

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: July 1, 2024

**Topic:**

Approve a service agreement renewal with Cypress Holiday Decorating Concepts for holiday lighting services for Fiscal Year 2025, for a not-to-exceed amount of \$54,431.47 (RFP 2023-11), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures will need to be included in the Fiscal Year 2024-2025 Budget.

**Background:**

Cypress Holiday Decorating Concepts is a company specializing in the installation of holiday lighting and decorations that has been used for the last four years to complete holiday lighting at the Depot and along Main Street. Cypress Holiday Decorating Concepts was selected through the Request for Proposals process (RFP 2023-11) in 2023, which allowed interested parties to submit their proposals for holiday lighting. After discussions with City Council a services agreement was awarded to Cypress Holiday Decorating Concepts.

The original services agreement was executed in August 2023 with three additional one-year renewals and based on the City’s adopted Procurement Policy, staff is requesting to exercise the option to utilize the renewal term within the agreement, leaving two renewal options remaining.

The services agreement renewal with Cypress Holiday Decorating Concepts will be for a not-to-exceed amount of \$54,431.47 for fiscal year 2025, beginning October 1 and expiring September 30, 2025, resulting in a contract increase of 2.63%. The current CPI for services as of May 2024 was 5.2%, and Cypress Holiday is lowering the CPI increase for allowing early installation of the decorations.

Additionally, the proposed renewal agreement offers a discount of \$1,360.79, if the payment is received by October 15. The table below reflects the renewal pricing and early payment discount.

Original Services Agreement	\$53,000.50
Renewal Services Agreement (before discount)	\$54,431.47
<b>Renewal Increase (before discount): 2.63%</b>	
Early Payment Discount Pricing:	\$53,070.68

This item authorizes a services agreement renewal with Cypress Holiday Decorating Concepts for holiday lighting services to be provided to the City and authorizes the amount to be placed in the fiscal year 2024-2025 budget.

**Origination:** Project Management

**Recommendation:**

Staff recommends approving a services agreement renewal with Cypress Holiday Decorating Concepts for holiday lighting services for an amount no-to-exceed \$54,431.47.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: #100-157-6329

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Meagan Mageo Approved by \_\_\_\_\_  
Staff Member Date City Manager Date