



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 11

**Agenda Date:** September 19, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** District 1

**SUBJECT:**

Downtown Holiday Lights

**SUMMARY:**

This ordinance authorizes a contract with DécorIQ LLC for 240 cases of multicolor holiday lights for the City Center Development & Operations Department (CCDO) for a total cost of \$53,652.00. Funding is available from the General Fund FY 2024 Adopted Budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a bid submitted by DécorIQ LLC to provide 240 cases, light-emitting diode (LED) Multicolor Lights, 70 count for the downtown parks and plazas. These lights are required to establish a holiday environment that will ensure the appearance of the downtown area is attractive.

The City issued a Request for Offer (RFO) for “Downtown Holiday Lights” (RFO 6100018394) to Décor IQ LLC, a cooperative vendor, on August 22, 2024, with a submission deadline of August 28, 2024. DécorIQ LLC submitted an offer, meets the published specifications and is recommended for contract award.

This purchase is made in accordance with the Texas Local Government Purchasing Cooperative passed through Ordinance 97097, dated 1/30/2003 and will be purchased from DécorIQ LLC utilizing the Buyboard cooperative contract number 735-24. The use of the cooperative contract allows CCDO to access better pricing from a local company and shorter delivery time to meet the holiday season requirements.

The term of the contract will be upon award by City Council and will terminate upon delivery of all goods ordered.

**ISSUE:**

This contract will provide 240 cases of multicolor LED holiday lights to be installed in downtown parks and plazas to establish a holiday setting during the winter season. City Center Development & Operations (CCDO) will ensure that the downtown area is attractive, and the lights function efficiently.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived as the department utilized BuyBoard contract #735-24 with a non-SBEDA eligible firm, DécorIQ LLC.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

Should this contract not be approved, City Center Development & Operations Department will face delays in the purchase and installation of these lights. The delay will impact having lights in downtown parks and plazas in place before the holiday events.

**FISCAL IMPACT:**

This ordinance authorizes a contract with DécorIQ LLC for 240 cases of LED multicolor holiday lights for the City Center Development & Operations Department for a total cost of \$53,652.00. Funding is available from the General Fund FY 2024 Adopted Budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

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