



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 4

**Agenda Date:** November 2, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Holidays on Houston Street Lighting

**SUMMARY:**

This ordinance authorizes a contract with DécorIQ, LLC, to provide LED lighting, and installation, and removal of holiday lighting on seven intersections on Houston Street for the City Development & Operations Department (CCDO), for a total cost of \$241,681.00. Department requested Houston Street Tax Increment Reinvestment Zone (TIRZ) Board approval on October 30, 2023. Funding is available through the City's Tax increment in the Houston Street TIRZ.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the offer submitted by DecorIQ, LLC, to provide LED lighting and décor for holiday events along Houston Street for the City Development & Operations Department.

CCDO will request funds from the Houston St. TIRZ for Holidays on Houston at the TIRZ Board meeting on October 30, 2023. This item requests City Council's approval of a contract to procure lighting and installation from DécorIQ, LLC, utilizing the approved TIRZ funds.

DécorIQ, LLC, will provide and install programmable color changing lights at seven intersections Downtown, four single sided wreaths with LED lights for the City Tower Building, 68 LED lit pole mounted wreaths along Houston Street and nylon structural bows décor. This lighting and décor will provide a holiday experience for several holiday events to promote Downtown San Antonio, as part of a partnership between the City of San Antonio, Visit San Antonio, and Centro. The lighting is a part of the Holidays on Houston experience that CCDO is delivering as part of the project. All lighting and decor will be installed no later than November 20, 2023, and will remain until January 8, 2024.

The City issued a Request for Offer (RFO) for "Holidays on Houston Street Lighting" (RFO, 6100017459) on October 4, 2023, with a submission deadline of October 5, 2023. One offer was received. DécorIQ, LLC, is recommended for contract award based on meeting the published specifications.

This contract was procured based on a BuyBoard Cooperative # 643-21 and is made in accordance with the Texas Local Government Purchasing Cooperative (BuyBoard) passed through Ordinance 97097, dated 1/30/2003. The use of the cooperative contract allows CCDO to access holiday lighting, décor and services needed to provide a holiday experience to promote Downtown San Antonio.

The initial term of the agreement will be for the period upon award by City Council and will terminate upon removal of all non-permanent lighting and décor.

## **ISSUE:**

This contract is part of a larger joint project between the City of San Antonio, Visit San Antonio, and Centro to provide a holiday experience on Houston Street. This décor and lighting will provide ambiance for several events and decorations for the holidays to promote Downtown San Antonio.

Holidays on Houston Street is a celebration of the Houston Street area (connecting Alamo Plaza, Travis Park, and Legacy Park) from November 24, 2023, to January 2, 2024. Marquee events are the Holiday Market (December 15-17), the Drone Shows (December 15-16), and the Holiday 5k (December 19). The larger project will also include a mural including the Spurs, a Holiday Movie series, street performers, and a Fundraising/Sponsorship event.

This contract is within the scope of the Small Business Economic Development Advocacy (SBEDA) Program. However, due to lack of available firms and/or subcontracting opportunities, the Goal Setting Committee was unable to apply a SBEDA tool to this contract.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, CCDO would not have the ability to procure the items and lighting for the series of holiday events scheduled for November and December as part of the larger Holidays on Houston Street project to promote Downtown San Antonio.

**FISCAL IMPACT:**

This ordinance authorizes a contract with DécorIQ, LLC, to provide LED lighting, and installation, and removal of holiday lighting and decor on Houston Street for CCDO, for a total cost of \$241,681.00. Funding is available through the City's Tax increment in the Houston Street TIRZ.

**RECOMMENDATION:**

Staff recommends approval of an ordinance for acceptance of this contract with DecorIQ, LLC, to provide lighting, décor, and services for a total cost of \$241,681.00.

This contract was procured by means of a cooperative agreement and a Contracts Disclosure Form is not required.