



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council to: (1) Consider and Select the Artificial Christmas Tree Solicited Through RFQ 23-002; and (2) Authorize the City Manager to Proceed with the Purchase of the Selected Christmas Tree.  
POWERPOINT  
(ACTION)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Christmas Tree Selection Powerpoint 9-27.pdf

Date	Ver.	Action By	Action	Result
9/27/2022	1	City Council		

For City Council Meeting [September 27, 2022]

**TO:** Honorable Mayor and City Council

**APPROVAL:** Marcus Fuller, City Manager

**FROM:** Cynthia Alvarado, Director of Parks, Recreation and Community Services

Request City Council to: (1) Consider and Select the Artificial Christmas Tree Solicited Through RFQ 23-002; and (2) Authorize the City Manager to Proceed with the Purchase of the Selected Christmas Tree.

### POWERPOINT

### (ACTION)

### BACKGROUND

The City of Rialto has held an annual holiday event and parade with tree lighting, activities, and entertainment for several decades.

In December 2018, the annual holiday parade and Tree Lighting Ceremony happened at the same event. The new schedule connecting the parade and tree lighting in one night continued in 2019 but stopped in 2020 because of COVID. The parade and tree lighting ceremony resumed in December 2021.

In December 2021, the City updated the name which incorporated the entire event: the City of Rialto Holiday Festival and Parade (the "Holiday Event"). Additionally, tamale vendors and various other food vendors were added, along with games and activities themed after the holiday event.

On March 22, 2022, City Council approved for Parks, Recreation & Community Services Department (the “Department”) to purchase an artificial decorative Christmas tree for the holiday event.

On May 26, 2022, the City Council approved the Fiscal Year 2022-2023 budget that included an allocation of \$100,000 for the purchase of an artificial decorative Christmas tree for the annual holiday event.

### **ANALYSIS/DISCUSSION**

After City Council approved the current budget, Staff prepared a request for quote to purchase an artificial decorative Christmas tree.

The City prepared a Request for Quote (RFQ) for vendors to provide the City with a reusable, commercial grade Christmas Tree. The City specified a height varying between 30 and 50 feet with a branch structure comparable to a natural pine tree. The City also specified that the decorative lighting be integrally installed as part of the tree with either light-emitting diodes (LED). Red, Green, Blue (RGB), or traditional lights. The City also specified that the type of decorative lights must be easily replaced and available at most local hardware stores.

To accommodate the high winds in Rialto, the City specified that the decorative tree must withstand 85 mph wind rate, and all UL approved electrical components on the tree. The City also specified a warranty on the decorative tree and components that covers five (5) years against defect and normal wear, and three (3) 60-day seasons of 25,000 hours of illumination time.

On July 21, 2022, RFQ 23-002 was published by the Procurement department via Planet Bids for 41 days. RFQ 23-002 closed on August 31, 2022, with two companies offering competitive bids. However, as each vendor offers a different type of artificial Christmas tree, it is necessary to consider the type and look of artificial tree preferred by City Council. Award of the artificial tree need not be based on price as both trees are different in height and appearance.

### **Option 1 - Bright Life Designs (Huntington Beach, CA)**

Tree height: 30 feet

Tree girth: 204 inches

Tree lights: White LED

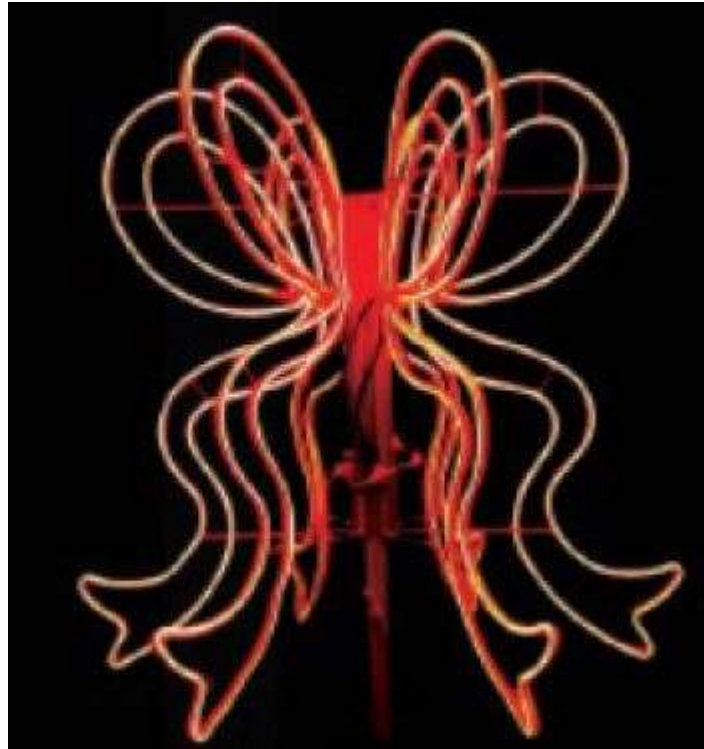
Ornaments: 950 in varying shapes sizes, in red/white/silver

Tree topper: 4 foot illuminated red ribbon (or alternative)

Cost: \$52,855.86 plus shipping (TBD)

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Bright Life Designs provides a similar holiday tree to the City of Moreno Valley along with perimeter designs at their community center for the holidays. Hyundai Motors of America in Fountain Valley also uses Bright Life Designs for their annual Christmas tree. The Los Angeles Metropolitan Transportation Authority also uses Bright Life Designs to decorate the LA Metro East Portal and Headquarters Building in Los Angeles. All three vendors allowed Bright Life Designs to use them as a reference for service and reliability.

One consideration of this option is the decorative ornaments to be installed on the tree; due to the high winds in Rialto, there may be risk of damaging the ornaments which may have to be considered as to timing of the installation of the ornaments.

An example of a similar 30-feet high decorative tree, but with white/silver/gold ornaments (in lieu of red/white/silver) and alternative tree topper is shown below.

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The City has the option of selecting this decorative appearance of white/silver/gold as well.

### **Option 2 - Holiday Outdoor Decor (Bethlehem, PA)**

Tree height: 38 feet

Tree base: 21 feet

Tree lights: 4-Color LED with programmable animation changing colors

Ornaments: None provided

Tree topper: Choice of flat nativity star, starburst, or 5-point star

Cost: \$92,590.40

## Trees

# Animated Panel Tree

These animated panel trees are programmed, 4 color changing LED bulbs that can be standalone color changing, programmed with animation, and/or synced with music. Our Animated Panel trees are an economical option for fun color changing lights without the price tag of a Smart tree.

What's the difference between an animated tree and smart tree and which one is right for me? Head to our website to learn about both trees and which one may be right for your celebration!

**Your Downtown Tree Lighting Ceremony will never be the same! These amazing trees will draw a crowd throughout the Holiday Season.**

- From 14' up to 100' tall, easily increase size 4' at a time!
- 4-Color LED lamps
- 18-4-2 commercial grade branch garland
- Constructed with all commercial grade components
- Proudly made in the USA
- Many options available, please call to discuss







The benefit of this option is the programmable and changeable LED lights that can be synchronized to music. However, decorations and ornaments are not provided.

Staff recommends the City Council provide direction on the type of decorative tree to be selected. This will allow Staff to proceed with ordering the product to ensure delivery prior to the Holiday Event.

### **ENVIRONMENTAL IMPACT**

The proposed actions do not constitute a “project” as defined by the California Environmental Quality Act (CEQA). Pursuant to Section 15378(b) of the State CEQA Guidelines, a project does not include organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

### **GENERAL PLAN CONSISTENCY**

This action is consistent with Guiding Principle 3A and 4A of the General Plan:

Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do

business.

Our community will support the creation and maintenance of attractive parks, recreational facilities, and gathering places that meet the needs of our residents

### **LEGAL REVIEW**

The City Attorney has prepared and recommends approval of this Staff Report.

### **FINANCIAL IMPACT**

#### **Operating Budget Impact**

Purchasing the artificial holiday tree will require the City to maintain and store the tree. Staff considered an alternative of securing a holiday tree where the vendor stores, delivers, sets up, and removes the holiday tree on an annual basis, however, the cost was significantly more than the one-time purchase of an artificial tree.

#### **Capital Project Budget Impact**

The current Fiscal Year 2022-2023 budget appropriated \$100,000 in the Capital Fund, Account 300-500-8346-3001. Sufficient funds are budgeted and available for this action.

### **RECOMMENDATION**

Staff recommends that the City Council:

- (1) Consider and Select the Artificial Christmas Tree Solicited Through RFQ 23-002; and (2) Authorize the City Manager to Proceed with the Purchase of the Selected Christmas Tree