



**TO:** CITY MANAGER **DATE:** 2020 June 02

**FROM:** DIRECTOR FINANCE **FILE:** 5820-20

**SUBJECT:** **CONTRACT EXTENSION** *Reference:* RFP #198-11/18

**SUPPLY AND INSTALLATION OF HOLIDAY LIGHTS AND DECORATIONS**

**PURPOSE:** To obtain Council approval to award a contract extension for the supply and installation of holiday lights and decorations.

**RECOMMENDATION:**

- 1. THAT** Council approve a one year contract extension to Festilight Decor, for an estimated total cost of \$637,499.52 including PST and GST in the amount of \$68,303.52 as outlined in this report. Final payment will be based on the actual quantity of goods delivered and services provided.

**REPORT**

On 2019 May 27, the City awarded a contract to Festilight Decor, for a total cost of \$500,000.00 including PST and GST in the amount of \$53,571.43. The initial contract was for the period 2019 June 1 to 2020 May 30, with options of up to four individual one year extensions at the discretion of the City. The scope of work of this contract involves supply, installation, reinstallation, maintenance and removal of holiday lights and decorations at various locations.

Since the award of the contract, there has been a change order for \$190,820.96 including PST and GST in the amount of \$20,445.10 to accommodate additional locations for winter lighting.

This recommendation is for the first contract extension effective 2020 June 01 to 2021 May 30 for an estimated value of \$637,499.52 including PST and GST in the amount of \$68,303.52. For this renewal, there is an overall average price increase of 6% due to increased labour costs. Total estimated contract value will be \$1,328,320.48 including PST and GST in the amount of \$142,320.05.

Contract History	Term	Amount
Original Contract Award	2019 June – 2020 May	\$500,000.00
Contract Increase	2019 June – 2020 May	\$190,820.96
First Contract Extension	2020 June – 2021 May	\$637,499.52
<b>TOTAL</b>		<b>\$1,328,320.48</b>

To: City Manager  
From: Director Finance  
Re: Contract Extension  
Supply and Installation of Holiday Lights and Decorations  
2020 June 8 ..... Page 2

The recommended proponent, Festilight Decor, has provided services in the past with a proven track record of performance and reliability to the satisfaction of City staff. Review by City staff indicates that Festilight Decor, has the necessary experience and personnel to successfully complete the work required under this contract. The Director Corporate Services concurs with this recommendation.

Funding will be provided for this contract in various operating accounts and under WBS element DPY.0112 within the 2020 – 2024 Financial Plan.



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:GC:JN / lk:md

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