

**DATE:** March 15, 2021

**REPORT NO:** REC-04-2021

**SUBJECT:** **2021 Cemetery Maintenance Request for Proposal (RFP)**  
**Authorization**

**CONTACT:** Bob Denison, RRFS, CBT, Manager of Parks, Recreation & Facilities  
Mike DiPaola, P.Eng., Director of Public Works and Recreation

**OVERVIEW:**

- The current cemetery maintenance contract expired in December of 2020.
- Staff prepared and circulated a Request for Proposal document for maintenance of the twenty-one cemeteries under the Township's jurisdiction for a five-year term. Ten submissions were received for this Request for Proposal.
- In an effort to award this multi-year maintenance contract based on best value for money, all proposals received were evaluated using a set criterion of 75% (experience/resources/expertise) and 25% (cost).
- George Lane Landscaping received the highest score.
- Staff recommends awarding the five-year cemetery maintenance contract to George Lane Landscaping for a total amount of \$242,000 (excluding HST) as itemized below on an annual basis:
  - 2021 - \$ 47,000.00
  - 2022 - \$ 48,000.00
  - 2023 - \$ 48,000.00
  - 2024 - \$ 49,000.00
  - 2025 - \$ 50,000.00

**RECOMMENDATION:**

1. THAT, Report REC-04-2021, re: 2021 Cemetery Maintenance Contract Request for Proposal (RFP) Authorization, dated March 15, 2021 be received; and,
2. THAT, Council awards the request for proposal contract to George Lane Landscaping for a five-year term, in the total amount of \$242,000.00 (plus HST), and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with George Lane Landscaping.

**ALIGNMENT TO STRATEGIC PLAN:****Theme #5:**

- **Community Health and Safety** – West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

**Theme #6:**

- **Efficient, Fiscally Responsible Operations** – West Lincoln will grow strategically and responsibly, welcoming new residents and businesses and respecting the heritage and rural character that people value.

**BACKGROUND:**

The current five-year cemetery maintenance contract ended in December 2020. In order to maintain compliance with the Township's purchasing policy, staff issued a request for proposal to solicit competitive submissions for a new five-year cemetery maintenance contract. The contract is for grass cutting, general property maintenance, headstone and marker repairs and maintenance for the Township's twenty-one cemeteries.

**CURRENT SITUATION:**

Staff prepared and circulated the request for proposal document and the proposal closed on February 19, 2021. The RFP was advertised and posted on an electronic bidding website and the Township's website. Ten proposals were received on the RFP closing date.

In an effort to award this multi-year maintenance contract based on best value for money, all proposals received were evaluated using the following set of criteria (75% Technical & 25% Cost) as itemized below:

- Technical Expertise & Resources
- Similar Project Experience
- Past Performance Records
- Recognized Cemetery Training
- Methodology
- Local Expertise
- Cost

The results of the evaluation are summarized in the below table:

<b>Company</b>	<b>Weighted Scoring</b>	<b>Proposal Price</b>
1. George Lane Landscaping	926	\$242,000.00
2. Bos Landscaping	780	\$194,250.00
3. Refined Image Property Maintenance	618	\$195,775.99
4. Griffin Landscape Management	543	\$519,923.32
5. Scenic Endeavours	445	\$270,000.00

6. Clintar Outdoor Services	320	\$404,594.00
7. Vanduzen Fence and Lawncare	313	\$585,423.59
8. Blue Sky Home Services	233	\$208,471.00
9. Forest Ridge Landscaping Inc.	226	\$386,676.30
10. Grown Home Property Maintenance	104	\$470,132.00

George Lane Landscaping received the highest overall score and has been providing the Town's cemetery maintenance in the past, including the last five-year contract term. George Lane Landscaping has the required experience, expertise, resources, and the mandatory cemetery training to successfully deliver and complete the services set out in this maintenance contract. In addition, this firm has the necessary cemetery training to complete the Township's required inspections while performing the maintenance work. The work plan submitted as part of their proposal addresses special family related days such as mother's day and father's day to ensure appropriate level of service for these special days. This company also has an excellent track record in delivering professional cemetery and landscaping services.

The RFP also asked for an hourly rate to be submitted for works performed outside of the contract, if required. George Lane Landscaping has an hourly rate of \$45.00 per hour with a 1-hour minimum.

The yearly pricing submitted in proposal received by George Lane Landscaping is as follows:

- 2021 \$47,000.00
- 2022 \$48,000.00
- 2023 \$48,000.00
- 2024 \$49,000.00
- 2025 \$50,000.00

#### **FINANCIAL IMPLICATIONS:**

The project is to be funded through the yearly cemetery operating budget. The approved 2021 operating budget includes \$52,000.00 and is sufficient to cover the first year of this five-year maintenance contract.

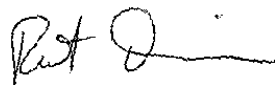
#### **INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the Director of Finance and the Township Chief Administrative Officer.

#### **CONCLUSION:**

In summary, staff recommends that the submission from George Lane Landscaping for the 2021 five-year cemetery maintenance contract be accepted, and that Council awards the five-year maintenance contract for a total amount of \$242,000.00 (plus HST).


**Prepared & Submitted by:**



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**Bob Denison, RRFS, CBT**  
Manager of Parks, Recreation & Facilities

**Approved by:**



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**Beverly Hendry**  
Chief Administrative Officer



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**Mike DiPaola, P.Eng.**  
Director of Public Works & Recreation