

To: David Creery, Chief Administrative Officer

From: Karen Houston, Cultural Manager /Museum Curator

Re: Purchase of a DCI Projector and 20ft L Screen for TIFF movies

AIM

To obtain Council's approval to purchase a DCI Projector and 20ft Screen with labour, in the amount of \$135,105.88 plus HST from Hamilton Video & Sound Ltd.

BACKGROUND

Council approved \$180,000 for project BLD00136 Market Theatre – Projector and Screen as part of the 2025 Capital Budget. The primary objective of the project is to revive the popular *See You @ the Movies* film program run through the Toronto International Film Festival (TIFF).

Hamilton Video & Sound Ltd. was engaged to provide expert advice on technical requirements and to provide a quote for the work. Council approval is required for the purchase of goods and services when they are sole-sourced.

COMMENTS

Due to the unique technical nature of the project, constraints associated with a repurposed historical building, contractual obligations with Theatre Woodstock, and TIFF's specific technical requirements for showings, finding a solution that works for all parties has been a challenging process. Staff in the Culture and I.T. Departments collaborated with Hamilton Video & Sound Ltd. to identify a solution that would benefit all parties. Hamilton Video & Sound attended the site on multiple occasions, including a site visit with a member of Theatre Woodstock to ensure compatibility with their existing equipment and production requirements.

Staff received a quote of \$135,105.88, excluding HST, from Hamilton Video & Sound Ltd for the proposed solution, which is within the budgeted amount. The remaining funds in the budget will be used to build a platform for the projector. The City's Procurement of Goods and Services Bylaw require all purchases exceeding \$50,000 to be made only after formal tenders have been called. Given the City's satisfaction with Hamilton Video & Sound Ltd. for work in Council Chambers at City Hall, as well as their unique understanding of this specific project, staff feel that it would be advantageous to continue with the purchase of equipment from Hamilton Video & Sound Ltd.

ATTACHMENTS

N/A

RECOMMENDATION

That Woodstock City Council waive the tendering requirements of Municipal Code Chapter 376 – Procurement of Goods and Services and authorize the purchase of a DCI Projector and 20ft Screen with labour, in the amount of \$135,105.88 plus HST, from Hamilton Video & Sound Ltd.

Authored by: Karen Houston, Manager of Culture/Museum Curator

Reviewed by: Chris Gratton, Director of Information Technology

Approved by: Amy Humphries, Deputy Chief Administrative Officer/City Clerk

Approved by: David Creery, Chief Administrative Officer