



Item
Meeting 2018 Jul 23

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2018 July 18
FROM: PURCHASING MANAGER **FILE:** 5820-20
SUBJECT: **CONTRACT EXTENSION** *Reference: RFP #147-08/16*
SUPPLY AND INSTALLATION OF HOLIDAY LIGHTS AND DECORATIONS

PURPOSE: To obtain Council approval for a one year contract extension for the supply and installation of holiday lights and decorations.

RECOMMENDATION:

1. **THAT** Council approve a one year contract extension to White Raven Enterprises Inc. doing business as Festilight Vancouver for the value of \$413,693.00 including GST and PST in the amount of \$44,324.25.

REPORT

In 2016 August, the City issued a Request for Proposal (RFP) for the supply and installation of holiday lights and decorations. Festilight Vancouver was awarded a contract for a one year term from 2016 October 01 to 2017 September 30, at a cost of \$191,172.57, including GST and PST in the amount of \$20,482.78, with options for up to four individual one year extensions at the discretion of the City.

In 2017 September, Festilight Vancouver was awarded the first one year extension from 2017 October 01 to 2018 September 30, at a cost of \$73,815.84, including GST and PST in the amount of \$7,908.84. A further increase to the contract in the amount of \$201,967.10, including GST and PST in the amount of \$21,639.33, was required to address additional lighting requirements in quantity and locations as well as the removal of the lights for the 2017/2018 term.

Festilight Vancouver has successfully completed the work under the contract for the last two years. The second extension would cover any new installation, reinstallation, maintenance and removal of holiday lights at various locations for the 2018/19 term. City staff's review has found the Contractor's pricing to be competitive and reflective of current market conditions.

It is recommended that a second one year contract extension from 2018 October 01 to 2019 September 30 be awarded at a cost of \$413,693.00 including GST and PST in the amount of \$44,324.25. This amount also includes the additional scope for lighting along Hastings Street. The total contract value for this contract over the three years is now estimated at \$880,648.51, including GST and PST in the amount of \$94,355.20.

To: City Manager
From: Director Finance
Re: CONTRACT EXTENSION
SUPPLY AND INSTALLATION OF HOLIDAY LIGHTS AND DECORATIONS
2018 July 23 Page 2

The Director Parks, Recreation & Cultural Services, Director Engineering and Chief Librarian concur with this recommendation.

Gaming Interest funding is provisioned for the 2018 portion, including the increase, of the contract in the 2018 – 2022 Financial Plan. Additional Gaming Interest funding for the 2019 portion of the contract will be included in the 2019 – 2023 Financial Plan.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:JN /ew

Copied to: Director Parks, Recreation, and Cultural Services
Director Engineering
Director Corporate Services
Chief Librarian