



Item
Meeting 2022 May 09

COUNCIL REPORT

TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2022 May 03
FROM: ACTING CHIEF FINANCIAL OFFICER **FILE:** 5820-20
Reference: RFP #198-11/18
**SUBJECT: CONTRACT EXTENSION
SUPPLY AND INSTALLATION OF HOLIDAY LIGHTS AND
DECORATIONS**

PURPOSE: To obtain Council approval to award 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 Festilight Decor, for an estimated total cost of \$631,560.81 including GST and PST in the amount of \$67,667.23 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 01 to 2020 May 31, 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 GST and PST in the amount of \$20,445.10 to accommodate additional locations for winter lighting.

On 2020 June 08, Council approved the first contract extension effective 2020 June 01 to 2021 May 31 for an estimated value of \$637,499.52 including GST and PST in the amount of \$68,303.52.

On 2021 May 07, the City awarded the second contract extension effective 2021 June 01 to 2022 May 31 for an estimated value of \$566,037.36 including GST and PST in the amount of \$60,646.86.

To: Chief Administrative Officer
 From: Acting Chief Financial Officer
 Re: Contract Extension
 Supply and Installation of Holiday Lights and Decorations
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This recommendation is for the third contract extension effective 2022 June 01 to 2023 May 31 for an estimated value of \$631,560.81 including GST and PST in the amount of \$67,667.23. For the 2022 – 2023 season, there is an overall average price increase of 5.5% due to increase supply and labour cost. Total estimated contract value including extension is \$2,525,918.65 including GST and PST in the amount of \$270,634.14.

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
Second Contract Extension	2021 June – 2022 May	\$566,037.36
Third Contract Extension	2022 June – 2023 May	\$631,560.81
TOTAL		\$2,525,918.65

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 General Manager Corporate Services concurs with this recommendation.

Funding for this contract of \$635,000 is provided under Burnaby Village Museum and Corporate Services operating budgets and under WBS element DPY.0138 within the 2022 – 2026 Financial Plan.



Bob Klimek
 ACTING CHIEF FINANCIAL OFFICER

BK:GC:JN /ew:kl:md

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