



CITY OF MENIFEE

SUBJECT: Agreement with CLIPA, LLC for Holiday Lighting and Decorating Services

MEETING DATE: August 16, 2023

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Contract Services Agreement with CLIPA, LLC in the amount not-to-exceed \$45,250 for Fiscal Year 2023/2024 for holiday lighting and decorating services; and
2. Authorize the City Manager to execute four, one-year extensions at the City's discretion and contingent on availability of the corresponding budget.

DISCUSSION

The Community Services Department hosts the City's Annual Christmas Tree Lighting and Holiday Bazaar event typically held the first Saturday in December at Mount San Jacinto College Menifee Campus. The annual event includes lighting and decoration of the Menifee Christmas tree and the setup and rental of various lights, decorations, and photo props for the event. Additionally, the Department focuses on highlighting the City's unique architecture and public spaces with holiday decorations to create an attractive atmosphere for residents, visitors, and businesses during the holiday season.

On May 10, 2023, staff issued Request for Proposal (RFP) No. 2023-20 for holiday lighting and decorating services. The services include holiday decorations and light installation, maintenance, and removal services for various City facilities as well as the Christmas Tree Lighting and Holiday Bazaar Event. The facilities to be decorated are City Hall, the Community Service Department Campus including the Kay Cenicerros Senior Center, Lazy Creek Recreation Center, and the Town Center Archway. A mandatory walk-through of proposed project areas was conducted May 15, 2023.

The City received three qualifying proposals from the following firms:

- CLIPA, LLC
- St. Nick's
- The Christmas Kings

An evaluation committee consisting of City staff evaluated the submittals. As part of the City's RFP process, and as stated in the criteria set forth in RFP 2023-20, the firms were evaluated based on experience, qualification, and staffing resources of the firm, their work plan methodology/project approach, cost proposal, reference review, and the quality of responsiveness of the proposal.

Following the evaluation process, interviews, and reference checks, staff determined that CLIPA, LLC and St. Nick's were both qualified to proceed to the next step of the RFP process. However, because the cost proposals submitted were above the approved available budget, Best and Final Offers were requested from both CLIPA and St. Nick's.

After reviewing the final cost proposals from both firms, staff determined that CLIPA, LLC was the most qualified to conduct the requested services with regards to pricing, reliability, experience, availability of attractive decorations, and staff responsiveness.

All the tabulated results from the evaluations are listed in Table 1 below:

Table 1 – RFP Evaluation Summary

Firm Name	Evaluation Score	Interview Score	Original Cost Proposal	Best and Final Offer
CLIPA, LLC	86.67	96.33	\$62,135	\$45,250
St. Nicks	80.00	90.00	\$143,122	\$63,583
The Christmas Kings	84.00	64.67	\$45,000	-

STRATEGIC PLAN OBJECTIVE

Safe and Attractive Community

FISCAL IMPACT

The current fiscal impact for this service is \$45,250 in the first year of the agreement. Funding is available within the current fiscal year's budget as summarized in Table 2 below.

Table 2 – Fiscal Year 2023/2024 Funding Availability

Fund/Department	Account No.	Available Budget	Agreement Amount
General / CSD Recreation	100-4662-52800	\$289,900	\$45,250

Future fiscal years will be funded in the corresponding fiscal year's budget. At the end of the first year, the contractor may apply for a cost adjustment of the CPI not to exceed 5%. If each of the

four renewals are exercised, the total contract amount is not-to-exceed \$250,035. Additional appropriations over this amount would require City Council approval.

ATTACHMENTS

1. Agreement - CLIPA, LLC