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Item No. 10.1.6

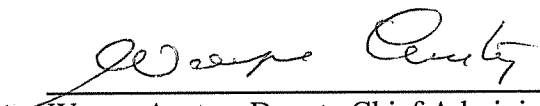
Halifax Regional Council
March 25, 2008

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Dan English, Chief Administrative Officer



Wayne Anstey, Deputy Chief Administrative Officer - Operations

DATE: March 17, 2008

SUBJECT: Award of Tenders - Grass Cutting and Landscape Maintenance

ORIGIN

Halifax Regional Council, Item 12.1.6, November 13, 2007.

RECOMMENDATION

It is recommended that Regional Council authorize staff to:

1. award the three (3) grass mowing and landscape maintenance tenders listed in the background section of this report, with a total award of \$352,486.03 (net HST included) for the period April 15 to November 1, 2008 with funding from Operating Account R710, Grounds and Landscaping as outlined in the Budget Implications section of this report.
2. award the second and third year of each tender at a total cost of \$352,486.03 (net HST included) per year for the periods April 15 - November 1, of each year. The second and third year award would be contingent upon an annual performance review and budget allocation.

BACKGROUND

For the past nine (9) years, grass mowing and landscape maintenance services of HRM's cemeteries have been provided using contractors as the alternative service delivery method. The existing contract expired in November 2007.

At the November 13, 2007 session of Regional Council, it was recommended that Contract 06-405 West 4 (Core) - Parks and Green Spaces (includes Districts 10 - 17) be re-tendered for 2008.

In 2008, Halifax Regional Municipality publicly advertised for three (3) tenders for a three (3) year period for Grass Mowing and Landscape Maintenance. The first two (2) tenders were issued on January 26, 2008 for grass mowing and landscape maintenance as follows:

08-020 West (Mainland) - Parks and Green Spaces (includes Districts 10 and 15 - 18)
08-021 West (Peninsula) - Parks and Green Spaces (includes Districts 11- 14)

The third tender (08-026 - HRM Cemeteries) was issued on February 1, 2008.

DISCUSSION

Grass cutting and landscape maintenance services, with a few exceptions, are carried out using performance based contracting. These maintenance contracts clearly describe the level of services expected. The provision of service by a contractor is measured according to established service standards and expected levels of performance. The service standard for both Parks/Green Spaces and Cemeteries is a height of between 2 to 3 ½ inches (4-9 cm).

The service provision and performance of the contractors is routinely monitored by Municipal Operations' Contract Supervisors who are dedicated to the evaluation of these contracts and are responsible to ensure the performance of the contractor is acceptable and meets the provisions outlined in the contract.

This type of contract is designed to foster collaboration and communication between HRM and the contractors, which is key to the success of these contracts. If any of the aspects of service, communication, reporting and customer service fall below the expected level, appropriate recourses are administered.

Contract 06-405 (West Core - Parks and Green Spaces)

During the 2007 season, 347 Hansen Service Requests were listed under "Parks and Green Spaces". 173 or 50% were in the West Core area (i.e. Districts 10 - 18). Throughout the summer, staff issued a number of penalties for non-performance for this particular contract. The contract was subsequently terminated in the fall of 2007. Staff proceeded to re-tender this contract in preparation for the 2008 season. The terminated contractor did not take part in the tender process covered by this report.

Tender Award Summary

The following bids were received, evaluated and recommended by TPW - Municipal Operations in conjunction with Finance - Procurement.

Tenders for Parks and Green Spaces (West) were called on January 26, 2008 and closed on February 13, 2008. The following bids, net HST included, were received:

Tender	Company	For one (1) year Total Bid (including net HST)	For three (3) years Total Bid (including net HST)
08-020 West (Mainland)	Teak Tree	\$ 99,291.84	\$297,875.52 *
	Edmonds	\$106,364.31	\$319,092.93
08-021 West (Peninsula)	Teak Tree	\$161,142.38	\$483,427.14 *
	Edmonds	\$248,249.25	\$744,747.75

Tenders for Cemeteries were called on February 1, 2008 and closed on February 27, 2008. The following bids, net HST included, were received:

Tender	Company	For one (1) year Total Bid (including net HST)	For three (3) years Total Bid (including net HST)
08-026 HRM Cemeteries	Teak Tree	\$ 92,051.81	\$276,155.43 *
	Edmonds	\$ 94,264.16	\$282,792.46
	Changing Seasons Landscaping	\$123,080.51	\$369,241.53
	Humphreys Landscaping	\$177,691.02	\$533,073.06

*** Recommended bidder**

The scope of work for this tender generally consists of all equipment, labour and material necessary to perform summer grass cutting and landscape maintenance services for HRM owned green spaces and cemeteries. These tenders will form a performance base contract.

Optional unit prices per square metre have been established for one time cutting (note: these are at HRM's request only). This price, though not identified as a reward criteria, is required in order to be able to deal with any additions to the asset inventory. Optional unit prices for additional occasional work were provided and are to be used at HRM's request only.

The Tender for the Parks and Green Space (West) contracts is May 1 to November 1 inclusive each year of a three (3) year period. The Tender for the Cemeteries contract is April 15 to November 1 inclusive each of a three (3) year period.

BUDGET IMPLICATIONS

Funding for the approximately \$352,486.03 will be available from Account R710 6603, Grounds and Landscaping, pending approval of the 2008/09 Operating Budget.

Budget Summary:	R710 6603	\$1,514,200.00
	Tender 08-020	\$ 99,291.84
	Tender 08-021	\$ 161,142.38
	Tender 08-026	<u>\$ 92,051.81</u>
	Total Remaining:	\$1,161,713.10

The balance of funds shall be used to carry out the remaining Grounds and Landscaping projects.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

There are no recommended alternatives.

ATTACHMENTS

None

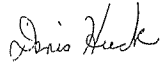
**Award of Tenders - Grass Cutting and Landscape Maintenance
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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

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