

May 10, 2010

To: The Board of Governors of Exhibition Place

From: Dianne Young  
Chief Executive Officer

Subject: **Agreement with Procon Developments Ltd  
O/A All Shelter Sales and Rentals**

Summary:

This report seeks approval of an agreement to supply all labour, equipment and materials necessary for the provision of tents and stage covers on a rental basis to the Canadian National Exhibition for a period of four (4) years. The proposed supplier successfully replied to a Request for Quotation which conformed to Board of Governors and City of Toronto policies and was the lowest bidder.

**Recommendation:**

**It is recommended that the Board approve a four-year (2010 – 2014) agreement between the CNEA and Procon Developments Ltd O/A All Shelter Sales & Rentals, as outlined in this report and on such terms and conditions satisfactory to the CNEA General Manager and the CNEA Solicitor.**

Financial Implications:

The projected annual expenditure for the provision of tents and stage covers is \$64,940 for 2010, \$64,940, for 2011, \$65,590 for 2012 and \$66,246 for 2013. Funds for the provision of rental tents and stage covers are provided for in the 2010 Operating Budget of the CNEA Program and will be budgeted in future years in accordance with the agreement.

Decision History:

At its meeting of May 20, 2010, the Board of Directors of the CNEA considered and recommended this report for approval by the Board.

At its meeting of January 22, 2010, the Board approved of the terms and conditions of the “Relationship Framework” with the City which allowed the Board to approve agreements with a third party for periods not in excess of four (4) years.

At its meeting of May 29, 2009, the Board approved an agreement between the CNEA and Procon for the provision of tents and stage covers on a rental for a term of two years ending in December 2009.

Issue Background:

Pursuant to the CNEA by-laws, if an agreement term exceeds one year it requires approval by the Board of Governors of Exhibition Place.

Comments:

In March 2010, Exhibition Place through the City of Toronto Finance Department, Purchasing and Materials Management Division (PMMD) issued an RFQ to supply all labour, equipment and materials necessary for the provision of tents and stage covers on a rental basis which was listed on the City of Toronto website.

The RFQ was structured in a manner that clearly detailed the scope of services, vendor qualifications and specific expertise required for both the Canadian National Exhibition. Bidders were required to submit prices for the various types of tents and stage covers called for.

The RFQ closed on March 30, 2010, with two responses, Procon and Absolute Support Services Inc. O/A Absolute Tent and Event Services. The result, based on projected service requirements over the four year term of the agreement are as follows:

Company	2010 Quote	2011 Quote	2012 Quote	2013 Quote
Procon Developments Ltd O/A All Shelter Sales and Rentals	\$64,940	\$64,940	\$65,589.40	\$66,245.29
Absolute Support Services Inc. O/A Absolute Tent & Event Services	\$102,859.78	\$102,859.78	\$103,887.37	\$105,965.12

The rental of tents and stage covers are required on an annual basis for various program areas at the Canadian National Exhibition. Procon has been a tent and stage cover supplier since 1984. The company has a compliment of experienced staff to undertake the work outlined in the RFQ.

The substantial terms of the agreement will be as follows:

- (a) Term: Four years commencing June 1, 2010 until May 31, 2014.
- (b) Fees: Fees will be fixed during the term of the Agreement as outlined in the RFQ submission.
- (c) Union Agreements: Procon shall comply with all agreements in force between the Board and any union or association with respect to Exhibition Place.
- (d) Assignment: The agreement between the Board and Procon shall not be assigned by Procon without the consent of the Board.
- (e) Insurance/Indemnity: Procon shall provide proof of insurance in a form and amount satisfactory to the Board as stipulated in the RFQ document.
- (f) Other Terms: Such other terms and conditions as contained in the Request for Quotation or as required by the CEO, the CNEA General Manager, and the City Solicitor.

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