



## **PARKS, FACILITIES AND RECREATION SERVICES**

### ***Staff Report***

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REPORT NO: PFRS 2022-010

TO: Council

SUBMITTED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

PREPARED BY: Sandy Jackson, Director Parks, Facilities and Recreation Services

REVIEWED BY: Sharon Chambers, CAO

DATE: March 28, 2022

SUBJECT: Grass Cutting Contract(s) Award

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#### **RECOMMENDATION:**

THAT Report PFRS 2022-010 Grass Cutting Contract(s) Award be received; and

THAT Section One (1) of RFP 2022-04 be awarded to All Terrain Landscaping Ltd. for the New Hamburg Grass Cutting five (5) year contract; and

THAT Section Two (2) of RFP 2022-04 be awarded to All Terrain Landscaping Ltd. for the Baden Grass Cutting five (5) year contract; and

THAT Section Three (3) of RFP 2022-04 be awarded to Justin Polisak's Lawn Service for the Other Grass Cutting five (5) year contract.

#### **SUMMARY:**

A Tender was issued for grass cutting services contracts that was divided into three sections, New Hamburg, Baden and Other areas in the Township. The New Hamburg and Baden contracts are recommended to be awarded to All Terrain Landscaping Ltd. and the Other contract including New Dundee, Mannheim, St. Agatha etc., to Justin Polisak's Lawn Service.

## **BACKGROUND:**

Grass cutting services in parks, sports fields, along trails and on boulevards has historically been contracted out to various service providers to ensure safe spaces for children and families to play, participate in sports and enjoy municipal properties.

In 2021, Council approved a one-year extension to the 2016-2020 grass cutting contracts for New Hamburg, Baden, and Other settlement areas. The original five (5) year contract expired at the end of 2020, and the one-year extension gave staff time to review the services and issue a new Tender (2022 – 04) for this important service.

## **REPORT:**

Grass cutting is an important contracted service for the Township and these services are not able to be performed in-house as the Township does not have the staffing or equipment resources to perform this work.

In February 2022, tender 2022-04 was issued to seek contractors to perform grass cutting services in New Hamburg, Baden, and Other settlement areas for a five (5) year term commencing in 2022.

There were a total of seventeen (17) plan takers, and when the bidding closed on Wednesday March 2, 2022, there were a total of eleven (11) bids received through the Bids and Tenders online portal as follows:

<b>Proponent</b>	<b>Location</b>
Verdant DBM Inc.	Ingersoll
Ilex Landscape Management	Guelph
Justin Polisak's Lawn Service	Innerkip
All Terraine Landscaping Ltd.	Petersburg
HHS Contracting Inc.	Edmonton, Ab
Precision Property Maintenance	Wellesley
Mountview Services Inc.	Drumbo
McLellan Group Contracting	Brantford
2765981 Ontario Inc.	Scarborough
Forest Ridge Landscaping Inc.	Mount Albert
Durite Landscaping	Kitchener

The Tender provided the flexibility of awarding the three (3) contracts separately or to one or two contractors based on submitted pricing. This report recommends awarding the three contracts for grass cutting services as follows:

- New Hamburg Parks and Properties - All Terrain Landscaping Ltd.,
- Baden Parks and Properties - All Terrain Landscaping Ltd.,

- Other Township Parks and Properties - Justin Polisak's Lawn Service.

Each of the contractors being recommended for award held their prices for the duration of the five-year term. Parks, Facilities and Recreation staff will oversee the contractors' work and ensure the terms of the contract are being met and that workmanship meets the required standards as set out in the RFP.

#### ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Awarding contracted grass cutting services aligns with the corporate goals of Quality of Life by providing safe, well-groomed parkland and sports fields for public access. This contract also meets the Responsible Governance goal for fiscal responsibility.

#### ACTIONS TOWARDS UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS:

Good Health and Well-Being.

#### FINANCIAL CONSIDERATIONS:

The Tender was split into three categories, New Hamburg, Baden and Other. Each of the categories required pricing for five years, 2022, 2023, 2024, 2025, and 2026.

YEAR	NEW HAMBURG All Terrain	Total	BADEN All Terrain	Total	OTHER Justin Polisak	Total
2022	\$1,580 x 25 wks	\$39,500	\$1,420 x 25 wks	\$35,500	\$1,230 x 25 wks	\$30,750
2023	\$1,580 x 25 wks	\$39,500	\$1,420 x 25 wks	\$35,500	\$1,230 x 25 wks	\$30,750
2024	\$1,580 x 25 wks	\$39,500	\$1,420 x 25 wks	\$35,500	\$1,230 x 25 wks	\$30,750
2025	\$1,580 x 25 wks	\$39,500	\$1,420 x 25 wks	\$35,500	\$1,230 x 25 wks	\$30,750
2026	\$1,580 x 25 wks	\$39,500	\$1,420 x 25 wks	\$35,500	\$1,230 x 25 wks	\$30,750
	<b>Five Year Total</b>	<b>\$197,500</b>		<b>\$177,500</b>		<b>\$153,750</b>

The annual total for each of the five (5) years is \$105,750 net of HST and will be funded through the Operating Budget. By comparison, in 2021, \$107,510 was expended on grass cutting services. Although the contract allows for flexibility to adjust the number of cuts based on weather, the proposed annual pricing has decreased slightly from the previous contract, and is proposed to be held at a consistent rate for the five (5) year term.

#### ATTACHMENTS:

N/A