CITY OF BUCKEYE
Regular Council Meeting
COUNCIL ACTION REPORT

MEETING DATE: 06/17/25	**AGENDA ITEM:** 4.R. FIN - Seasonal Holiday and Special Event Decor & Lighting, Saguaro Summit, LLC Contract No. 2025151, Change Order #1
DATE PREPARED: 06/16/25	**DISTRICT NO.:** All
STAFF LIAISON: William Kauppi, Chief Financial Officer, wkauppi@buckeyeaz.gov, (623) 349-6161	
DEPARTMENT: Financial Services	**AGENDA ITEM TYPE:** Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Council to take action on Change Order No. 1 to the Cooperative Contract Purchase Addendum (CCPA Contract No. 2025151) -between the City of Buckeye, an Arizona municipal corporation, and Saguaro Summit LLC, dba Christmas Light Decorators, an Arizona limited liability company, relating to seasonal, holiday and special event decor and lighting for use by the Community Services Department and Public Works Department; and authorize the City Manager to executive and deliver said Change Order behalf of the City of Buckeye.

SUMMARY

PROJECT DESCRIPTION:
Finance is requesting approval of Contract Change Order #1 to 2025151 Season, Holiday and Special Event Decor and Lighting to increase the current not to exceed amount by $650,000 from $300,000 to $950,000. This is a cooperative contract purchase addendum referencing a City of Scottsdale contract with a current expiration date of May 13, 2026 and renewal options through May 13, 2028. The $650,000 increase allows for currently identified needs by Community Services and Public Works and will allow for any additional adjustments in quantities if needed. Community Services has asked for a total increase of $400,000 and Public Works has asked for a total increase of $250,000.

BENEFITS:
Adopting this action will allow Community Services and Public Works to deliver holiday decorations for the benefit of the community. This action will also allow for flexibility should holiday decoration plans change at a later date.

FUTURE ACTION:
Community Services and Public Works will issue purchase orders using appropriated funds to procure identified needs and may issue change orders to those purchase orders up to the new cumulative not to exceed the amount of the agreement.

FINANCIAL IMPACT STATEMENT:
Community Services has asked for an additional $400,000 and Public Works has asked for an additional $250,000 to cover known and potential needs for the calendar 2025 holiday. These amounts change the cumulative total City expenditure allowed with Saguaro Summit, LLC under this contract, and this action does not change any appropriation of funds.

CURRENT FISCAL YEAR TOTAL COST:
$950,000.00

BUDGETED:

Yes

FISCAL YEAR:
2026

FUND/DEPARTMENT:
30751188-520011 Community Services/Public Works

Items related to a project or facility location must include an attached vicinity map for Council Review.
ATTACHMENTS:
City of Buckeye Procurement Contract with 2025151 CO 1 Saguaro Summit LLC.pdf