

NO: R028

COUNCIL DATE: February 14, 2022

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **February 9, 2022**

FROM: **General Manager, Parks, Recreation & Culture**

FILE: **6030-01**

SUBJECT: **Award of Contract No. 1220-040-2021-082 A & B
Landscape Maintenance Services**

RECOMMENDATION

The Parks, Recreation & Culture Department recommends that Council:

1. Receive this report for information;
2. Award Contract No. 1220-040-2021-082 A to Horizon Landscape Contractors, for an initial one-year term in the amount of \$525,959.78 (including GST) for the provision of landscape maintenance services in City parks;
3. Award Contract No. 1220-040-2021-082 B to Vane Lawn and Garden Services (1981) Ltd., for an initial one-year term in the amount of \$684,107.26 (including GST) for the provision of landscape maintenance services in City parks;
4. Set the expenditure authorization limit for Contract No. 1220-040-2021-082 A at \$552,257.77 (including GST and contingency);
5. Set the expenditure authorization limit for Contract No. 1220-040-2021-082 B at \$718,312.62 (including GST and contingency);
6. Approve the option to extend Contract No. 1220-040-2021-082 A & B for up to three additional one-year terms, including annual Vancouver Consumer Price Index ("CPI") rate increases, at the City's discretion; and
7. Authorize the General Manager, Parks, Recreation & Culture to execute Contract No. 1220-040-2021-082 A & B and approve and execute all contract renewals related to Contract No. 1220-040-2021-082 A & B within the approved annual expenditure authorization limits, per year (including GST, contingency, and CPI rate increases).

INTENT

The purpose of this report is to obtain Council approval to award Contract No. 1220-040-2021-082 A & B to Horizon Landscape Contractors ("Horizon") and Vane Lawn & Garden Services (1981) Ltd. ("Vane") respectively for the provision of landscape maintenance services in City parks.

SCOPE OF WORK

The Scope of Work (the “work”) related to Contract No. 1220-040-2022-082 A & B consists of all equipment, labour and materials necessary to perform a range of scheduled landscape maintenance services including but not limited to; grass cutting; line trimming; litter pick-up and hard surface maintenance. The frequency and scope of work varies between the different classifications of parks.

The City has received good value and service by contracting out the maintenance work associated with its landscape maintenance park site inventory.

REQUEST FOR QUOTATION

The work is divided into seven components, by geographical area, with each component potentially awarded to a separate contractor and the City reserving the right to award a contractor or more than one component of this contract. The seven separate components for the work are:

- Service Area 1: South Surrey
- Service Area 2: North Surrey
- Service Area 3: Newton
- Service Area 4: Guildford
- Service Area 5: Fleetwood
- Service Area 6: Cloverdale
- Service Area 7: Citywide Moderate

In December 2021, the City issued a request for quotation (“RFQ”) for Landscape Maintenance Services – City Parks. Contractors were invited to provide Quotations on a single package or a combination of packages. The RFQ was advertised on the City’s website and on the BC Bid website.

QUOTATION RESULTS

Three companies responded to the initial RFQ and were evaluated against the requirements of the RFQ: Vane Lawn and Garden Services (1981) Ltd. (“Vane”), Horizon Landscape Contractors (“Horizon”) and White Star Property Services Ltd. (“White Star”). All three companies submitted unit pricing per site along with more detailed information that would allow the City to evaluate whether the Contractor had the required experience, capability, capacity, resources (staff and equipment) and skills to undertake the necessary work as follows:

Service Area 1: South Surrey

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Horizon	\$214,829.04
2. Vane	\$231,241.18
3. White Star	\$374,822.89

Service Area 2: North Surrey

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Vane	\$194,290.52
2. Horizon	\$226,182.82
3. White Star	\$410,497.25

Service Area 3: Newton

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Vane	\$310,645.28
2. Horizon	\$364,708.01
3. White Star	\$579,766.15

Service Area 4: Guildford

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Vane	\$127,542.30
2. Horizon	\$135,676.93
3. White Star	\$243,002.40

Service Area 5: Fleetwood

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Vane	\$106,542.50
2. Horizon	\$108,114.43
3. White Star	\$191,534.62

Service Area 6: Cloverdale

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Horizon	\$203,016.31
2. Vane	\$210,747.06
3. White Star	\$351,767.70

Service Area 7: Citywide Moderate

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Vane	\$51,629.16
2. White Star	\$141,798.38
3. Horizon	\$213,606.54

EVALUATION

The City's evaluation team, comprised of staff from the Parks, Recreation & Culture Department and the Finance Department, reviewed the submissions for accuracy and completeness. No errors or departures were found.

Submissions were evaluated based on the following criteria:

- Capacity in terms of human resources and equipment;
- Demonstrated understanding of the full Scope of Services;
- Skill and training to undertake the range of duties required under the Contract;
- Amount of experience in undertaking work of a similar nature;
- Ability to consistently provide a satisfactory level of service with accurate reporting; and
- Costs to the City for the required work.

Vane was the low bidder on 5 of 7 of the service area packages. Finance Department staff reached out to Vane to confirm that they were able to fulfill the service requirements of the 5 packages. Vane had stated that due to capacity limitations they would be unable to accept all of the packages where they were the lowest bid. As such they accepted packages for service areas North Surrey, Newton, Guildford, and Citywide Moderate and declined the package for Fleetwood. The Fleetwood package was awarded to Horizon who provided the second lowest bid in addition to the lowest bid for service area packages in South Surrey and Cloverdale. As a result, the two Contracts (A&B) were established.

Contract No. 1220-040-2021-082 A consists of packages for South Surrey, Fleetwood, and Cloverdale. Based on the above criteria, demonstration of extensive experience with this service and overall value to the City, staff recommend that Horizon be awarded Contract No. 1220-040-2021-082 A.

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Horizon	\$525,959.78
2. Vane	\$548,530.73
3. White Star	\$918,125.21

Contract No. 1220-040-2021-082 B consists of packages for North Surrey, Newton, Guildford, and Citywide Moderate. Based on the above criteria, demonstration of extensive experience with this service and overall best value to the City, staff recommend that Vane be awarded Contract No. 1220-040-2021-082 B.

<i>Contractor</i>	<i>Tendered Amount with GST</i>
1. Vane	\$684,107.26
2. Horizon	\$940,174.29
3. White Star	\$1,375,064.19

As the incumbents, both Horizon and Vane have demonstrated their ability and capacity to meet the required landscape maintenance services with the resources, equipment, and administrative ability to consistently provide a satisfactory level of service.

With the balance of the work performed by qualified and experienced landscape maintenance contractors, City staff can carry out specialized landscape maintenance services in parks to offer the most cost effective and efficient level of service.

SUSTAINABILITY CONSIDERATIONS

The work of this contract supports the objectives of the City's Sustainability Charter 2.0. In particular, this work relates to the Sustainability Charter 2.0 theme of Infrastructure. Specifically, this contract supports the following Desired Outcomes ("DO") and Strategic Direction ("SD"):

- Neighborhoods and Urban Design - DO5: Trees, green spaces and natural areas are integrated into all neighbourhoods;
- Neighborhoods and Urban Design - SD3: Integrate natural areas, ecosystems, and green areas in all neighbourhoods;
- Community Safety and Emergency Services - DO1: Residents are safe and have a strong sense of security in all neighbourhoods and throughout the city;
- Natural Areas, Biodiversity and Urban Forest - DO1: Parks, natural areas, urban forests and habitat corridors are interconnected throughout Surrey and the region, creating healthy places for people and wildlife; and
- All Infrastructure - DO4: Ecosystems and natural assets are an essential part of the community's infrastructure system.

FUNDING

Funding for these contracts are available in the approved 2022 Parks, Recreation & Culture operating budget.

Laurie Cavan,
General Manager,
Parks, Recreation & Culture