

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
RESPONSIBLE DEPARTMENT(S): LANDS AND FACILITIES
SUBJECT: **CR – HOLIDAY LIGHTS (LASER PROJECTION)**
PURPOSE: To obtain Council approval for a Contract Renewal (CR) for the supply, install, removal, maintenance and storage of holiday lights.

RECOMMENDATION

THAT a contract renewal to 1223663 BC Ltd. dba Best Coast Lights, for an estimated cost of \$281,431 including taxes, as outlined in the report titled “CR – Holiday Lights (Laser Projection)” dated June 10, 2025, be approved; and

THAT final payment will be based on actual quantities of goods and 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 EXECUTIVE SUMMARY

This recommendation is to approve a contract renewal in the amount of \$281,431 including taxes. Further details are outlined in Attachment 1.

1223663 BC Ltd. dba Best Coast Lights provides laser projection as part of the annual holiday lights displays. The original contract included the purchase of laser projection lights by the City, with 1223663 BC Ltd. dba Best Coast Lights responsible for installation, maintenance and storage of the City-owned equipment. Since the award of this contract, there have been two contract changes to expand the contract to include additional lights (at Burnaby Mountain Golf Course) and added the removal of existing lights to the scope of services. Although the number of lights has increased for this renewal term (additional lighting added to City Hall, Edmonds Community Centre, Shadbolt, BVM and Firehalls), the overall contract value has decreased, as the City now owns the majority of the lighting equipment and only requires services for supply, installation, maintenance, removal and storage.

1223663 BC Ltd. dba Best Coast Lights is holding the same unit rates for this renewal.

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 1223663 BC Ltd. dba Best Coast Lights, for an estimated cost of \$361,200 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 initial scope of work was for the purchase of laser lights for multiple locations with subsequent supply, install, maintenance, and storage of the city owned laser lights. The City has been working with 1223663 BC Ltd. dba Best Coast Lights, for the supply of these goods and services for one year.

4.0 GENERAL INFORMATION

The estimated total contract value is \$767,399 including taxes.

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.