



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 11, 2022

FROM: COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT WARD: 1

SUBJECT: SERVICES AGREEMENT WITH DÉCOR IQ FOR 2022 FESTIVAL OF LIGHTS DECORATION SERVICES IN AN AMOUNT NOT TO EXCEED \$250,000 AND WITH A TERM ENDING ON JANUARY 31, 2023 (REQUEST FOR PROPOSALS NO. 2210)

ISSUE:

Approve a Services Agreement with the DÉCOR IQ of San Antonio, Texas, to design, install and maintain custom decorations for the 2022 Festival of Lights for the amount not to exceed \$250,000 and with a term ending on January 31, 2023.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Services Agreement with the DÉCOR IQ of San Antonio, Texas, to design, install, and maintain custom decorations for the 2022 Festival of Lights in an amount not to exceed \$250,000 for a term ending on January 31, 2023;
2. Authorize the City Manager, or his designee, to execute the Services Agreement with DÉCOR IQ, including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside will host the 30th Annual Festival of Lights (Festival) Switch-On Ceremony on Friday, November 25, 2022, and the 2022 Festival of Lights from Saturday, November 26, 2022, through Sunday, December 31, 2022. The Festival has a variety of décor throughout the event footprint. The custom decorations are set-up prior to the commencement of the Festival and remain in place for the duration of the event. Decorations include holiday trees and several lighted features offering a festive holiday ambience.

DISCUSSION:

On June 7, 2022, the Purchasing Division issued RFP No. 2210 for decoration services for the 2022 Festival of Lights. At the close of the RFP period, four proposals were received. The proposal costs of all design, installation and custom decorations are summarized in the table below:

Vendors	City Location	Bid Amount	Rank	Score*
DÉCOR IQ	San Antonio, TX	\$670,341.78	1	861.25
Bapptre Landscaping, Inc. dba Shine Illumination	San Juan Capistrano, CA	\$717,992.42	2	849.23
Dekra-Lite Industries, Inc.	Santa Ana, CA	\$857,311.60	3	832.16
CLIPA, LLC	Rancho Santa Margarita, CA	\$969,155.50	4	735.42

*Score based on Weighted Score, Qualifications of Product Material (400), Experience of Projects of similar size and scope (100), Approach and Methodology (200), and Cost (250), Professional References (50)

After a careful evaluation by a City selection committee of four evaluators with support from the Purchasing Division, DECOR IQ of San Antonio, Texas was selected as the most responsive bidder. The proposed agreement in an amount not to exceed \$250,000 will allow the City to choose which custom decorations will be designed and installed.

The Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution No. 23812.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 1 – Arts, Culture and Recreation**, and **Goal 1.2 – Enhance equitable access to arts, culture and recreational service offerings and facilities**.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Décor IQ participated in an open RFP for Festival of Lights décor and won the bid based on the ability to provide the requested décor items, pricing and overall selection process.
2. **Equity** – The 2022 Festival of Lights is a free community event. Programing for the event will extend to areas outside the event footprint with department programs at parks and community centers.
3. **Fiscal Responsibility** – Competitive procurement was used to secure lowest cost for services related to the Festival of Lights decoration.
4. **Innovation** – Decorations provided by DÉCOR IQ is LED lit and offers the beautification enhancement to Festival of Lights while demonstrating less of electric impact in a responsible manner to the community.
5. **Sustainability & Resiliency** – The decoration services will enhance the look and experience of the Festival of Lights for years to come. The event has been cancelled or limited for the last two years due to COVID and the updates to the decorations allow for the community to come together and celebrate our signature event in a safe environment.

FISCAL IMPACT:

The total fiscal impact of this action is \$250,000. Sufficient funds are budgeted and available in the Festival of Lights account number 2850000-453225.

Prepared by: Chris Christopoulos, Acting Community & Economic Development Director

Certified as to
availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer

Approved by: Rafael Guzman, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Agreement with Décor IQ
2. RFP No. 2210 Award Recommendation