



Legislation Text

File #: 2023-0642, Version: 1

Report to Mayor and City Council

Tuesday, October 03, 2023

Consent

SUBJECT:

CONSIDER AWARDING A CONTRACT TO T&G GLOBAL LLC, DBA ST. NICK'S CHRISTMAS LIGHTING AND DÉCOR TO PROVIDE HOLIDAY DECORATING SERVICES TO THE CITY OF CARSON (CITY COUNCIL)

I. SUMMARY

On June 29, 2023, the City issued Request for Proposals (RFP) No. 23-022 for holiday decorating services at City Hall, the Carson Event Center, and select City streets (Exhibit No. 1). When the RFP closed on August 16, 2023, six (6) proposals were received (Exhibit No. 2). Upon completion of an extensive review and evaluation, T&G Global LLC dba St. Nick's Christmas Lighting and Décor was selected as the most qualified vendor (Exhibit No. 3). The annual cost is a not-to-exceed amount of \$157,894.00, for a contract sum of \$473,682.00 over the three (3) year term of the proposed contract (Exhibit No. 5). The proposed contract also provides for up to two one-year extension periods which may be exercised at City's option.

II. RECOMMENDATION

TAKE the following actions:

1. AWARD and APPROVE the proposed Contract Services Agreement with T&G Global LLC dba St. Nick's Christmas Lighting and Décor for a not-to-exceed contract sum of \$473,682.00 over the initial three (3) year term (Exhibit No. 5; "Agreement"); and
2. AUTHORIZE the Mayor to execute the Agreement, following approval as to form by the City Attorney.

III. ALTERNATIVES

TAKE another action City Council deems appropriate.

IV. BACKGROUND

Request for Proposals (RFP) No. 23-022 was released on June 29, 2023, to provide holiday decorating services at City Hall, the Carson Event Center (previously, the Carson Community Center), and select light pole banners along Carson Street and Avalon Boulevard. These services include complete installation and removal of all holiday décor.

Six (6) proposals were received in response to the RFP. Pursuant to CMC 2611(b), the proposals were ranked by a staff evaluation panel based on the evaluation criteria set forth in the RFP (p.7), including relevant experience, reputation, credentials, understanding of the project, service capabilities and capacity, past performance record, and prior experience with the City. The proposal from T&G Global LLC dba St. Nick's Christmas Lighting and Décor ("St. Nick's") (Exhibit No. 4) responded to the requirements of the RFP and was ranked the highest of the proposals (Exhibit No. 3), and is therefore recommended for the proposed contract award.

The proposed services include the following:

- Decorate the Carson Event Center: East Entrance, Northeast Entrance, Northeast Lobby, Atrium, and Patio A Courtyard with lights, live evergreen trees, and other décor
- Decorate City Hall: Fountain Area, Main Entrance, Pedestrian Bridge Area, and Lobby with lights, live evergreen trees, and other décor
- Decorate the trees on the north side of Carson Street with lights
- Decorate Carson Street and Avalon Boulevard with holiday street banners
- Provide all decorations, supplies, equipment, and staff with no use of City-owned decorations, supplies, equipment, and staff
- Decorate the live evergreen tree in the City Hall Fountain Area with ornaments and other décor
- Install all decorations by the Sunday following Thanksgiving and remove all decorations between January 2 - January 7 of the following year

Staff is of the opinion that the costs proposed by St. Nick's (\$157,894 per year), which are the third lowest among the six proposals received (see Exhibit No. 3), are fair and reasonable for the services proposed.

The proposed contract term is for three (3) years with two (2) optional one-year extensions at an annual not-to-exceed cost of \$157,894.00, for a total contract sum of \$473,682.00 over the initial three-year term.

V. FISCAL IMPACT

Funds for this service were included in the adopted FY 2023-2024 budget and will be incorporated in future budgets in Account No. 101-90-930-101-6004.

VI. EXHIBITS

1. RFP No. 23-022 Packet (pgs. 4-42)
2. RFP No. 23-022 Bid Register (pg. 43)
3. RFP No. 23-022 Proposal Rankings Summary (pg. 44)

4. St. Nick's Proposal for RFP No. 23-022 (pgs. 45-102)
5. Proposed Agreement (pgs. 103-132)

Prepared by: Michael Whittiker, Community Services Director; Toni Costanzo, Senior Administrative Specialist