

## A G E N D A



## Recommendation for Council Action (Purchasing)

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|---------------------|----------|-------|---------------|-----|
| Austin City Council | Item ID: | 33449 | Agenda Number | 50. |
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| Meeting Date: | June 12, 2014 |
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| Department: | Purchasing |
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## Subject

Authorize award and execution of a 36-month requirements supply agreement with TBFC, LLC dba EZ HOLIDAY LIGHTS to provide tree lighting and maintenance services for the Economic Development Department, in an amount not to exceed \$117,600 with three 12-month extension options in amounts not to exceed \$39,200 for each extension option, for a total contract amount not to exceed \$235,200.

## Amount and Source of Funding

Funding in the amount of \$16,333 is available in the Fiscal Year 2013-2014 Operating Special Revenue Budget of the Economic Development Department. Funding for the remaining 32 months of the original contract period and extension options is contingent upon available funding in future budgets.

## Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

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| Purchasing Language: | Lowest bid received. |
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| Prior Council Action: |  |
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| For More Information: | Terra Green, Buyer II, 512-972-4022 |
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| Boards and Commission Action: | To be reviewed on June 12, 2014 by the TIF Board. |
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| Related Items: |  |
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| MBE / WBE: | This contract will be awarded in compliance with City Code Chapter 2-9C (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation. |
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## Additional Backup Information

The contract is to provide tree lighting and maintenance services for thirty-five (35) street trees on the south side of West Second Street, between Colorado Street and San Antonio Street within Tax Increment Reinvestment Zone (TIF) # 15. Services will include once a year removal of all existing lights to allow annual tree trimming, followed by reinstallation of new light-emitting diode (LED) lights in each tree. The contractor will provide monthly inspections and reports on the condition of all lights, cords, and outlets and will make repairs as authorized. The Contractor is responsible for all labor and materials including tools, ladders, lifts, and other necessary equipment.

TIF # 15 was created to fund the maintenance of streetscapes and public plazas within its project area, which includes Block 3 (City Hall) and Blocks 2 & 4 (Silicon Labs) abutting 2nd Street. Tree lighting is required of property owners along pedestrian-dominant 2nd Street to create pedestrian friendly streetscapes and add vibrancy to the area.

MBE /WBE solicited 7/0

MBE /WBE bid 0/0

#### BID TABULATION

IFB No. TLG0004

2nd Street Tree Lighting and Maintenance  
4 line items

| <u>Vendor</u>                                 | <u>Total Price</u> |
|---|--------------------|
| TBFC, LLC dba EZ Holiday Lights<br>Austin, TX | \$39,200           |
| The Christmas Light Company LLC<br>Dallas, TX | \$41,626           |

A copy of complete bid tabulation is on file in the Purchasing Office and is on the City of Austin, FSD Purchasing Office website.

#### PRICE ANALYSIS

- Adequate competition.
- One hundred forty-nine notices were sent, including 7 MBEs. There are no known WBEs for this commodity code. Two bids were received with no response from the MBEs.
- The pricing offered represents a 45.5% decrease from the last purchase made October 2012. The price decrease is due to first-hand experience, based on last year's numbers.

#### APPROVAL JUSTIFICATION

- Lowest bid EZ Holiday Lights is the current contractor.
- The Purchasing Office concurs with the Economic Development Department's recommended award.
- Advertised in the Austin American Statesman and on the Internet.