



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/12/2025

ALL

Item Creation Date: 10/23/2025

DA-2025-0016 - Seasonal Decor Design, Installation, and Removal for George Bush Intercontinental Airport (IAH) & William P. Hobby Airport (HOU) - ORDINANCE

Agenda Item#: 19.

Summary:

ORDINANCE approving and authorizing contract with **SHERRARIUMS COMPANY** to provide Seasonal Décor, Design, Installation, and Removal Services; providing a maximum contract amount - 1 Year - \$200,222.00 Enterprise Fund

Background:

DA-2025-0016 – Approve an ordinance authorizing a Derivative Agreement with a one-year term between the City of Houston and Sherrariums Company, in a maximum contract amount of \$200,222.00 for seasonal decor design, installation, and removal services at George Bush Intercontinental Airport/Houston (IAH) and William P. Hobby Airport (HOU) through the Buy Board Purchasing Cooperative for the Houston Airport System (HAS).

SPECIFIC EXPLANATION:

The Director of the Houston Airport System and the Chief Procurement Officer recommend that City Council approve and authorize a derivative agreement with a one-year term between the City of Houston and **Sherrariums Company** the maximum contract amount of **\$200,222.00** for seasonal decor design, installation, and removal services at George Bush Intercontinental Airport/Houston (IAH) and William P. Hobby Airport (HOU) through the Buy Board Purchasing Cooperative for the Houston Airport System (HAS).

This scope of work requires the Contractor to provide complete seasonal decoration services for the Houston Airport System at George Bush Intercontinental (IAH) and William P. Hobby (HOU) Airports, including the design, furnishing, installation, maintenance, and removal of decorations. Responsibilities include supplying all labor, materials, equipment, supervision, and transportation; submitting design layouts for approval; ensuring compliance with safety codes; replacing defective items; and responding promptly to maintenance requests. Work must be performed overnight to minimize operational impact, with detailed installation plans, site protection, and cleanup required. All personnel must meet security, licensing, and identification requirements, and invoicing must follow HAS procedures.

Schedule:

- Installation Dates: Week of November 14–18, 2025
- Pickup/Removal Dates: Estimated for January 10–11, 2026, or the week of January 21, 2026, and beyond, as coordinated with HAS operations.

Multiple airport locations:

- IAH: Terminals A, D, E / ICP, and Skyway Stations
- HOU: Baggage Claim, Ticketing, Concourse Gates, Connectors, and other key public areas

Color Themes:

- IAH Terminal A: Forest Green, Silver, Gold
- IAH Terminal D: Copper, Silver, Gold
- Terminal E / Skyway: Green, Silver, Gold (some red/white/blue accents)
- HOU: Silver, Gold

Décor Types:

- Trees: Ornament, Luminous, Sapin Astral, Ladoga, Stylized Wreaths
- Garlands: Column cuffs, horizontal swag, gate signage garlands
- Column Décor: Single/triple arm sconces, decorated sprays
- Wreaths: Station A 48" wreaths, connector area wreaths

Installation/Removal:

- All areas include labor, hardware, and possible equipment (scissor lifts) for installation and takedown.

This service will enhance passenger experience and overall airport atmosphere by creating a welcoming, festive environment during the 2025 holiday season. Professionally designed and installed decorations reflect positively on the City of Houston and Houston Airport System's brand, improve customer satisfaction, and support HAS's goal of providing world-class travel experience.

This recommendation is made pursuant to subsection 271.102(c) of the Texas Local Government Code, which provides that "a local government that purchases goods or services from a cooperative purchasing program or organization satisfies any state law requiring

the local government to seek competitive bids for the purchase of the goods or services.”

M/WBE Participation:

The derivative agreement was assigned a specific goal-oriented MWBE goal of 5% MWBE participation level. Sherrariums Company submitted a Good Faith Effort to the Office of Business Opportunity, which was approved for a 0% MWBE goal.

Pay or Play Program:

This procurement is exempt from the City’s ‘Pay or Play’ Program because the department is utilizing a purchasing cooperative for this purchase.

Hire Houston First:

This procurement is exempt from the City’s Hire Houston First ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal/Cooperative Purchasing Agreement for this purchase.

Fiscal Note:

Funding for this item is included in the FY2026 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

For: DocuSigned by:
Candice Gambrell

0EEA3CC69243B4F9... Jedediah Greenfield Chief Procurement Officer	Department Approval Authority Signature
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Amount and Source of Funding:

Estimated Spending Authority			
Department	FY2026	Out Years	Total
Houston Airport System	\$200,222.00	\$0	\$200,222.00

Amount and Sourcing of Funding:

\$200,222.00
 HAS Revenue Fund
 Fund 8001

Contact Information:

Name:	Dept./Division	Phone Number
Barbara Fisher, Division Manager	Finance/SPD	832.393.8722
Yesenia Chuca, Deputy Assistant Director	Finance/SPD	832.393.8727
Jedediah Greenfield, Chief Procurement Officer	Finance/SPD	832.393.9126

ATTACHMENTS:

Description	Type
Contract Specific Request - DA-2025-0016	Other
Certificate of Funds - DA-2025-0016	Financial Information
Buy Board-Proposal No. 735-24	Other
Buy Board-Sherrariums Co	Other
Buy Board Extension Letter-Sherrariums	Other
Conflict of Interest - DA-2025-0016	Other
Cooperative Justification Form - DA-2025-0016	Other
Exhibit C Drug Policy Compliance Agreement	Other
Exhibit D - DA-2025-0016	Other
Exhibit E Drug Policy Compliance Declaration - DA-2025-0016	Other
Ownership Form - DA-2025-0016	Other
Tax Delinquent Report - DA-2025-0016	Other
1295 Certificate - DA-2025-0016	Other
OBO Approved GFE	Backup Material
Signed coversheet	Signed Cover sheet
Derivative contract	Backup Material
Certificate of Insurance	Backup Material
Form A HAS	Financial Information

FOIA - PAS

Signed Ordinance
Partially Signed Agreement
Funding Documents
Funding Documents

Financial Information

Ordinance/Resolution/Motion
Contract/Exhibit
Financial Information
Financial Information