



# City Council Memorandum

*City of Arts & Innovation*

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**TO:** HONORABLE MAYOR AND CITY COUNCIL                      **DATE:** MAY 14, 2024

**FROM:** PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT                      **WARDS:** ALL

**SUBJECT:** SERVICE AGREEMENT WITH MUSCO SPORTS LIGHTING, LLC, IN ACCORDANCE WITH SOURCEWELL RFP NO. 041123 FOR SPORTS LIGHTING SOLUTIONS WITH RELATED TECHNOLOGY, AND EQUIPMENT AT CITY SPORTS PARKS EFFECTIVE THROUGH JUNE 16, 2027, FOR A TOTAL CONTRACT AMOUNT OF \$360,000

**ISSUE:**

Approve a Sports Lighting Agreement with Musco Sports Lighting, LLC, to perform the work of Sports Lighting with Related Technology, Equipment, and Services at various sports parks effective through June 16, 2027, for a total contract amount of \$360,000; with the option to extend for three additional one-year periods.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Sports Lighting Agreement with Musco Sports Lighting, LLC, to perform the work of Sports Lighting with Related Technology, Equipment, and Services effective through June 16, 2027, in the amount of \$360,000, with three (3) additional one-year extensions;
2. Authorize the City Manager, or designee, to execute the Agreement with Musco Sports Lighting, LLC, including making minor and non-substantive changes and future extensions.

**BACKGROUND:**

The Department of Parks, Recreation and Community Services (PRCSD) is committed to the safety of the community. The department is responsible for the field lights at all our sports parks, which need constant maintenance and repairs on an annual basis. Our current field lights need to be repaired by in-house staff, which hinders productivity and takes them away from high priority projects when the lights need replacing. In addition to the high workload, the department must rent out equipment to complete the light replacements. On average, the department spends \$10,000 a year on rental costs. Having Musco Sports Lighting, LLC, to perform the work not only

ensures that our lights are maintained properly, but also warranted from defects directly from the company.

## **DISCUSSION:**

The Musco Sports Lighting agreement will assist in PRCSD's continued efforts towards community safety. The ability to have a multi-year agreement with Musco will ensure that the sports lighting fixtures and lights are being maintained and replaced in a timely manner. Our youth and adult leagues can continue to play nighttime games and activities, reduce the amount of injury in the field due to poor lighting and have proper lighting as a safety precaution.

City Staff is requesting to purchase the equipment through the Sourcewell Staples Minnesota Cooperative pricing under RFP # 041123 which was competitively procured in April 11, 2023. Sourcewell received a total of nine (9) proposals and Musco Sports, Lighting LLC was awarded the contract for sports lighting solutions with related technology, equipment, and services. Pursuant to Purchasing Resolution No. 24101, Section 702 (f) which states, Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required "When Cooperative Purchasing is available and undertaken or when Services can be obtained through Federal, State and/or other public entity pricing contracts or price agreements."

Purchasing Manager concurs that the recommendation in this report is in compliance with Purchasing Resolution 24101 Section 702 (f).

## **STRATEGIC PLAN ALIGNMENT:**

The work contributes to **Strategic Priority 1 – Arts, Culture and Recreation**, which aims to provide diverse community experiences and personal enrichment opportunities for people of all ages.

The agreement with Musco Sports Lighting, LLC, aligns with the Arts, Culture and Recreation Strategic Priority, and contributes to **Strategic Goal 1.3** in addressing parks and open space maintenance needs.

This action aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – Having a well-lighted city facility serves the public interest, benefit the City's diverse populations, and result in greater public good.
2. **Equity** – Well maintained sports parks ensure sports activities are accessible and safe for public use.
3. **Fiscal Responsibility** – The Sourcewell agreement process ensures the Department selects a qualified vendor at a reasonable rate.
4. **Innovation** – The Agreement ensures that sports parks are maintained and continue to be utilized for various community needs.
5. **Sustainability & Resiliency** – Lighting maintenance preserves the beautification and maintenance of parks for future use.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$360,000. Funds of \$60,000 for the first year are budgeted and available in the General Fund, Parks & Recreation, Professional Services account 5215000-421000. Appropriations for future fiscal years of \$100,000 per year will be included in the Department's Budget submissions to be presented to the City Council for approval.

Prepared by:	Jorge Rocha, Administrative Analyst
Approved by:	Pamela Galera, Parks, Recreation and Community Services Department Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney
Attachment:	Services Agreement