- City received two (2) responses: First Choice Lights & Christmas Company
- Staff is seeking authorization to approve a (1) one-year contract to lease decorations with First Choice Lighting for an amount not to exceed \$51,710.00 with two (2) possible one (1) year extensions.

FISCAL INFORMATION:

Budgeted: Yes

Amount: \$51,710.00

GL Account: 31-5270.4

RECOMMENDED MOTION OR ACTION:

Staff recommends approval to hire company First Choice Lighting for the 2023 Holiday Decorations RFP.

ATTACHMENTS:

- Exhibit A - Holiday Decoration RFP
- Exhibit B – Proposal (Contractor's Response)
- Agreement for Holiday Decoration Display
- Bid Tabulation