

**MEMORANDUM**

**TO:** Claire Powell, City Manager

**THROUGH:** David Erb, Finance Director

**FROM:** Earl Whitaker, Purchasing Manager

**DATE:** September 11, 2023

**SUBJECT:** **Approval of a Contract Award for the Holiday Decorations Program to Premiere Lighting Enterprises, LLC, in the Amount of \$108,995.00; and Authorization for the City Manager, or Her Designee, to Execute the Contract.**

**BACKGROUND**

A request for sealed proposals was created and posted on Bonfire on June 18, 2023. Specifications were created in accordance with Texas Local Government Code Chapter 252.042, *Requests for Proposals for Certain Procurements*. Specifications under this chapter of the law state requests for proposals must specify the relative importance of price and other evaluation factors.

**ANALYSIS**

Proposals were due July 11, 2023 and one (1) was received. An evaluation team was created to review, analyze, and score the proposals in accordance with weighted factors that were listed in the specifications. The evaluation team consisted of members from the City’s Community Relations & Tourism, Purchasing, Public Services, and Recreation departments. Each proposal was evaluated using the following criteria:

<b>Fees/Pricing</b>	<b>35 pts</b>
<b>Method of approach, capability to meet deadlines, and creative designs</b>	<b>30 pts</b>
<b>Firm and Personnel Qualifications</b>	<b>15 pts</b>
<b>Safety</b>	<b>10 pts</b>
<b>References of similar projects, with proven success</b>	<b>10 pts</b>

At the conclusion of the evaluation, it was determined that Premiere Lighting Enterprises, LLC offered the best value for the City and is being recommended for award.

**CITY STAFF’S RECOMMENDATION**

That the City Council approve the award and authorize the City Manager, or her designee, to execute the contract as set forth in the caption above.