



VILLAGE OF ORLAND PARK

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Master

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Controlling Body: Board of Trustees

File Created Date : 03/08/2022

Agenda Entry: RFP 22-015 - Holiday Lighting Services

Final Action: 04/04/2022

Title: RFP 22-015 - Holiday Lighting Services

Notes:

Sponsors:

Res/Ord Date:

Attachments: RFP 22-015 Audit Report, RFP 22-015 Tabulation,
RFP-22-015 Artistic Holiday Designs proposal

Res/Ord Number:

Drafter:

Hearing Date:

Department

Effective Date:

Contact:

Related Files:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Public Works Department	03/08/2022	INTRODUCED TO BOARD	Board of Trustees			
0	Board of Trustees	04/04/2022	APPROVED				Pass

Text of Legislative File 2022-0213

Title/Name/Summary

RFP 22-015 - Holiday Lighting Services

History

RFP 22-015 Holiday Lighting Services was issued on March 3, 2022, and closed on March 18, 2022. The project scope of work consists of the installation, removal and storage of existing Village-owned holiday decorations, the installation and removal of tree lighting, and the maintenance of holiday lighting and decorations for a period of three (3) years, with the option to extend the contract for an additional two (2) years. This service includes the holiday decorations primarily displayed at Village Hall and Crescent Park, as well as the holiday lighting installed on trees located in Crescent Park, Centennial Park, and LaGrange Road medians.

While fifteen (15) vendors fully or partially downloaded the RFP documents, only one (1) vendor submitted a proposal. The RFP audit report and bid tabulation are attached for reference. Due to

the specialized nature of this work, a limited number of bidders was expected.

The sole proposal was submitted by Artistic Holiday Designs, LLC, who is the Village's current holiday lighting service provider. A summary of their 2022 - 2026 proposal prices is provided below. It should be noted that, due to the time of year that the Village requested proposals, the Village qualifies for a 10% Early Renewal Discount from Artistic Holiday Designs.

Artistic Holiday Designs, LLC.

2022: \$140,226.31 (\$155,807.02 without Early Renewal Discount)
2023: \$140,226.31 (\$155,807.02 without Early Renewal Discount)
2024: \$142,136.98 (\$157,929.98 without Early Renewal Discount)
2025: \$142,136.98 (\$157,929.98 without Early Renewal Discount)
2026: \$144,238.70 (\$160,265.23 without Early Renewal Discount)

Artistic Holiday Designs has been the Village's holiday lighting contractor since 2016, which is when the Village made the original investment in holiday decorations and lighting. The Village's decorations were manufactured by Leblanc Illuminations, which operated out of Le Mans, France. Artistic Holiday Designs, based in Lemont, IL, has extensive experience in both public and private holiday lighting designs, and holds the distribution rights for Leblanc Illuminations throughout the United States. Their clients include Naperville, New Lenox, Rosemont, El Paso, and Virginia Beach. They have provided high quality customer service to the Village, and Public Works Staff have a positive experience working with their management and installation teams.

As such, Staff recommends awarding RFP 22-015 Holiday Lighting Services to Artistic Holiday Designs, LLC for the 2022 - 2024 holiday seasons, with the option to extend the contract for an additional two (2) years, in an amount not to exceed the Board approved annual budgeted amount.

It should be noted that the Village's holiday decorations, which were purchased by the Village in 2016, have a five to ten (5-10) year life expectancy, meaning it will be necessary to budget for the refurbishment of this equipment in the near future. Village Staff will work with Artistic Holiday Designs in 2022 to evaluate the equipment and determine a refurbishment timeline and associated cost estimates. Refurbishment would reset the decorations back to a "new" condition, and would include a two (2) year warranty.

Financial Impact

Funds for this project in the amount of \$150,000.00 were approved for Fiscal Year 2022 in account 010-1700-442990.

Recommended Action/Motion

I move to approve awarding RFP 22-015 to Artistic Holiday Designs, LLC. of Lemont, IL for a three (3) year contract (2022, 2023, & 2024), with the option to extend an additional two (2) years in an amount not to exceed the Board approved budgeted amount;

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.