



## CONSENT CALENDAR

### City of San Bernardino Request for Council Action

**Date:** November 6, 2024

**To:** Honorable Mayor and City Council Members

**From:** Rochelle Clayton, Acting City Manager;  
Ernesto Salinas, Interim Director Parks, Recreation & Community Services

**Department:** Parks, Recreation & Community Services

**Subject:** **Award of the Professional Services Agreement to T&G Global, LLC dba St. Nick's, in the amount of \$192,000 over two years, for the Tree, Lighting and Decorations for Holiday Events. (All Wards)**

#### **Recommendation:**

It is recommended that the Mayor and City Council of the City of San Bernardino, California:

1. Authorize the City Manager or their designee to execute a Professional Services Agreement with T&G Global, LLC dba St. Nick's, for Tree Rental, Tree Lighting, and Decorations for Court Street Square Park and Parking lots for the Miracle on Court Street Holiday Event for a 2-year rental term; and
2. Authorize City Manager or their designee to conduct all negotiations, signings, and submittals of necessary documents; and
3. Authorize the Director of Finance and Management Services to issue a purchase order of \$96,000 annually for FY 24/25 & 25/26.

#### **Executive Summary**

The agreement with T&G Global LLC will ensure the continued success and growth of the Miracle on Court St. event, providing an elevated experience for the community to engage in multiple holiday themed lighting areas and photo memory opportunities. Additionally, securing a two-year rental agreement locks in the cost, resulting in a total savings of \$8,753 (5% annual discount). There is no budget impact associated with this item. The Department's FY24/25 Operating Budget has sufficient funds to cover this agreement.

## **Background**

Since 2022, the Parks, Recreation, and Community Services Department has successfully transformed Court St from a parking lot into a stunning holiday oasis. The Miracle on Court St. event has proven to be a highly successful memory making community celebration, running from 14 to 22 days each year. Initially budgeted at \$90,000 in its first year, the event saw a modest increase in subsequent years, which allowed the department to enhance the display with larger Christmas items. In the course of the past year the budget for Miracle on Court St. has increased 75% from the prior year. As the event continues to grow, the need for securing a rental agreement for the Holiday tree and lighting has become essential.

In August 2024, the department was advised to obtain quotes for Tree, Lighting, and Decorations for all holiday events. An RFQ was submitted, and after a comprehensive evaluation, St. Nick's was selected. They not only met all the department's requirements but also provided one of the most competitive quotes. The vendor offers a diverse selection of holiday decorations that foster a warm and welcoming atmosphere for community members from all backgrounds.

## **Discussion**

This selection will enable the department to maintain the high quality of the Miracle on Court St. event while optimizing costs. The Tree, Lighting and Decoration project was advertised for public bidding on August 1, 2024, on PlanetBids. Six sealed bids were received, and opened on August 29, 2024, as follows:

<b>Bidder</b>	<b>Base Bid</b>
The Christmas King	92,000.00
<b>St. Nicks</b>	<b>95,386.94</b>
Décor IQ LLC	100,164.75
Dekra-Lite Industries Incorporated	116,070.00
BrightLife Designs	116,250.00
CLIPA, LLC	173,000.00

After a thorough review of the submitted quotes, the staff has decided to proceed with T & G Global, LLC, operating as St. Nick's. While it is noteworthy that Christmas King provided the lowest quote, their quote presented a limited selection of items, which did not fully meet our requirements. One significant requirement that was not fulfilled was the inclusion of the walkthrough tree, which has been a major attraction for the community. Staff have carefully assessed the quotes, considering both cost and the vendors' ability to provide multi-year options with potential savings. By selecting T&G Global, LLC, the team was able to evaluate the cost benefits of a two-year lease versus a one-year lease. The two-year rental agreement will result in a savings of \$8,753 (5% annual discount), with a yearly cost of approximately \$96,000.

<b>St. Nicks Rental Pricing (without installation)</b>	<b>Total</b>	<b>2 Years</b>	<b>3 Years</b>
Equipment Rental	\$87,532.93	\$83,156.28	\$80,967.96
<b>TOTAL w/Installation</b>		<b>\$95,386.94</b>	

Additionally, T & G Global, LLC offered a more comprehensive range of options, allowing for greater flexibility and better alignment with our needs. Given the importance of variety and quality in our selection process, staff determined that the broader offerings from T & G Global, LLC justified moving forward with their quote, which was the next lowest.

This decision aims to ensure that we secure the best value while also meeting the diverse needs of our project. With this vendor, Miracle on Court St. will continue to feature the popular walkthrough tree, along with numerous ornaments that provide participants with delightful photo opportunities.

**2021-2025 Strategic Targets and Goals**

This request aligns with Key Target 3b. Improved Quality of Life – Develop a customer service initiative by providing events that engage city with partners, businesses and residents.

**Fiscal Impact**

There is no fiscal impact associated with this item. The Department's FY24/25 Operating Budget has sufficient funds to cover this agreement.

**Conclusion**

It is recommended that the Mayor and City Council of the City of San Bernardino, California:

1. Authorize the City Manager or their designee to execute a Professional Services Agreement with T&G Global, LLC dba St. Nick’s, for Tree Rental, Tree Lighting, and Decorations for Court Street Square Park and Parking lots for the Miracle on Court Street Holiday Event for a 2-year rental term; and
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**Attachments**

- Attachment 1     PSA for Tree, Lighting, and Decoration for Holiday Events
- Attachment 2     RFQ-F-24-4015
- Attachment 3     Vendor Quote

**Ward:**  
All Wards

**Synopsis of Previous Council Actions:**  
N/A