



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 12-159

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: May 1, 2012
SUBJECT: F31-PWS-PW-2012-1-Grass Cutting & Lawn Maintenance

EXECUTIVE SUMMARY:

Two complete bids were received for F31-PWS-PW-2012-1 Grass Cutting & Lawn Maintenance. In accordance with the City's Purchasing Policy, Council's approval is required when less than three (3) bids are received.

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to enter into a two year contract, in a form satisfactory to the Director of Legal Services with Sharpe Lawn & Garden Services Ltd. for grass cutting & lawn maintenance for various City locations.

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 COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/R
Lanie Hurdle, <i>Community Services</i>	N/R
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

The Public Works Department issued requests for proposals for Grass Cutting & Lawn Maintenance under invitation to RFP F31-PWS-PW-2012-1, and received seven (7) proposals.

Of the seven (7) proposals submitted, only two (2) proposals were complete, and provided all of the proposal content as required and indicated in the RFP. To be valid proposals must be submitted complete with all required content.

All proposals were evaluated according to the scoring system indicated within the RFP. The following scoring system was indicated and used to evaluate each proposal.

	<u>Weight</u>
1. Company Profile	
• Company background information	15%
• Experience in similar projects	
• Resume's of proposed personnel	
2. Proposed Methodology	15%
• Staffing Schedule	
• Compliance with proposed locations & schedule	
• Health & Safety Policy	
• Environmental Considerations	
• Equipment, other supplies & materials proposed for project	
3. Detailed Cost Breakdown	65%
• Must include all costs, excluding taxes	
4. Ontarians with Disabilities Act	5%
• Proponents shall comply with the City of Kingston's policies and guidelines regarding Municipal Accessibility	
	<hr/> 100%

Evaluation points for the price criteria were awarded using a pro-rated methodology whereby the lowest price submission received the maximum available points (65%) and higher priced submissions received a pro-rated value based on price variance.

The two (2) complete RFP's received the highest scores of the seven (7) proposals evaluated.

The remaining five (5) incomplete and invalid proposals all scored lower than the two (2) complete proposals.

The results are as follows:

Company	Total Score	2012-Price per Occasion (incl. taxes)	2013-Price per Occasion (incl. taxes)
Sharpe Lawn & Garden Services Ltd.	94	\$10,308.99	\$10,308.99
Mr. Marshall Lawn Care & Property Maintenance	94	\$15,124.25	\$15,124.25

The contracted price, awarded to Sharpe Lawn & Garden Services Ltd. for 2010-2011 was \$8,680.35 per occasion, tax included.

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 two complete bids were 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.

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, ext. 2313

OTHER CITY OF KINGSTON STAFF CONSULTED: Not Applicable

EXHIBITS ATTACHED: Not Applicable