



## Legislation Text

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File #: 24-0485, Version: 1

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### **CITY COUNCIL AGENDA ITEM**

#### **ACTION REQUESTED:**

Approve the award of Option Year #6 to Contract 17-097.6, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc., for an amount not to exceed \$218,000

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director of Public Works

#### **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 through April 30, 2019, with six one-year options to extend. On October 16, 2018, the City Council approved Change Order #1 to add additional tree lighting and lighting on the Riverwalk bridge. 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, the fourth option year on September 20, 2022, and the fifth option year on August 15, 2023.

During the 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 sixth 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 2024-25 season will be similar to the lighting provided during the first five option years, including a holiday tree located at the Municipal Center and lighting at the welcome sign on Washington Street.

The term of the sixth option year is April 30, 2024, to April 29, 2025, with no additional option years remaining on the agreement.

**FISCAL IMPACT:**

CIP #: N/A

Holiday lighting and decorations are expensed to the Operational Services accounts below. A total of \$230,000 is budgeted in 2024 for holiday lighting. The requested award of \$218,000 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	\$726,130
31101100-531308	General Fund	\$1,151,500