



CITY OF CARSON

Legislation Text

File #: 2020-604, Version: 1

Report to Mayor and City Council

Tuesday, October 20, 2020

Discussion

SUBJECT:

CONSIDER AWARDED A CONTRACT TO T & G GLOBAL, LLC, DBA ST. NICK'S CHRISTMAS LIGHTING & DÉCOR, TO INSTALL AND REMOVE HOLIDAY DECORATIONS AT AND AROUND CITY HALL, ON THE COMMUNITY CENTER EXTERIOR, AND ON LIGHT POLE BANNERS AT SELECT STREET MEDIANS (CITY COUNCIL)

I. SUMMARY

On February 20, 2020, a Request for Proposal (RFP) notice was published to solicit qualified vendors to install and remove holiday decorations at and around the City Hall and the Community Center, and on light pole banners at select street medians. A total of three vendors responded and submitted proposals. One firm was subsequently disqualified due to not submitting the proposal on Planet Bids as directed in the RFP. After reviewing and evaluating the proposals, it was determined that T & G Global, LLC, DBA St. Nick's Christmas Lighting & Décor (St. Nick's Christmas Lighting & Décor), was the most qualified firm based on its experience, enhancements and cost to provide this service.

Due to the pandemic and shutdown of the Congresswoman Juanita Millender-McDonald Community Center (Community Center), staff's recommendation is to eliminate from the scope of work this year all interior decorations in the Community Center. This would reduce the cost for the first year of the contract to the recommended bidder from \$89,945.00 to \$68,150.00.

II. RECOMMENDATION

TAKE the following actions:

1. AWARD a one-year contract, with two one-year extensions at the City's discretion that could include items in the original RFP scope of work, to T & G Global, LLC, DBA St. Nick's Christmas Lighting & Décor, to install and remove holiday decorations at and around City Hall, on the Community Center exterior, and on light pole banners at select

street medians, in the amount of \$68,150.00.

2. AUTHORIZE the Mayor to execute the contract, following approval as to form by the City Attorney.

III. ALTERNATIVES

1. TAKE another action that the City Council deems appropriate.

IV. BACKGROUND

Staff issued a Request for Proposal (RFP) on February 20, 2020, soliciting qualified vendors to install and remove holiday decorations at City Hall and the Community Center, and on light pole banners at select street medians. The RFP included a request for additional enhancements beyond what was required under the scope of services.

On March 2, 2020, a total of three vendors responded and submitted their proposals. One was subsequently disqualified due to not submitting its proposal on Planet Bids, per RFP requirements. The submissions of the remaining firms - BriteLife Designs', LLC, and St. Nick's Christmas Lighting & Décor - were reviewed by the Community Center Manager, Community Services Principal Administrative Analyst, and Finance Senior Budget Analyst for, among many things, proposal completeness, compliance with RFP requirements, qualifications, enhancements, and cost. St. Nick's Christmas Lighting & Décor received the highest rating and had the lowest overall pricing.

In previous years, staff had secured and erected various holiday trees on the interior of the Community Center and City Hall as a component of the seasonal decorations. In light of this year's facility closures and limited public access, staff is recommending eliminating all indoor decorations and north entrance exterior decorations at the Community Center, including interior trees that would have been part of this contract and reallocated those resources toward a single outdoor holiday tree. A live 25-foot White Fir tree is being secured by staff through a separate vendor (Oliver Holt Landscape and Christmas Tree), outside of this RFP process and will be placed at an outdoor location in the vicinity of City Hall where it can be readily seen from the street. The decorating of the City furnished tree is included in this RFP proposal.

On March 16, 2020, due to the Covid-19 pandemic, the City of Carson shut down several facilities, including the Community Center. The City Council has since directed that the Community Center remain closed for all events for the remainder of the calendar year.

The vendor was made aware of these restrictions and has agreed to modify the scope of its proposal as necessary. Staff has explored two distinct decorating options as outlined below. In light of the reduced public access, staff recommends a "Modified" scope that provides for exterior decorations, excludes all interior decorations at the Community Center and incorporates decorating an outdoor lit holiday tree for the 2020 season.

Scope	Areas	Total
Full (not recommended)	City Hall Fountain Area	\$ 89,945.00

	City Hall Courtyard Entrance Pedestrian Bridge City Hall Perimeter and Grass Streets and Misc. Community Center	
Modified (recommended)	City Hall Fountain Area City Hall Courtyard Entrance Pedestrian Bridge City Hall Perimeter and Grass Streets and Misc. Community Center Exterior	\$ 68,150.00

The following cost summary tables show the modified scope recommended by staff and enhancements proposed by the vendor:

City Hall Fountain Area

Decoration	Total
Decorated & LED lit wreath w/large red bow toward top of bldg. facing Avalon St.	\$2,500.00
Palm Tree Trunks wrapped with warm white LED mini lights	\$1,000.00
Palm Trees with RGB up-light on fronds	\$1,000.00
Light Posts wrapped with LED lit garland and red bows	\$500.00
Bushes with warm white LED mini lights	\$750.00
3D lighted LED giant red bow on top of City Hall	\$2,750.00
Lighted Gold Happy Holiday Sign	\$1,000.00
<i>City Hall Fountain Area Subtotal</i>	<i>\$9,500.00</i>

City Hall Main Courtyard Entrance

Decoration	Total
Decorated and lit wreath with bow below "Carson City Hall" sign	\$300.00
Tree Trunks wrapped with warm white LED mini lights (left of path)	\$1,050.00
Tree Trunks wrapped with warm white light LED mini lights (right of path)	\$1,650.00
Tree Trunks wrapped with warm white LED mini lights (left side of bldg.)	\$2,100.00
Stairs inside City Hall leading to Council Chambers with garland, lights and bows	\$500.00
<i>City Hall Main Courtyard Entrance Subtotal</i>	<i>\$5,600.00</i>

City Hall Bridge Area

Decoration	Total
Lit garland wrapped around railing along bridge	\$2,000.00
Decorated LED lit wreath with red bows on each side of bridge	\$1,100.00

Pine Trees in median-trunk wrapped with warm LED Mini Lights	\$1,500.00
Bushes in median with warm white LED mini lights	\$600.00
Fountain railing wrapped with warm white LED mini lights in City Hall parking lot	\$300.00
<i>City Hall Bridge Area Subtotal</i>	<i>\$5,500.00</i>

City Hall Perimeter and Grass Areas

Decoration	Total
LED C9 perimeter lighting	\$5,320.00
Tree Trunks/Branches wrapped in warm white LED mini lights	\$2,100.00
Palm Tree Trunks wrapped with warm white LED mini lights	\$1,800.00
<i>City Hall Perimeter and Grass Areas Subtotal</i>	<i>\$9,220.00</i>

Streets and Misc.

Decoration	Total
Palm Tree Trunks wrapped with warm LED mini lights (Right Side of Carson Street)	\$3,400.00
Lighted Street Banners on Carson St. from Bonita/Main (Carson & Avalon)	\$13,000.00
Lighted Street Banners on Avalon from 220 th /Del Amo (Carson & Avalon)	\$13,000.00
Light and decorate live tree City will provide	\$3,000.00
<i>Streets and Misc. Subtotal</i>	<i>\$32,400.00</i>

Community Center Exterior

Decoration	Total
Decorated and LED lit wreath with large red bow	\$350.00
Palm trees wrapped at center with 700 LED warm white lights	\$600.00
14" lighted/decorated garland with red bow per concrete post	\$5,000.00
<i>Community Center East Exterior Subtotal</i>	<i>\$5,950.00</i>

Enhancements (no charge for 2020)

Decoration	Total
Lighted/Decorate archways with red bows on each side (City Hall Bridge)	No charge
C9 Lights glued to archway of City Hall Entrance (City Hall Main Entrance)	No charge
C9 Lights affixed to the angled pillars on side of City Hall bldg. (City Hall Facing Carson St.)	No charge
<i>Enhancements Subtotal</i>	<i>\$0.00</i>

Modified 2020 Grand Total:**\$68,150.00**

In the subsequent extension years, staff will return to the City Council for authorization to renew with the same or expanded scope of work and contract amount, at the discretion of City Council.

V. FISCAL IMPACT

No additional funds are being requested. Funds for holiday decorations and street banners were included in the FY 2020-2021 adopted budget in Account No. 101-90-930-101-6004.

VI. EXHIBITS

1. Proposed Contract Services Agreement By and Between the City of Carson and T & G Global, LLC, DBA St. Nick's Christmas Lighting & Décor (Pgs. 6-36)
2. 8-10-20 Notice of Intent to Award (Pg. 37)
3. St. Nick's Holiday RFP Proposal (Pgs. 38-58)

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