

CITY OF HAMILTON AMENDING MOTION

Council: April 25, 2018

MOVED BY MAYOR / COUNCILLOR T. JACKSON.....

SECONDED BY MAYOR/ COUNCILLOR

Amendment to Item 4 of the General Issues Committee Report 17-024, respecting Report PED16089(b) - City Operated Events – Determine Interests of Event Vendors

WHEREAS, at its meeting of November 22, 2017, Council approved Item 4 of the General Issues Committee Report 17-024, which reads as follows:

4. City Operated Events – Determine Interests of Event Vendors (PED16089(b)) (City Wide) (Outstanding Business List Item) (Item 8.2)

- (a) That staff be directed to issue a Request for Proposals (RFP) through Centralized Procurement to retain a service provider to develop and implement the Winterfest Program through a three-year contract beginning in 2019, to be funded from the Planning and Economic Development Department (Tourism and Culture) Operating Budget;
- (b) That staff be directed to work with Legal Services to execute a three-year service contract between the City of Hamilton and the Downtown Hamilton Business Improvement Area (Downtown BIA) to retain the services of the Downtown BIA to operate on behalf of the City the annual Gore Park Holiday Tree Lighting event, working in conjunction with CHML/Y108 and the Parks and Cemeteries Section of the Public Works Department beginning in 2018, to be signed by the Mayor and the City Clerk;
- (c) That the City of Hamilton provided the Downtown Hamilton Business Improvement Area (Downtown BIA) \$17,000 for each year that the service contract related to the City’s annual Holiday Tree Lighting event at Gore Park is in place; with \$7,000 to be funded from the Planning and Economic Development Department (Tourism and Culture) Operating Budget and \$10,000 to be funded from the Public Works Department Operating Budget; and,

- (d) That a Request for Proposals (RFP) not be issued for Canada Day and the Canadian Pacific Holiday Train events.

WHEREAS, Procurement staff are recommending that the original 3-year contract be changed to a 5-year contract;

WHEREAS, the rationale for issuing a Request for Proposal (RFP) to retain a service provider to develop and implement the Winterfest Program through a 5-year contract (beginning in 2019) as opposed to a 3-year contract, is as follows:

- (1) The successful proponent to the RFP will be paid a modest, fixed fee-for-service for planning, developing and implementing the Winterfest Program. Therefore, a longer-term contract will attract a great number of qualified responses because the successful proponent can realize efficiencies in the later years through knowledge retention and established relationships with program participants;
- (2) The successful proponent will have the option to enhance the Winterfest Program budget beyond the City's contractual contribution through revenue sources such as cash sponsorships and grants from other levels of government. The majority of these opportunities operate on multi-year funding cycles. As a result, a 5-year contract would increase the realization of mutually beneficial business partnerships and successful grant applications;
- (3) The successful proponent will have the option to leverage in-kind contributions of goods and services to enhance marketing and promotion of community events that participate in Winterfest. The successful proponent will solicit and secure effective marketing partnerships and media relations through a longer-term contract; and,
- (4) The term of a 5-year RFP contract would be for a one-year period that may be extended for a maximum of four, one-year terms at the sole discretion of the City. Therefore, there is no risk to the City in offering a longer contract term that allows for greater flexibility for revenue generation and programming direction;

THEREFORE BE IT RESOLVED:

That sub-section (a) to Item 4 of the General Issues Committee Report 17-024, respecting Report PED16089(b) - City Operated Events – Determine Interests of Event Vendors, be amended by deleting the word “three” and replacing it with the word “**five**”, to read as follows:

- (a) That staff be directed to issue a Request for Proposals (RFP) through Centralized Procurement to retain a service provider to develop and implement the Winterfest Program through a ~~three~~ **five**-year contract beginning in 2019, to be funded from the Planning and Economic Development Department (Tourism and Culture) Operating Budget;