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Date: April 12, 2021

To: Mayor and Council

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RE: Grass Cutting and Trimming Maintenance Contract

Report No.: CDS 2021-02

AIM

To advise Council on the Tender for Grass Cutting and Trimming Maintenance of Municipal Properties and to seek approval to award the contract to CnR Landscape and Design (CnR).

BACKGROUND

For many years, the Town of Kingsville has used the services of outside contractors to assist with grass cutting and trimming on municipal properties. The current contract expired on October 31, 2019, but administration opted to extend the contract for one additional year due to the uncertainties that had emerged surrounding the COVID-19 pandemic. During the off season, the inventory of municipal properties was reviewed to determine the operational feasibility of maintaining high profile or valued locations in-house. In addition, the list of properties was updated to include previously unidentified locations along with newly acquired properties.

After conducting the review, the Parks and Recreation Department and the Public Works Department jointly developed and advertised the Grass Cutting and Trimming Maintenance Tender on March 1st, 2021 and requested interested parties to submit proposals prior to the closing date of March 19th, 2021. Municipal properties were divided into two schedules:

- Schedule A - Parks and Recreation Properties
- Schedule B - Public Works Properties

Proponents submitted pricing for each schedule separately. Contractors were also required to provide a list of previous experience with references, a list of equipment and personnel, a valid copy of insurance, and a WSIB Clearance Certificate.

DISCUSSION

The advertised tender document included a description of services and identified the size and location of each property. The contract includes 47 properties consisting of parks, facilities, storm water management ponds, pump stations, boulevards and cul-de-sac islands. The agreement will last three (3) years beginning April 2021 through to the end of October 2023.

In response to the invitation, six (6) landscaping contractors submitted a proposal. The results are as follows:

Vendor Name	Parks and Rec.	Public Works	Total Price
Cedar Creak Landscaping	\$ 24,840.00	\$ 25,410.00	\$ 50,250.00
CnR Landscape and Design	\$ 35,667.00	\$ 22,473.00	\$ 58,160.00
Terrascares	\$ 36,720.00	\$ 27,330.00	\$ 64,050.00
KnM Yard Care	\$ 37,125.00	\$ 32,640.00	\$ 69,765.00
Creative Homescapes	\$ 48,757.41	\$ 35, 060.00	\$ 83,817.42
Talis Group Inc.	\$ 54,405.00	\$ 50,623.50	\$ 105,028.50

Each proponent was evaluated based on previous experience, references, and overall price. References for CnR all reported positive experiences, demonstrating their ability to satisfy the terms of this contract. Furthermore, CnR held the grass cutting and trimming contract in Kingsville from 2013 to 2016 with favorable results.

LINK TO STRATEGIC PLAN

Improve recreational and cultural facilities and opportunities within the Town of Kingsville.

FINANCIAL CONSIDERATIONS

In the 2021 annual operating budget, \$90,000.00 has been approved for contract services pertaining to grass cutting and trimming of municipal properties. CnR provided a total price in the amount of \$58,160.00 (excluding HST) for 2021. Each year rates will be adjusted by the percent change in the Consumer Price Index as published by statistics Canada.

CONSULTATIONS

Infrastructure and Engineering Services
Kingsville Senior Management

RECOMMENDATION

That Council awards the 2021 Grass Cutting and Trimming Maintenance Contract of Various Municipal Properties in the Town of Kingsville, for the period commencing April

15th, 2021 to October 31st, 2023, to CnR Landscape and Design in the amount of \$58,160.00.

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