



**City of Kingston
Report to Council
Report Number 16-125**

To: Mayor and Members of Council
From: Jim Keech, President and CEO, Utilities Kingston
Resource Staff: Damon Wells, P, Eng., Director, Public Works Department
Date of Meeting: April 5, 2016
Subject: Award of Contract – Grass Cutting and Lawn Maintenance

Executive Summary:

Two (2) bids were received for F31-PWS-PW-2016-01 Grass Cutting and Lawn Maintenance. In accordance with the City's Purchasing Policy, Council approval is required when less than three (3) bids are received.

Recommendation:

That Council authorize the Mayor and Clerk to enter into a contract in a form satisfactory to the Director of Legal Services with R. Stover Landscaping Maintenance Inc., for the service of Grass Cutting and Lawn Maintenance.

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Authorizing Signatures:

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

**Jim Keech, President and CEO,
Utilities Kingston**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The Public Works Department tendered a request for proposal for Grass Cutting and Lawn Maintenance under invitation to RFP F31-PWS-PW-2016-01, and received two (2) submission. The following table provides a breakdown of the criteria and weight applied to each in the evaluation of the submissions.

Pricing and Related Costs	60%
Proposed Methodology and Work Plan Schedule	20%
Company Profile and References	15%
Accessibility Standards for Customer Service	5%
Total	100%

The submission was received and the results are as follows for the 2016 maintenance season:

Rank	Proponent	RFP Evaluation Score (out of 100)	Grass Cutting – Parks and Facilities	Grass Cutting – Road Sides and Boulevards	Grass Cutting – CFB Kingston
1	R. Stover Landscape Maintenance Inc.	87	\$6,963.63	\$6,819.55	\$816.43
2	Sharpe Lawn & Garden Service Ltd.	61	\$9,525.90	\$12,972.40	\$830.55

Rates indicated in the table above are inclusive of HST are per occurrence as directed by Public Works Supervisor.

As comparison, the 2015 contact per occurrence rates were the following:

Proponent	Grass Cutting – Parks and Facilities	Grass Cutting – Road Sides and Boulevards	Grass Cutting – CFB Kingston
Sharpe Lawn & Garden Service Ltd.			

The overall proposal submitted by R. Stover Landscape Maintenance Inc. provided a clear understanding of the scope of work to be completed and demonstrated their past experience in lawn care maintenance on a smaller scale. R. Stover provided a detail equipment list and but failed to supply a work plan schedule showing daily completion to meet the required timelines. R. Stover’s proposal was the lowest priced submission and resulted in being the highest rand proposal.

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Sharpe Lawn & Garden Service Ltd. Is the incumbent contractor and demonstrated a clear understanding of the scope of the contract and have completed all aspect of the contract to the satisfaction of Public Works. Sharpe provided a detailed equipment list and work plan which demonstrated how timelines would be meet and completed daily. The proposal from Sharpe was the highest priced submission and resulted in being the second ranked proposal.

Based on the evaluation of the RFP proposals staff are recommending that R. Stover Landscape Maintenance Inc. be awarded the contract for Grass Cutting and Lawn Maintenance according to the specifications contained within the RFP, which has been budgeted for.

Existing Policy/By-Law:

The purchasing by-law allows for a RFP to be awarded to the lowest bid by staff when three bids have been received. Only one bid was received in this case and for these situations the by-law requires that Council approval be obtained before the work is awarded. Council awards the RFP to the lowest bidder unless there is sufficient reason to do otherwise.

By-Law Number 2000-134, Purchasing By-Law.

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

There are sufficient funds allocated to complete this project.

Contacts:

Damon Wells, P. Eng., Director, Public Works Department, 613-546-4291 Ext 2313

Troy Stubinski, Manager, Public Works Department, 613-546-4291 Ext 2183

Other City of Kingston Staff Consulted:

Not applicable

Exhibits Attached:

Not applicable