

COUNCIL REPORT

TO: CITY MANAGER **DATE:** 2019 May 21

FROM: DIRECTOR FINANCE **FILE:** 5820-20
Reference: RFP #198-11/18

**SUBJECT: CONTRACT AWARD
SUPPLY AND INSTALLATION OF HOLIDAY LIGHTS AND
DECORATIONS**

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

RECOMMENDATION:

1. **THAT** Council approve a contract award to Festilight Decor Inc. for a total estimated value of \$500,000 including GST and PST in the amount of \$53,571.43 as outlined in this report.

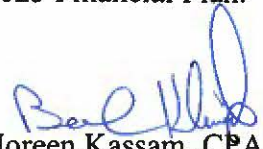
REPORT

Two submissions following a Request for Proposal were received by the closing time on 2019 May 13. The scope of work of this contract involves supply, installation, reinstallation, maintenance and removal of holiday lights and decorations at various locations. This contract award is for a one year period from 2019 June 1 to 2020 May 30, with options of up to four individual one year extension periods at the discretion of the City.

Based on the Request for Proposal evaluation criteria consisting of work program, methodology, experience, qualification, cost and value added offering, Festilight Decor Inc. received the highest overall scoring.

The recommended bidder, Festilight Decor Inc., has provided services in the past with a proven track record of performance and reliability to the satisfaction of City staff. The Director Corporate Services concurs with this recommendation.

Funding for this contract is provided in various operating and capital accounts within the 2019 – 2023 Financial Plan.


Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:GC:JN/ry

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