



Legislation Details (With Text)

**File #:** 23-0919      **Version:** 1  
**Type:** Extension of Agreement      **Status:** Agenda Ready  
**File created:** 8/3/2023      **In control:** City Council  
**On agenda:** 8/15/2023      **Final action:**  
**Title:** Approve the award of Option Year Five to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$206,000

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
8/15/2023	1	City Council	approved	Pass

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Option Year Five to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$206,000

**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.

The City Council approved the first option year on September 3, 2019, the second option-year on June 16, 2020, the third option year on June 15, 2021, and the fourth option year on September 20, 2022. Based on feedback received from downtown businesses, residents, and the DNA, during the first four option years the tree lighting was expanded to a branch wrap of the entire tree with LED lighting.

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

**DISCUSSION:**

Based on 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 2023-24 season will be similar to the lighting provided during the first four option years, including a holiday tree located at the Municipal Center. In addition, holiday lighting will be placed in the recently reconstructed streetscape along Main Street and at the Naperville sign on Washington Street near the train station.

The term of the fifth option year is April 30, 2023 to April 29, 2024, with one, one-year option remaining on the agreement.

**FISCAL IMPACT:**

CIP #: N/A

Holiday lighting and decorations are expensed to the Operational Services accounts below. A total of \$206,350 is budgeted in 2023 for holiday lighting. The requested award of \$206,000 is within the budgeted amount for this expense.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
31254300-531308	Downtown Maint. Fund	\$660,890
31101100-531308	General Fund	\$926,550