



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2025-0358

TO: Mayor and City Council Members

FROM: Ken Elwert, CPRE, Director Parks and Natural Resources

DATE: August 25, 2025

SUBJECT: Innovation Hills Holiday Lighting

REQUEST:

City Council is requested to authorize the purchase of LED Lighting at Innovation Hills Park for its holiday lighting, 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 \$34,060.00

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 evaluation criteria identified in the Request for Proposals, which included Work Plan/Methodology, Capacity, Availability, References, and Cost, Santa's Light Crew LLC., was unanimously selected and awarded the contract in 2023 based on overall work plan and availability to meet City defined times.

The contract term identified in the Request for Proposals called for a one-year agreement, with two (2) one-year options to renew provided all terms and conditions remain unchanged. The City is exercising its final renewal clause of the agreement, and Santa's Light Crew, LLC., has agreed to hold contracted pricing and extend the agreement for the 2025 holiday season. Award is recommended to Santa's Light Crew, LLC., as the best value proposal to provide the 2025 holiday lighting at Innovation Hills Park.

Lights will be displayed November 27, 2025 through January 9, 2026

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 2025 Adopted Budget

Fund Name	Department Account No	Account No. Description	Budget Amount	Cost	Remaining Budget
General Fund	756.807000	Parks – Contractual Services	\$40,000	\$34,060	\$5,940

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 \$34,060.00

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