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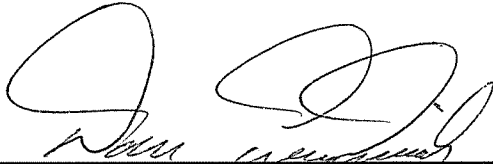


PO Box 1749
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Halifax Regional Council
23 March 2004

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Dan English, Acting Chief Administrative Officer

DATE: 16 March 2004

SUBJECT: **Tender Awards - Grass Mowing and Landscape Maintenance -
Various Locations**

ORIGIN

The Halifax Regional Municipality publicly advertised for tenders for a three (3) year period for Grass Mowing and Landscape Maintenance for various locations across the HRM.

RECOMMENDATION

It is recommended that :

1. Council authorize the award of each tender to the lowest responsible bidder meeting specifications for each of the ten (10) tenders listed in the background section of this report, with a total award of \$1,023,121.90 plus net HST for the period May 1 to November 15, 2004 with funding authorized as per the Budget Implications section of this report.
2. Council authorize staff to award the second and third year of each tender at a total cost of \$1,023,121.90 per year plus net HST for the periods May 1 to Nov 15th, of each year. The second and third year award would be contingent upon an annual performance review and budget allocation.

BACKGROUND

For the past four years grass mowing and landscape maintenance of HRM's parks, beach areas, playgrounds, walkways, and green spaces has been provided using contractors as the alternative service delivery method. The existing three-year contract expired in November 2003.

Tenders were issued on January 19, 2004 for grass mowing and landscape maintenance as follows:

- 04-009 East Region Athletic Fields - Grass Mowing
- 04-010 West Region Athletic Fields - Grass Mowing
- 04-011 West Core - Grass Mowing and Landscape Maintenance
- 04-012 Dartmouth Core - Grass Mowing and Landscape Maintenance
- 04-013 Dartmouth East - Grass Mowing and Landscape Maintenance
- 04-014 East Central - Grass Mowing and Landscape Maintenance
- 04-015 Eastern Shore - Grass Mowing and Landscape Maintenance
- 04-016 Musquodoboit - Grass Mowing and Landscape Maintenance
- 04-017 Industrial Parks - Grass Mowing and Landscape Maintenance
- 04-018 West Central - Grass Mowing and Landscape Maintenance

There are two new contracts for the grass mowing of athletic fields in both the East Region and West Region (Tenders 04-009 and 04-010) being added at this time as a result of Real Property Operations having restructured its service delivery practices for HRM athletic fields. This decision was based on a number of influences including current facility condition, changes in operational focus, customer survey feedback, and reviewing past maintenance practices. The focus has shifted to the more skilled approach of turf management, growing and maintaining grass/turf for the appropriate level of play. In order to facilitate this shift, the current workforce will be placing its efforts on the more skilled work practices required to improve facility condition. Contracting for the balance of grass cutting will enable this shift.

These contracts include grass mowing and landscape maintenance for 1,547 designated locations in Halifax Regional Municipality for the growing season May 1, 2004 to November 15th of years 2004, 2005 and 2006.

DISCUSSION

A total of thirty-seven (37) companies received tender documents. The following bids were received, evaluated and recommended by Real Property and Asset Management - Real Property Operations and Service Delivery.

The new three-year grass mowing and landscape maintenance contracts are performance based and clearly describes the services expected. The provision of service by the contractor will be measured according to established service standards and expected levels of performance. The service provision and performance of the contractors will be routinely monitored by two of RPAM's Contract Supervisors. These two staff are dedicated to the monitoring and evaluation of these

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contracts and are responsible for ensuring the performance of the contractor is acceptable and meets the provisions outlined in the contract. This type of contract will foster collaboration and communication between the Contract Supervisors 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 recourse will be administered.

04-009 East Region Athletic Fields - Grass Mowing

Name of Company	Amount of Bid (H.S.T. extra)
Edmonds Landscape and Construction Services Limited	\$ 108,150.00*
Elmsdale Landscaping Limited	\$ 174,000.00
Eastern Greenbelts Property Services Limited	\$ 190,610.00
Teak Tree Enterprises Limited	\$ 196,250.00
Never Greener Services	\$ 206,530.32
Provincial Pavement Marking Inc.	\$ 247,000.00
Tropical Landscaping & Construction Ltd.	\$ 308,800.00
Humphrey's Landscape and Construction Ltd.	\$ 352,000.00

04-010 West Region Athletic Fields - Grass Mowing

Name of Company	Amount of Bid (H.S.T. extra)
Never Greener Services	\$ 152,473.92*
Changing Seasons Landscaping Services Limited.	\$ 159,500.00
Eastern Greenbelts Property Services Limited	\$ 165,522.00
Elmsdale Landscaping Limited	\$ 169,500.00
Edmonds Landscape and Construction Services Limited	\$ 201,238.00
Teak Tree Enterprises Limited	\$ 215,250.00
Provincial Pavement Marking Inc.	\$ 220,100.00
Humphrey's Landscape and Construction Ltd	\$ 226,120.00
Tropical Landscaping & Construction Ltd	\$ 461,200.00

04-011 West Core - Grass Mowing and Landscape Maintenance

Name of Company	Amount of Bid (H.S.T. extra)
Edmonds Landscape and Construction Services Limited	\$ 287,025.00*
Humphrey's Landscape and Construction Ltd.	\$ 306,760.00
Teak Tree Enterprises Limited	\$ 371,995.00

04-012 Dartmouth Core - Grass Mowing and Landscape Maintenance

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Name of Company	Amount of Bid (H.S.T. extra)
Teak Tree Enterprises Limited	\$ 104,760.00*
Edmonds Landscape and Construction Services Limited	\$ 107,097.00
Humphrey's Landscape and Construction Ltd.	\$ 125,190.00

04-013 Dartmouth East - Grass Mowing and Landscape Maintenance

Name of Company	Amount of Bid (H.S.T. extra)
Integrated Property Solutions Inc.	\$ 96,480.00*
Teak Tree Enterprises Ltd.	\$ 98,900.00
Edmonds Landscape and Construction Services Limited	\$ 118,215.00
Humphrey's Landscape and Construction Ltd.	\$ 173,660.00

04-014 East Central - Grass Mowing and Landscape Maintenance

Name of Company	Amount of Bid (H.S.T. extra)
Eastern Greenbelts Property Services Limited	\$ 176,399.99*
Teak Tree Enterprises Ltd	\$ 198,250.00
Edmonds Landscape and Construction Services Limited	\$ 198,752.00

04-015 Eastern Shore - Grass Mowing and Landscape Maintenance

Name of Company	Amount of Bid (H.S.T. extra)
Edmonds Landscape and Construction Services Limited	\$ 13,215.00*
Integrated Property Solutions Inc.	\$ 22,500.00
Humphrey's Landscape and Construction Ltd.	\$ 30,900.00
Changing Seasons Landscaping Services Limited.	\$ 38,450.00
Teak Tree Enterprises Ltd.	\$ 44,945.00
Elmsdale Landscaping Limited	\$ 57,300.00

04-016 Musquodoboit, Grass Mowing and Landscape Maintenance

Name of Company	Amount of Bid (H.S.T. extra)
Edmonds Landscape and Construction Services Limited	\$ 9,231.00*
Humphrey's Landscape and Construction Ltd.	\$ 24,010.00
Teak Tree Enterprises Ltd.	\$ 24,794.00
Elmsdale Landscaping Limited	\$ 28,500.00
Changing Seasons Landscaping Services Limited	\$ 29,500.00

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04-017 Industrial Parks, Grass Mowing and Landscape Maintenance

Name of Company	Amount of Bid (H.S.T. extra)
Teak Tree Enterprises Ltd.	\$ 42,067.00*
Changing Seasons Landscaping Services Limited	\$ 44,900.00
Integrated Property Solutions Inc.	\$ 46,850.00
Edmonds Landscape and Construction Services Limited	\$ 53,703.75
Humphrey's Landscape and Construction Limited	\$ 67,020.00
Elmsdale Landscaping Limited	\$ 169,500.00
Provincial Pavement Marking Inc.	\$ 214,800.00

04-018 West Central, Grass Mowing and Landscape Maintenance

Name of Company	Amount of Bid (H.S.T. extra)
Eastern Greenbelts Property Services Limited	\$ 33,319.99*
Teak Tree Enterprises Ltd.	\$ 38,011.00
Edmonds Landscape and Construction Services Limited	\$ 38,245.00
Changing Seasons Landscaping Services Limited	\$ 49,000.00
Humphrey's Landscape and Construction Limited	\$ 69,970.00

* Recommended Bids - Lowest Bidder Meeting Specifications

Optional unit prices per square meter 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.

BUDGET IMPLICATIONS

Based on a total award of \$ 1,023,121.90 plus net HST, funds are to be made available in the 2004/2005 Operating Budget W130, W/O # 45045855.

The net HST has been included in the award amount. The Federal Government, in the recent speech from the throne, has proposed changes that would provide a GST rebate to Municipalities. This legislation, once approved, will affect the total cost of this award. Once the legislation is in place, and the actual amount determined, the value will be adjusted accordingly.

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

An alternative for the grass mowing of the two Athletic Field Tenders (04-009 and 04-010) is that the service could continue to be performed by HRM staff. However, to do so would force a shift back to past practices in the area of athletic field maintenance instead of moving forward in the planned direction. The overall facility improvement strategy would not be as effectively implemented as the resources that would have been applied to the skilled work or turf management would be placed back onto the less skilled work of grass cutting.

ATTACHMENTS

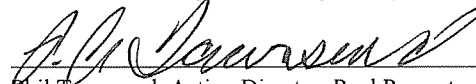
None

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.


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