

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew Fertal
Dept.: City Manager
Subject: AGREEMENT WITH DEKRA-LITE

From: Kimberly Huy
Dept.: Community Services
Date: October 9, 2007

OBJECTIVE

To request City Council approve an agreement with Dekra-Lite for the purchase and installation of a holiday tree and decorations for the holiday tree lighting ceremony that will be held during the first week of December.

BACKGROUND / DISCUSSION

The Community Services Department is proposing for Council consideration that a holiday tree lighting ceremony be held during the first week of December at the Village Green, south of the Clock Tower. The ceremony would be designed to bring the community together for an evening of holiday songs, refreshments and a visit from Santa, as a kick-off to the holiday season.

The agreement with Dekra-Lite would include the purchase of a pre-lit, 24' artificial Sequoia tree, decorations, tree top star, giant presents/ornaments, lit palm trees, labor, installation and storage. Staff requested bids from several contractors regarding the purchase of the above listed items and Dekra-Lite was found to be the lowest bidder. The City has utilized Dekra-Lite in the past as it's banner provider/installer, and has found Dekra-Lite to be a reliable contractor.

FISCAL IMPACT

The cost of the above listed items, including labor, installation and annual storage fees is \$39,730.12. There are sufficient funds within the City's Cultural Arts Fee to pay for the purchase of these items.

COMMUNITY VISION IMPLEMENTATION

A holiday tree lighting ceremony implements the Community Vision of the City by furthering a sense of belonging for all segments of the community.

AGREEMENT WITH DEKRA-LITE

October 9, 2007

Page 2

RECOMMENDATION

It is recommended that the City Council:

- Approve and authorize the City Manager and City Clerk to execute an agreement with Dekra-Lite for the purchase and installation of a holiday tree and decorations.

KIMBERLY HUY

Director

Attachment 1: Proposed Tree Lighting Event Design

Attachment 2: Dekra-Lite Agreement

Attachment 3: Bids Received