

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: August 7, 2023

Topic:

Approve an agreement with Cypress Holiday Decorating Concepts for holiday lighting services for Fiscal Year 2024, for a not-to-exceed amount of \$50,350.48 (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 2023-2024 Budget.

Background:

The proposed agreement with Cypress Holiday Decorating Concepts is for fiscal year 2024, beginning October 1 and expiring September 30, 2024, and has the option for three additional one-year renewals. Cypress Holiday Decorating Concepts was selected through the Request for Proposals process (RFP 2023-11), which allowed for interested parties to submit three different proposals: the Base Proposal, an Additive/Alternate Proposal, and a Recommended Proposal. Five firms submitted sealed proposals, with Cypress Holiday Decorating Concepts being selected as offering the best value to the City based on the proposed scope of work. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Following a discussion with City Council at the July 3 Regular City Council Meeting, staff has developed an agreement with Cypress Holiday Decorating Concepts for the Base Proposal to be completed which includes our current holiday lighting installation and the addition of all Memorial Trees to be wrapped at Depot Plaza.

This item authorizes an agreement with Cypress Holiday Decorating Concepts for holiday lighting services to be provided to the City annually, and authorizes the amount to be placed in the fiscal year 2023-2024 budget.

Origination: Public Works Department

Recommendation:

Staff recommends approving an agreement with Cypress Holiday Decorating Concepts for holiday lighting services for an amount no-to-exceed \$50,350.48.

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