



Legislation Details (With Text)

File #: 19-625 **Version:** 1

Type: Procurement Award **Status:** Passed

File created: 6/10/2019 **In control:** City Council

On agenda: 9/3/2019 **Final action:** 9/3/2019

Title: Approve the award of Option Year One to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$165,000

Sponsors:

Indexes:

Code sections:

Attachments: 1. Tree Lighting Options

Date	Ver.	Action By	Action	Result
9/3/2019	1	City Council	approved	Pass

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year One to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$165,000

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 has consisted of holiday lighting for approximately 200 trees, rooftop lighting, and lit garland on streetlight poles. The tree holiday lighting was historically completed in-house, while the installation and maintenance of existing lights on the front façade of the CBD businesses and the streetlight pole garland was contracted out. Over the past few years, DPW has worked closely with the Downtown Naperville Alliance to examine the holiday lighting and decoration program to develop a cohesive holiday lighting program, where all elements of the seasonal lighting complement each other and create a beautiful atmosphere for the downtown.

On September 19, 2017, City Council awarded Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for a two-year term with six one-year options to extend. During the first year of the program, tree lighting continued to be installed by in-house crews and 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. The cost for the 2017/18 holiday decorations was \$113,325.

During the second year of the program, rooftop lighting and street level displays continued to be installed. On October 16, 2018, The City Council approved Change Order #1 to allow for the tree lighting to be installed by the contractor and to include 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. The cost for the 2018/19 holiday decorations was \$132,385.

DISCUSSION:

In preparation for the 2019/20 holiday season, DPW solicited feedback from the downtown businesses and residents regarding tree lighting options. Early this summer the contractor installed three options for review. The first option was the branch wrap with spritzer (similar to what was installed in 2018), the second option was the traditional canopy wrap, and the final option was the branch wrap of the entire tree. Based on feedback received from downtown businesses, residents and the Downtown Naperville Alliance, the tree lighting will be a branch wrap of the entire tree with LED lighting for the 2019/20 season.

In addition to the tree lighting improvements, the program will continue to provide rooftop lighting, seasonal displays and decoration of the holiday tree located at the Municipal Center and new streetlight pole garland for Washington Street. The new LED lighting is expected to have a lifespan of eight years which will result in long term savings on the cost of lights.

Holiday lighting will run from mid-November through mid-March. The term of the first option year is from date of award through April 30, 2020 with five, one-year extensions remaining.

FISCAL IMPACT:

CIP #: N/A

Holiday lighting and decorations are expensed to the operational services accounts below. A total of \$123,500 is budgeted in 2019 for holiday lighting. The requested award of \$165,000 exceeds the budgeted amount for this expense. A portion of the expense for the holiday lighting program will be paid in 2020, and the budget will be adjusted to cover the additional funding needed.

Account Number	Fund Description	Total Amount
31254300-531308	SSA 26 Fund	\$472,520
31104300-531308	SSA 26 Fund	\$96,730
31101100-531308	General Fund	\$350,410