



Legislation Details (With Text)

File #: 22-1101 **Version:** 1
Type: Procurement Award **Status:** Agenda Ready
File created: 9/8/2022 **In control:** City Council
On agenda: 9/20/2022 **Final action:**
Title: Approve the award of Option Year Four to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$185,000

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
9/20/2022	1	City Council	approved	Pass

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year Four to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$185,000

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Department of Public Works (DPW) is responsible for holiday lighting and decorations in the Central Business District (CBD). Historically, this consisted of holiday lighting for approximately 200 trees, rooftop lighting, and lit garland on streetlight poles.

On September 19, 2017, the City Council awarded Contract 17-097 to Holiday Creations Pro, Inc. for a two-year term with six one-year options to extend. Each year DPW works closely with the Downtown Naperville Alliance (DNA) to examine holiday lighting and decorations to develop a cohesive program, where all elements of the lighting complement each other and create a festive atmosphere for the downtown. Examples of the program evolution are below:

2017

The rooftop lighting throughout the downtown was evaluated and replaced with LED lighting by the contractor. In addition, street level displays were incorporated into the holiday lighting program. Tree lighting continued to be installed by in-house crews during this first year.

2018

The contractor continued to install rooftop lighting and streetlight displays in addition to tree lighting which included branch wrapped lighting and spritzers in place of the traditional canopy wrap. The holiday lighting program was also expanded to include the Riverwalk bridge leading from the Dandelion Fountain to Water Street.

2019 - 2021

The City Council approved the first option year on September 3, 2019, the second option-year on June 16, 2020, and the third option year on June 15, 2021. Based on feedback received from downtown businesses, residents, and the DNA, during the first three option years the tree lighting was expanded to a branch wrap of the entire tree with LED lighting.

Also, during the second and third extension years, Holiday Creations Pro, Inc. provided tree lighting, rooftop lighting, streetlight pole garland for Washington Street, and seasonal displays.

DISCUSSION:

Based upon the vendor’s performance, DPW is recommending extending the contract for the fourth option year. Holiday Creations Pro, Inc. has agreed to maintain the rates and terms provided for under the contract. The holiday lighting program for the 2022-23 season will be similar to the lighting provided during the first, second, and third option years, including the holiday tree located at the Municipal Center. In addition, holiday lighting will be placed in the recently reconstructed streetscape along Main Street.

The term of the fourth option year is April 30, 2022 to April 29, 2023, with two, one-year options remaining on the agreement.

FISCAL IMPACT:

CIP #: N/A

Holiday lighting and decorations are expensed to the Operational Services accounts below. A total of \$197,000 is budgeted in 2022 for holiday lighting. The requested award of \$185,000 is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
31254300-531308	Downtown Maint. Fund	\$604,400
31104300-531308	Downtown Maint. Fund	\$103,000