



Corporate Report

NO: R259

COUNCIL DATE: December 4, 2006

REGULAR COUNCIL

TO: Mayor & Council DATE: November 22, 2006

FROM: General Manager, Parks, Recreation and Culture FILE: 1220-40-28-06

Subject: Multiple Source Contract Award - Landscape Maintenance and Horticultural Services.

RECOMMENDATION

It is recommended that Council:

1. Award Contract No. 1220-40-28-06, with a total cost of \$1,023,180.0 over three years, including all applicable taxes, on the basis of multiple preferred contractors, as follows:
 - Horizon Landscape Contractors, in the amount of \$382,697.10 for a three year contract;
 - Vane Lawn & Garden Services, in the amount of \$481,134.00 for a three year contract; and,
 - BE Gardening & Landscaping, in the amount of \$159,349.80 for a three-year contract;
2. Authorize the General Manager, Parks, Recreation and Culture to execute a contract with each of these firms in full conformity with the terms & conditions as set out in the solicitation.
3. Authorize the General Manager, Parks, Recreation Culture to exercise up to two (2) one-year options to extend the contracts, if deemed to be in the best interest of the City.

INTENT

The intent of this report is to receive Council authorization to award three separate contracts for landscape maintenance and horticultural services, in accordance with the specifications originally set out in the solicitation for quotations.

SCOPE OF WORK

The scope of work under this contract comprises the general landscape maintenance and horticultural services for the City's – North area Class "A", "B", "C", parklands, including street landscaping

[medians and frontage roads], and various monthly mowing sites. Services are expected to commence January 1, 2007.

DISCUSSION

In September, 2006, the City issued a Request for Quotations (RFQ) from experienced contractors that would be capable of general landscape maintenance and horticultural services within acceptable timelines, specifications and requirements as indicated in the RFQ. The RFQ was broken down by park classification and by area, rather than as a package of the whole. In this way, there was the potential for all areas to be awarded to a single company, or for multiple awards made to several firms.

The City invited twenty-four companies currently registered with the City to submit Quotations through the City's RFQ #1220-40-28-06. In addition to contacting these firms by direct mail the City had also posted this invitation on the City's website and the BC Bid website.

Six Quotations to the RFQ were received and referred to the Manager, Park Operations - North for evaluation and report. The RFQ evaluation process focused on both the financial benefits as well as the management and technical merits of the Quotations.

EVALUATION

A team consisting of Parks Division staff and the Purchasing Manager, in collaboration with the project coordinator, evaluated the Quotations using an in-depth evaluation process as set out in the RFQ. The review evaluated the following:

- Experience, Reputation and Resources of the various firms;
- Technical considerations contained within the quotations; and
- Financial aspects of the quotations.

Based on the criteria given above, the multiple source selection represents the best overall value to the City. The firms that are being recommended within this report excelled in the following aspects:

- Deliverables – Time Schedules were clearly outlined;
- Experience/References – Recent appropriate experience in maintenance work of this type was identified;
- Methodology – Comprehensive processes were identified to ensure that the works will be accomplished on time;
- Price – The proposals were priced competitively and within budget.

It should be noted that while price was not the over-riding factor in identifying the best overall value, the selected firms had the lowest quotations on price for the respective work packages.

FUNDING

Funding for this project is from the City's approved Parks, Recreation & Culture budget annual operating budget.

CONCLUSION

On the basis of best value, it is recommended that contracts be awarded to the following: Horizon Landscape Contractors, Vane Lawn & Garden Services and BE Gardening & Landscaping.

These firms have no outstanding claims or legal issues with the City and have satisfactorily completed several similar projects in the past. Accordingly, we recommend acceptance of these Quotations meeting specifications and best value in the amount of \$1,023,180.90, including all applicable taxes.

Laurie Cavan
General Manager, Parks, Recreation & Culture Dept.

c.c. Manager, Purchasing
 Manager of Parks
 Manager, Parks Operations - North
 Manager, Purchasing & Payments