

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
CONCURRENCE BY: GENERAL MANAGER PARKS, RECREATION AND CULTURE
SUBJECT: **CR – EVENT PRODUCTION SERVICES**
PURPOSE: To obtain Council approval for a Contract Renewal (CR) for Event Production Services.

RECOMMENDATION

THAT a contract renewal to Tim Furness Event Company Inc. for an estimated cost of \$226,533 including GST in the amount of \$10,788 as outlined in the Council Report titled, “CR – Event Production Services” dated May 13, 2025 be approved; and,

THAT final payment will be based on the actual quantity of services delivered and unit prices quoted.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$500,000.

2.0 BACKGROUND

Following a Request for Proposal (RFP) in March 2023, the City awarded a one-year contract to Tim Furness Event Company Inc. for an estimated value of \$86,450 including GST in the amount of \$4,117. The contract was for the period of May 1, 2023 to April 30, 2024, with the option to renew for an additional four (4), one (1) year periods at the sole discretion of the City, should service prove reliable and pricing remain competitive.

The scope of this contract is for the provision of all necessary materials, supervision, labour, equipment, tools, permits, and transportation to deliver stage lighting, sound, video, talent buying, and other production services for various annual City events, such as Classical Weekend at Deer Lake Park, Canada Day StreetFest on Central in Central Park, and RCMP Musical Ride at Swangard Stadium.

Since the award of this contract, there have been four contract increases and one contract renewal in the total amount of \$226,684 including GST in the amount of \$10,795. The increases were due to additional staff hours and rental equipment required for the RCMP Musical Ride and the StreetFest, including adjusted production costs.

3.0 GENERAL INFORMATION

This recommendation is for a second contract renewal for an estimated cost of \$226,533 including GST in the amount of \$10,788. The estimated contract value has increased due to the production contractor taking on the responsibility of talent buying, which includes procuring mainstage musicians, paying their fees on our behalf, and requiring additional staff to support this expanded scope. Furthermore, the estimated cost includes a 4.5% increase due to inflation for services, transportation, and production equipment.

The estimated total contract value is \$539,667 including GST in the amount of \$25,699.

Contract History	Date	Accumulative Total Change (including GST and PST)
Original Contract Award	May 2023 – April 2024	\$ 86,450
First Contract Increase	June 2023	\$ 14,700
Second Contract Increase	August 2023	\$ 12,174
Third Contract Increase	October 2023	\$ 47,767
First Contract Renewal	May 2024 – April 2025	\$ 147,674
Fourth Contract Increase	August 2024	\$ 4,369
Second Contract Renewal	Pending	\$ 226,533
TOTAL		\$ 539,667

City staff have reviewed the renewal and believe it appropriately addresses the City's needs at a fair cost.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Request for Proposal #15-01-23 Event Production Services (Attachment 1) was publicly advertised. Upon closing, the City received a total of five submissions.

5.0 FINANCIAL CONSIDERATIONS

Funding for this contract will be provided in various Parks operating accounts included in the 2025 – 2029 Financial Plan.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – RFP 15-01-23

REPORT CONTRIBUTORS

This report was prepared by Lois Dawson, Coordinator – Festivals and Special Events, Rebecca Yeung, Senior Buyer, and reviewed by Sophan Lum, Senior Manager Procurement Services – Capital.