



Legislation Details (With Text)

File #: 21-0722 **Version:** 1

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

File created: 5/25/2021 **In control:** City Council

On agenda: 6/15/2021 **Final action:** 6/15/2021

Title: Approve the award of Option Year Three to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$173,040

Sponsors:

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
6/15/2021	1	City Council	approved	

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Option Year Three to Contract 17-097, Holiday Lighting and Decorations, to Holiday Creations Pro, Inc. for an amount not to exceed \$173,040

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, 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 in the Discussion section below.

DISCUSSION:

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 - 2020

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

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

Based upon the vendor's performance, DPW is recommending to extend the contract for the third 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 2021-22 season will be similar to the lighting provided during the first and second option year, including the holiday tree located at the Municipal Center.

The term of the third option year is April 30, 2021 to April 30, 2022, with three, 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 \$173,500 is budgeted in 2021 for holiday lighting. The requested award of \$173,040 is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
31254300-531308	SSA 33 Fund	\$522,520
31104300-531308	SSA 33 Fund	\$113,230