PROPOSED RESOLUTION

AUTHORIZATION TO ENTER INTO AGREEMENT
WITH NEAVE GROUP FOR ROOSEVELT ISLAND HOLIDAY DECORATION

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York ("RIOC"), as follows:

Section 1. that RIOC is hereby authorized to enter into an agreement with Neave Group for Roosevelt Island winter holiday decoration, upon such terms and conditions substantially similar to those outlined in the Memorandum from Amy Firestein to Shelton J. Haynes/Board of Directors dated September 24, 2021, attached hereto;

Section 2. that the President/Chief Executive Officer or President’s designee is hereby authorized to take such actions and execute such instruments as deemed necessary to effectuate the foregoing; and

Section 3. that this resolution shall take effect immediately.
MEMO

TO: Shelton J. Haynes President and CEO/RIOC Board of Directors
FROM: Amy Firestein, Procurement Manager
DATE: September 24, 2021
RE: Roosevelt Island Holiday Decoration

Need:
Roosevelt Island Operating Corporation (RIOC) is seeking a contractor for design and installation services for holiday decorations. In 2019, RIOC partnered with Hudson Related to share these costs and expand the decoration locations. That partnership ended per the contract term at the conclusion of the Christmas holiday season in 2019. In 2020, RIOC did not have Island decorations due to the global COVID-19 pandemic. Currently, however, island residents continue to express the desire to decorate the island for the holiday season. Therefore, RIOC wishes to procure a vendor to achieve this purpose in beautifying the Island for the 2021 winter holiday season.

Procurement Process:
Below is an outline of the proposals’ submissions received and the scope covered.

Chart I – Cost Comparison – Project Cost:

<table>
<thead>
<tr>
<th>Company</th>
<th>Estimate Per Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neave Group</td>
<td>$75,000</td>
</tr>
<tr>
<td>WHCL (We Hang Christmas Lights)</td>
<td>$80,940</td>
</tr>
<tr>
<td>American Christmas</td>
<td>$103,221</td>
</tr>
</tbody>
</table>
Scope:

RIOC seeks a vendor to provide and install commercial grade LED lighting, wreaths, decorative structures and garland for selected trees, hedges, building columns, lampposts, and other areas on Roosevelt Island as outlined below:

Decoration locations:

1. Good Shepherd Plaza
2. Meditation Lawn across from Blackwell House (the Main Tree location)
3. Tram Plaza and Tram Fountain area
4. Main Street Corridor including Lamppost along Main street
5. Ferry Plaza

Chart I - cost comparing the pricing received during the competitive procurement process illustrates that the two lowest proposals are within a competitive cost. American Christmas was the high bidder and beyond the budget amount. Based on the attached proposal, the lowest costs and the design provided for the scope, Neave Group is the most competitive bidder. In addition, Neave Group has worked on Roosevelt Island in the past and is familiar with the locations. The holiday decorations will be installed in November 2021 and remain in place through late January 2022.

Recommendation:

Neave Group provided the lowest bid at $75,000 per year for the winter holiday season starting in 2021. Based on the above, I recommend the three-year agreement with Neave Group for winter holiday decorating for a total cost of $225,000 for Board approval.
Presentation for

Annual Holiday Décor Campaign
Revised: 7.26.21
Who We Are

- Our 48-year commitment to building long lasting relationships with our clients is only a large part of what creates a successful decorating company.
- We only partner with the best manufacturers in the commercial holiday decorating industry allowing us to amaze our client’s year after year.
- Joining the national Christmas Décor franchise program has enabled us to develop our team of decorator talents into one of the most respected and successful franchisee companies in the Northeast and the US.
- When it comes to your commercial decor, we ensure your outdoor space receives the best high-end decorating services, using only the finest materials and executing the best design ideas available.
Program Objectives

- Design, refresh, install, service, takedown and store the Holiday Decorations at Roosevelt Island
- Work within the given timeline and annual budget
- Incorporate decorations throughout the following locations:
  - Good Shepherd Plaza
  - Meditation Lawn across from Blackwell House (Main Tree Location)
  - Tram Plaza and Tram Fountain Area
  - Main Street Corridor including lamp posts and breezeways along Main Street
Good Shepherd Plaza

Includes:

• Metal Santa Sleigh with 2 Reindeer, lit with warm white and red mini-LED lights at the southeast corner of the Plaza

• Each seat of the sleigh hold 250 lbs. for a total of 500 lbs., creating a perfect photo op for all

• The three lamp posts will be wrapped with warm white LED garland and finished with 2x 18-inch red bows

• 11 foot tall, 5-feet wide, warm white and green LED gift stack to be placed at the southwest corner of the plaza for a secondary photo op

• 6-foot Cool White Ornament with warm white reindeer in the middle of the plaza for a third photo op

Photos are for illustrative purposes only. Final colors, textures, shapes and sizes subject to change pending final layouts and items selected.
Meditation Lawn: Main Tree

Includes:

• A 24-foot Majestic Mountain Pine Tree, lit with 10,550 multicolored mini-LED bulbs will sit in the park across the street from the Blackwell House for your holiday tree lighting

• A base will be custom built for the tree to level out the grade of the field

• To complete the tree, a 36-inch warm white starburst tree topper will sit on top, LED Gift Boxes surrounding the tree

• Four (4) x Presents are 18-inches, 24-inches and 36-inches
  • Boxes are red with green bow, yellow with red bow, green with yellow bow and blue with yellow bow

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Tram Plaza

Includes:

- Four (4) glittering, 45-inch, warm-white LED standing bucks will be placed in the grass at the base of the tram

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Tram Fountain

Includes:

- Large Red and Silver Ornaments sitting on a bed of warm white LED garland and accented with colored spotlights
- A platform will be built over the fountain to hold the display

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Main Street Corridor

Includes:

• Every other column along Main Street will be wrapped in identical garland and finished with an 18-inch matching red bow
  • Sixteen (16) columns total

REMOVED:

• Inside each archway along main Street will be a swag of 14-inch Garland Lit with warm white LED minis and four (4) 12-inch red bows at the corners of the swag (two (2) per side)
  • Swag in the archway to be visible walking in either direction
  • Thirty-two (32) archways included

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Main Street Corridor (cont’d)

Includes:

- Existing light posts will be wrapped in 14-inch lit LED garland and completed with two (2) x 12-inch bows at the top of the light post for visitors to see from either direction
  - Twelve (12) light posts included along Main Street

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Plan Summary
## Program Summary

### Décor Elements:

- **Good Shepherd Plaza:**
  - Metal Santa’s Sleigh and two (2) Reindeer
  - 11-foot tall, 5-foot wide Lighted Gift Box Stack
  - 6-foot Cool White Ornament with warm white LED reindeer

- **Meditation Lawn:**
  - 24-foot Christmas Tree with 10,550 multi-colored mini-LED Lights
  - 36-inch warm white starburst tree topper
  - Four (4) presents

- **Tram Plaza/Fountain:**
  - Four (4) glittering, 45-inch warm white LED standing reindeer
  - Large Red and Silver Ornaments sitting on a bed or warm white LED garland and accented with colored spotlights + platform over the fountain

- **Main Street Corridor**
  - Sixteen (16) columns to be decorated with 14-inch Garland Lit with warm white LED minis and finished with an 18-inch red bow
  - Twelve (12) lamp posts along Main Street to be decorated with 14-inch Garland Lit with warm white LED minis and two (2) 12-inch Red bows at the top of the lamp post

Option to add additional elements in Year 2 and 3

### 3 Year Contract: $75,000 annually
Program Summary (cont’d)

Plan Inclusions:

• Preliminary and subsequent Design Work
• Leasing of all decorations for the duration of the contract
• Professional installation of all elements according to the mutually agreed upon timelines and location requirements
• All lit décor will be plugged into client directed outlets; timers to be provided if desired
• Expert program management for the duration of the campaign
• Take-down and storage of all display elements