

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
RESPONSIBLE DEPARTMENT(S): LANDS AND FACILITIES
SUBJECT: CR - HOLIDAY LIGHTS (LED)
PURPOSE: To obtain Council approval for a Contract Renewal (CR) for Supply, Install, Maintenance, Removal and Storage of Holiday Lights.

RECOMMENDATION

THAT a contract renewal to Festilight Décor Inc., for an estimated cost of \$582,677 including tax, as outlined in the report titled “CR –Holiday Lights (LED)” dated June 10, 2025, be approved; and

THAT final payment will be based on the actual quantity of goods and services delivered and unit price as submitted.

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 EXECUTIVE SUMMARY

This recommendation is to approve a contract renewal in the amount of \$582,677 including tax. Further details are outlined in Attachment 1.

Festilight Décor Inc has been the City’s long-standing provider of LED light’s for the City’s winter light’s displays. Over the years, they have accumulated and manage a substantial inventory of City-owned LED lighting elements, which are repurposed annually, maintained and replaced or supplemented with new fixtures as required. Since the award of this current contract, there have been four contract increases to expand the scope of service to additional locations (Mountain Club House, Bob Prettie Library and Shadbolt) and to accommodate the installation and maintenance of year-round lighting in designated areas.

Festilight Décor Inc has advised of a 4.2% overall price increase due to higher labour fees. The overall anticipated spend is 8% higher year over year to accommodate the price increase and year round lighting requirements.

There is no need to go back out to bid at this time because the original contract included optional renewal years, which the City is now exercising.

3.0 BACKGROUND

Following the Request for Proposal (RFP) 131-05-23 in November 2023, the City awarded a one-year contract to Festilight Décor Inc., for an estimated cost of \$459,938 including taxes for the period of May 15, 2024 to April 30, 2025, with the option to renew for four one-year periods at the sole discretion of the City should service prove reliable and pricing remain competitive. Optional contract renewal terms allow the City to assess the vendors performance during the initial term and provides the Contractor with the ability to adjust pricing based on market fluctuations at the time of renewal

The scope of work of this contract is for supply, install, maintenance, removal and storage of holiday lights at various City locations. The City has been working with Festilight Décor Inc. for the supply of similar products and services for over ten years.

4.0 GENERAL INFORMATION

The estimated total contract value is \$1,122,121 including tax.

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

5.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

RFP131-05-23 Supply, Install, Maintenance, and Storage of Holiday Lights was publicly advertised. Upon closing, the City received a total of three submissions.

6.0 FINANCIAL CONSIDERATIONS

Funding for this work is provided through the gaming reserve and is included in the 2025 – 2029 Financial Plan under the Lands & Facilities operating budget.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – Contract History

REPORT CONTRIBUTORS

This report was prepared by Raj Acharjee, Senior Project Manager, Jenny Ng, Purchasing Specialist, and reviewed by Robyn Tegart, Senior Manager Procurement Services – Operations.