

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: July 3, 2023

Topic:

Provide staff direction for the award of a contract to Cypress Holiday Concepts for the installation of holiday lighting at City facilities for Fiscal Year 2024 (RFP 2023-11). These expenditures would need to be obligated in the Fiscal Year 2023-2024 budget.

Background:

Staff issued a Request for Proposal (RFP) for the installation of holiday lighting at City facilities. The RFP allowed for interested companies to submit three different proposals: the Base Proposal consisting of our current holiday lighting installation at the Depot; an Additive/Alternate Proposal that enhanced our current lighting by including additional wrapping of trees and decorating all City building; and a Recommended Proposal allowing for submitting companies to submit a proposal based on their recommendation for holiday décor that would add value to the City’s goal of increasing our holiday decorations.

Staff received five responses from qualified companies and completed a thorough review of the submissions; the selection and discussions were held in accordance with the City’s adopted Procurement Policy and Manual and state procurement law. Cypress Holiday Concepts is the highest scoring company, and staff is recommending that we move forward with this company and begin negotiations for the holiday lighting to begin October 1, 2023, with funds to be obligated in the Fiscal Year 2023-2024 budget process.

The table below shows a breakdown of the submitted pricing for each category.

Base Proposal	Additive/Alternate	Recommended Proposal
\$50,350.48	\$73,074.00	\$140,984.94

Staff is seeking direction from Council based on their vision for holiday lighting at the Depot, along Main Street in downtown, Four Corners, and City buildings that they would like to see implemented in order for us to add the expenditure in the upcoming fiscal year budget.

Origination: Project Management

Recommendation:

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: _____

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
Staff Member Date City Manager Date