

THE MUNICIPALITY OF LAMBTON SHORES

Report DCS 10-2024

Council Meeting Date: April 9, 2024

TO: Mayor Cook and Members of Council
FROM: Ashley Farr, Director of Community Services
RE: RFP Award – Cemetery Grass Maintenance

RECOMMENDATION:

THAT Report DCS 10-2024 regarding the RFP Award – Cemetery Grass Maintenance be received; and

THAT the Proposal received from 4C Commercial Mowing for the submitted price of \$63,280.00 including HST per year for a period of three years be accepted; and

THAT the Mayor and Clerk be authorized to execute the associated agreement.

SUMMARY

This report recommends award of a Proposal to a Contractor for grass cutting and maintenance at the Beechwood Cemetery and Arkona Cemetery for a three-year term beginning April 2024 and ending October 2026.

BACKGROUND

In 2023, a contract was issued for a one-year term for grass maintenance at the Beechwood and Arkona Cemeteries. In 2024, the Municipality released a Request for Proposal for a three-year term for grass maintenance at both cemeteries.

The Request for Proposal (RFP) process was used to procure professional services for this project, which ensures that other factors including cost, experience, and schedule form part of the recommended Proponent award. The RFP process is different from the standard tender process by way of submissions were evaluated based on marking criteria published within the RFP document. The criteria were established to determine overall best value for the Municipality for the services. For this RFP, the following criteria was used:

Proposed Work Plan	30
Experience	20
Cost and Fees	50
Total	100

The Proposal for this project closed on March 8, 2024, with four (4) submissions. Staff reviewed the Proposals with the following scoring results based on weighted scoring:

Proponent Name	Total Weighted Score	Total Proposal Incl. HST (per year)	Net Cost to Lambton Shores (per year)
4C Commercial Mowing	73.75	\$ 63,280.00	\$ 56,985.60
Vandy's Lawn and Snow	71.25	\$ 68,619.25	\$ 61,793.76
1919445 Ontario Ltd.	70	\$ 69,608.00	\$ 62,684.16
Everything Under the Sun	68.5	\$ 67,432.75	\$ 60,725.28

In a standard tender process, the Municipality is generally obligated to award the contract based on the lowest bid price received. In an RFP process, the Municipality is obligated to award the contract to the Proponent that scores the highest based on the published evaluation criteria.

Staff recommend that Council award this project to 4C Commercial Mowing. 4C Commercial Mowing is capable of undertaking this type of project and has local experience with similar work.

ALTERNATIVES TO CONSIDER

The Proposal for this project was released in keeping with the Municipality's Procurement and Asset Disposal Policy to ensure the Municipality is receiving a market competitive price for the contracted work, and overall best value to the Municipality. The recommended Proposal is within the budgeted amount.

RECOMMENDED ACTIONS

Staff are recommending that the contract is awarded to 4C Commercial Mowing for the submitted price of \$63,280.00 including HST per year for a period of three years.

FINANCIAL IMPACT

The price received from 4C Commercial Mowing is \$63,280.00 including HST per year for each year of the three-year contract. The approved 2024 Operating Budget includes sufficient funds for this contract. The additional funds required for the remaining years of the contract will be included in future operating budgets.

CONSULTATION

Trevor Sanderson, Manager of Parks and Facilities
Janet Ferguson, Director of Financial Services