



City of Rochester Hills  
AGENDA SUMMARY  
FINANCIAL ITEMS

1000 Rochester Hills Dr.  
Rochester Hills, MI 48309  
248.656.4630  
[www.rochesterhills.org](http://www.rochesterhills.org)

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Legislative File No: 2024-0350

**TO:** Mayor and City Council Members  
**FROM:** Ken Elwert, CPRE, Director Parks and Natural Resources  
**DATE:** July 29, 2024  
**SUBJECT:** Holiday Lighting

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**REQUEST:**

City Council is requested to authorize the purchase of LED lighting at Innovation Hills Park, which includes all fees for the lease, installation, maintenance and removal of the lighting to Santa's Light Crew, LLC., Howell, Michigan in the amount of \$32,120.00

**REASON FOR PURCHASE:**

In 2023, the City's Purchasing Division issued a Request for Proposals for holiday lighting at Innovation Hills Park utilizing the MITN system, with five proposal responses received. The responses were evaluated by a committee consisting of Purchasing, and Parks and Natural Resources staff. Based on the evaluation criteria identified in the Request for Proposals, which included Work Plan/Methodology, Capacity and Availability, References, and Cost, Santa's Light Crew LLC., was unanimously selected and awarded the contract in 2023 based on overall work plan, availability to meet City defined time frames, positive references and overall best value cost proposal. Based on these factors, the 2023 contract was awarded to Santa's Light Crew LLC.

The contract term identified in the Request for Proposals called for a one-year agreement, with two (1) one-year options to renew provided all terms and conditions remain unchanged. Santa's Crew LLC., has agreed to hold contracted pricing and extend the agreement for the 2024 holiday season. Award is recommended to Santa's Crew LLC., as the best value proposal to provide the 2024 holiday lighting at Innovation Hills Park.

Lights will be up from November 11 until January 19.

**PROCESS:**

**Vendor Name and Address:**

Santa's Light Crew, LLC  
1861 Hidden Meadow Drive  
Howell, Michigan 48855

**Reason for Selection:**

Best Value

**Method of Purchase:**

Purchase Order

**BUDGET:**

Funding is included in the FY 2024 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	756.807000	Contractual Services	\$40,000	\$32,120	\$7,880

**RECOMMENDATION:**

It is recommended that City Council authorize the purchase of LED lighting at Innovation Hills Park, which includes all fees for the lease, installation, maintenance and removal of the lighting to Santa's Light Crew, LLC., Howell, Michigan in the amount of \$32,120.00

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APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Procurement Manager		
Mayor		
City Clerk		

Contract Reviewed by City Attorney       Yes       N/A