



City of San Antonio

Agenda Memorandum

File Number: 18-4665

Agenda Item Number: 7.

Agenda Date: 8/30/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Holiday Lighting Services

SUMMARY:

This ordinance authorizes a contract with DecorIQ, LLC to provide holiday lighting services for the Center City Development and Operations Department, Parks and Recreation Department, and the San Antonio Public Library for an estimated amount of \$226,000.00 annually. Funding for this contract is available through the departments' FY 2018 Adopted Operating Budget.

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by DecorIQ, LLC to provide holiday lighting services for various departments. The contractor shall provide all labor, equipment, and materials necessary to install, maintain, and remove City-owned C-7 LED, C-9 LED and LED mini-bulb holiday lighting on assorted trees, structures and statues located in downtown San Antonio. This contract also includes an option for City to rent various holiday lighting from Contractor.

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Holiday Lighting" (RFCSP 6100010343) on May 23, 2018 with a submission deadline of June 25, 2018. Five proposal responses were received. One proposal was deemed non-responsive by the Economic Development Department due to the respondents' failure to meet the Small Business Economic Development Advocacy subcontracting requirement. DecorIQ, LLC is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee consisted of representatives from the Center City Development and Operations Department and the Building and Equipment Services Department. The Finance Department, Purchasing Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal response was based on a total of 100 points; 30 points allotted for experience, background, qualifications; 30 points allotted for proposed plan; and 20 points allotted for respondent's price schedule. Ten preference points were allotted for the Small Business Economic Development Advocacy Program, SBE Prime Contractor Program Affirmative Procurement Initiative, and ten preference points allotted for the M/WBE Prime Contractor Program Affirmative Procurement Initiative. Additional categories of consideration included references and financial qualifications.

The evaluation committee met on August 1, 2018 to evaluate the four responsive proposals received. After committee review and discussion, individual technical scores were submitted. Once scores were finalized by the selection committee, the pricing scores and the SBEDA scores were revealed. DecorIQ, LLC received the highest ranking and was recommended for award by the evaluation committee.

The initial term of the agreement shall be upon award through March 31, 2019. Two additional one-year renewals at the City's option shall also be authorized by this ordinance.

ISSUE:

This contract will provide holiday lighting services for the Center City Development and Operations Department, Parks and Recreation Department, and San Antonio Public Library Department. The selected contractor will furnish all labor necessary to install, maintain, and remove City-owned LED holiday lighting on assorted trees, structures and statues located in downtown San Antonio. This service will include, but it not limited to, the installation, maintenance, and removal of holiday lighting and running power cables(s) to fixed or temporary electrical panels. The Contractor will supply timers as needed to turn lights on at dusk and off at dawn, or as the City requires. This contract also includes an option for the City to rent various holiday lighting such as C-9 LED, LED Mini-bulbs and C-7 LED lights from the Contractor. The Contractor will also provide maintenance and programming of flex lighting for bridges along the San Antonio RiverWalk.

The Contractor shall install holiday lights September 10, 2018 through November 19, 2018. Holiday lights will be removed from January 14, 2019 through February 28, 2019. The installation and removal dates for subsequent years will be determined at a later time.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. DecorIQ, LLC is a small firm that received ten evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area and have agreed to meet the 22% Minority and/ or Women-Owned Business Enterprise (M/WBE) subcontracting goal.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, City Departments would be required to procure the installation, maintenance and removal of holiday lights on an as needed basis. Lack of a contract could result in increased

costs and delay the installation of lights on assorted trees, structures and statues located in downtown San Antonio. These departments do not have the staff to perform these services in-house.

FISCAL IMPACT:

This ordinance authorizes a contract with DecorIQ, LLC to provide all labor, equipment, and materials necessary to install and maintain holiday lighting services for an estimated cost of \$226,000.00 annually. Funding for this contract is available through the departments' FY 2018 Adopted Operating Budget.

RECOMMENDATION:

Staff recommends the approval of a contract with DecorIQ, LLC to provide the Center City Development and Operations Department, Parks and Recreation Department, and San Antonio Public Library with holiday lighting services on assorted trees, structures and statues located in downtown San Antonio for an estimated annual cost of \$226,000.00.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.