



Legislation Details (With Text)

File #: 20-617 **Version:** 1

Type: BID, RFP, RFQ, COOP, SOLE SOURCE, OPTION YEAR **Status:** Passed

File created: 5/20/2020 **In control:** City Council

On agenda: 6/16/2020 **Final action:** 6/16/2020

Title: Approve the award of Option Year Two 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
6/16/2020	1	City Council	approved	Pass

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year Two 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. The tree holiday lighting was 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.

On September 19, 2017, 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 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.

- During the first year of the original award, 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 the first year.

- During the second year of the original award, the contractor continued to install rooftop lighting and streetlight displays. In addition, the contractor installed 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.

The City Council awarded the first option year of Contract 17-097 to Holiday Creations Pro, Inc. on September 3, 2019.

DISCUSSION:

During the first extension, Holiday Creations Pro, Inc provided the tree lighting, rooftop lighting, streetlight pole garland for Washington Street, seasonal displays and the holiday tree located at the Municipal Center. Based on feedback received from downtown businesses, residents and the Downtown Naperville Alliance, the tree lighting was changed to a branch wrap of the entire tree with LED lighting. Based upon the vendor's performance, DPW would like to extend the contract for the second 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 2020/21 season will be similar to the lighting provided during the first option year, with additional streetlight pole garland added to the program.

The term of the second option year is April 30, 2020 to April 30, 2021, with four, one-year options remaining on the agreement.

Holiday lighting may seem a non-essential expenditure due to the budgetary impacts of COVID-19. However, creating a welcoming environment in order to increase the number of people shopping and dining is even more important this year due to the challenges already presented by COVID 19.

FISCAL IMPACT:

CIP #: N/A

Holiday lighting and decorations are expensed to the operational services accounts below. A total of \$190,000 is budgeted in 2020 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	SSA 26 Fund	\$537,520
31104300-531308	SSA 26 Fund	\$113,230