



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Rick De Santiago, Public Works Manager

Date: October 25, 2022

Subject: Contractor Services Agreement with Décor IQ for Design, Installation, and Maintenance Services for the City Main Street Holiday Decorations

Recommendation

Approve and authorize the City Manager to execute a Contractor Services Agreement with Décor IQ for design, installation, and maintenance services for the City Main Street holiday decorations in an annual amount not to exceed \$125,880.00 in such final form as approved by the City Attorney.

Background

The City maintains an ongoing effort to celebrate the holiday season with decorations on Main Street each year. City staff decorates City Hall, Cultural Center, and Main Street each year beginning in late September. This requires rental equipment used explicitly for these decorations and a laborious attempt to make it look professional and appropriate for the season. The staff has done a great job over the years but not without a price. Personnel hours, equipment rental, lighting supplies, and total maintenance costs are over \$156,000 annually for the same decorations each year.

Discussion

In search of an improved way and better product, staff has found a company on Buy Board Purchasing Corporation that can perform these tasks and services at a reduced price. Décor IQ Holiday and Event Services creates unique, one-of-a-kind Event and Seasonal experiences. The goal here is to receive professional services from design to installation that delivers stunning and memorable experiences with annual cost savings to the City.

Décor IQ will provide in-house designers, artisans, fabricators, and installers to deliver a one-of-a-kind experience that creates memories and is representative of the City. The Decor IQ team will design, craft, install and maintain the holiday decorations on Main Street in a spectacular display of lights, graphics, colors, and abstracts, all creating a highly reverent enjoyment display.

Decor IQ has been competitively bid and priced on Buy Board, Master Project Contract Number #643-21, with an expiration date of May 31, 2024. Buy Board Purchasing Corporation was created by state law as a service cooperative to provide programs and services to members in education and government. Buy Board Purchasing Corporation follows the competitive contracting law to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Buy Board

Purchasing Corporation cooperative purchasing contracts are made available through the joint exercise of powers law to member agencies. Member agencies include all eligible government, education, and non-profit agencies nationwide.

The attached proposal from Decor IQ proposes a complete design, installation, and maintenance lease agreement for three years. Following the approval of this agenda item, staff will execute an agreement for the entire proposal and schedule the lighting for installation.

Fiscal Impact

Holiday Lighting for Main Street is included in the Fiscal Year 22-23 Annual Operating Budget.

Exhibits

- A – Agreement
- B – Proposal