

NO: R173

COUNCIL DATE: September 23, 2024

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **September 19, 2024**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **0550-20**

SUBJECT: **Award of Contract for RFQ No. 1220-040-2024-022
Special Events – Production Team**

RECOMMENDATION

The Parks, Recreation, & Culture Department recommends that Council:

1. Receive this report for information;
2. Award Contract No. 1220-040-2024-022 to MRG Events Ltd. for an initial one-year term commencing on January 2, 2025, in the amount of \$493,415.16 including applicable taxes;
3. Set the annual expenditure authorization limit of Contract 1220-040-2024-022 at \$567,427.43 including contingency and applicable taxes;
4. Approve the option to extend Contract No. 1220-040-2024-022 for up to four additional one-year terms at the City's sole discretion to a maximum amount of \$663,809.84 per year including contingency, Vancouver Area Consumer Price Index ("CPI") as published by Statistics Canada and applicable taxes; and
5. Authorize the General Manager, Parks, Recreation & Culture to execute Contract No. 1220-040-2024-022 and allow the option to extend for four, one-year optional terms, in favor of the City, subject to satisfactory performance and any other related considerations, adjusting the cost of the services based on the CPI for any option extension terms.

INTENT

The purpose of this report is to obtain Council's authorization to award a contract for Production Team Services to support the City's Special Events Team in hosting the City's Signature Events.

BACKGROUND

Each year, the City hosts four Signature Events, including Party for the Planet, Surrey Canada Day, Surrey Fusion Festival and Surrey Tree Lighting Festival. These award-winning special events require significant production team services to ensure professional, high-quality events that Surrey residents have come to expect. The existing production team services agreement has expired.

DISCUSSION

In April 2024, Special Events staff initiated a Request for Quotations (“RFQ”) process to determine the most experienced and qualified contractors for the provision of Production Team Services for Surrey’s Signature Events.

Request for Proposal Results

On May 17, 2024, the City received five submissions upon close of the subject RFQ. Submissions were evaluated and found to be complete and compliant within the RFQ requirements, with the results as per below:

Contractor	Tendered Amount with GST	Corrected Amount* with GST
1. MRG Events Ltd.	\$444,213.00	\$493,415.16
2. Tim Furness Event Company Inc.	\$345,817.50**	\$510,600.83***
3. The Live Syndicate Productions Inc.	\$526,627.50	\$605,621.63
4. TFC Promotions Inc.	\$562,033.50	\$618,236.85
5. Encore Global Events (Canada) ULC	\$753,655.35	\$829,020.89

*Corrected with additional fees such as overtime & administrative fees

**Based on bid of 3 out of the 4 events

***Based on cost of 3 event bids (Party for the Planet, Fusion Festival and Surrey Tree Lighting Festival), plus the addition of lowest bid company for Canada Day provided by MRG).

Evaluation

In May 2024, the above submissions were thoroughly reviewed by an evaluation team facilitated by the Special Events Section consistent with the criteria disclosed in the solicitation document as follows:

- Management review factors;
- Technical review factors;
- Financial review factors; and
- Statement of departures.

Based on the overall evaluation, the evaluation team concluded that the submission by the lowest bidder, MRG Events Ltd. best met the City’s requirements and will provide the best overall value to the City.

It is recommended that MRG Events Ltd. be awarded the contract for provision of Special Events Production Team Services to support the City’s Signature Events, Party for the Planet, Surrey Canada Day, Surrey Fusion Festival and Surrey Tree Lighting Festival, as per RFQ 1220-040-2024-022.

Legal Services Review

This report has been reviewed by Legal Services.

FUNDING

Funding is available in the proposed 2025 Parks, Recreation & Culture Department Operating Budget.

CONCLUSION

MRG Events Ltd. is the recommended proponent that can best meet the City's requirements and provide the overall best value to the City.

Laurie Cavan
General Manager,
Parks, Recreation & Culture