

DATE: April 15, 2024

REPORT NO: REC-03-2024

SUBJECT: **RFP-PW 2024-03 Cemetery Maintenance Contract Request for Proposal Award**

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

OVERVIEW:

- The current cemetery maintenance contractor has notified the Township in March of 2024 that they will no longer be performing the maintenance for the cemeteries.
- Staff prepared and circulated a Request for Proposal for maintenance of the twenty-one cemeteries under the Township’s jurisdiction for a five-year term (2024 to 2028).
- Seventeen (17) 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 50% (Technical) and 50% (Cost).
- Kelly Dig’s Landscaping received the highest score.
- Staff recommends awarding the five-year cemetery maintenance contract to Kelly Dig’s Landscaping for a total amount of \$ 123,139.25 (excluding HST) as itemized below on an annual basis:
 - 2024 - \$ 23,900.00
 - 2025 - \$ 24,258.50
 - 2026 - \$ 24,622.40
 - 2027 - \$ 24,991.75
 - 2028 - \$ 25,366.60

RECOMMENDATION:

1. That report REC 03-2024, titled “RFP-PW 2024-03 Cemetery Maintenance Contract Request for Proposal Award”, dated April 15, 2024 be received; and,
2. That the submission received from Kelly Dig’s Landscaping for a five-year term (2024 to 2028), in the total amount of \$123,139.25 (excluding HST) be approved,

- and,
3. That a By-Law to authorize the Mayor and Clerk to enter into an agreement with Kelly Dig's Landscaping, be passed.

ALIGNMENT TO STRATEGIC PLAN:

ADVANCE - Organizational Capacity and Effectiveness

BACKGROUND:

The current cemetery maintenance contractor has notified the Township in March of 2024 that they will no longer be performing the maintenance for the cemeteries. They were retained to complete these services in 2021 and were to continue until 2025. As a result of these developments, staff issued a Request for Proposal (RFP) to solicit competitive submissions for a new five-year cemetery maintenance contract. The contract is for grass cutting, general property maintenance, and landscape repairs for the Township's twenty-one cemeteries.

CURRENT SITUATION:

Staff prepared and circulated the RFP with a closing date of April 9, 2024. The RFP was advertised and posted on the Township's electronic bidding website, Bids & Tenders. Seventeen (17) 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 (50% Technical & 50% Cost) as itemized below:

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

Out of the seventeen (17) submissions, it was determined that the prices received from nine (9) of the submission were more than double the lowest bid received. As such, those 9 submissions were not evaluated further.

The results of the remaining eight (8) submission that were evaluated are summarized in the below table:

Company	RFP Score	Proposal Price
1. Kelly Dig's Landscaping	910	\$ 123,139.25
2. Bos Landscaping	630	\$ 202,500.00
3. DBA	620	\$ 152,238.74
4. Scenic Endeavours	475	\$ 255,000.00
5. Clintar	445	\$ 238,000.00
6. Durite	435	\$ 225,870.23
7. C&M	250	\$ 181,120.00
8. MDK	140	\$ 229,498.17

Kelly Dig's Landscaping received the highest overall score. They have the required experience, expertise, and resources to successfully delivery and complete the services set out in the maintenance contract. This company has also completed similar types of work with other local area municipalities and staff have contacted references to confirm their ability to deliver on these services.

The yearly pricing submitted by Kelly Dig's Landscaping are as follows:

- 2024 \$ 23,900.00
- 2025 \$ 24,258.50
- 2026 \$ 24,622.40
- 2027 \$ 24,991.75
- 2028 \$ 25,366.60

The above annual pricing is lower than the previous Contractor that was retained in 2021.

FINANCIAL IMPLICATIONS:

The project is to be funded through the yearly cemetery operating budget. The approved 2024 operating budget includes sufficient funds to cover the first year of this five-year maintenance contract. Staff will budget appropriately for the remaining four contract years when developing the annual operating budget.

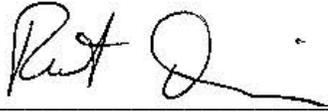
INTER-DEPARTMENTAL COMMENTS:

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

CONCLUSION:

In summary, staff recommends that the submission from Kelly Dig's Landscaping for the cemetery maintenance contract (2024 to 2028) be accepted, and that Council awards the five-year maintenance contract for a total amount of \$123,139.25 (plus HST).

Prepared & Submitted by:



Bob Denison
Manager of Parks, Recreation & Facilities

Approved by:



Donna DeFilippis
Interim CAO/Treasurer



Mike DiPaola
Director of Public Works & Recreation