



TOWN OF MINTO

DATE: February 2, 2017.
REPORT TO: Mayor and Council
FROM: Brian Hansen, Director of Public Works
Allan Carr, Facilities Manager
SUBJECT: Grass Cutting Tender Report

STRATEGIC PLAN:

5.7 Adopt and maintain fair and transparent procurement policies and by-laws to ensure the Town receives competitive pricing on tenders and proposals, and that local business has equal opportunity to submit bids

BACKGROUND:

The tender was prepared by staff in early October. The tender required any contractor wanting to submit to bid on the entire list of properties, while the Town maintained the right to award parts of the contract to different contractors. The Town also has the right to accept any bid in whole or in part or not accept any bid at all.

Advertisements requesting tenders for grass cutting service ran the week of October 12 in the Wellington Advertiser, Independent Plus, and Minto Express. The tender was posted on the Town of Minto website on October 11. A tour of properties took place October 25 with Public Works Foreman Mike McIsaac and Facilities Manager Allan Carr and six contractors.

Three tender submissions were opened immediately after the closing time of 10:00am on November 4th from Unistar General Inc., Culp's Lawn Care, and Ultimate Property Maintenance. After negotiations, it was agreed to retender the job as there was some lack of clarity from some bidders on the process around additional Town requested cuts. Notice of the re-tender ran the week of December 5th in the same papers and was also posted on the Town website.

Two tender submissions were opened immediately after the closing time of 10:00am on December 23rd from Unistar General Inc. and Culp's Lawn Care.

COMMENTS:

Staff contacted the two lowest bidders, Unistar General Inc. and Culp's Lawn Care. Both contractors were asked to confirm submissions and verify equipment lists. After discussions staff is proposing parts of the tender be awarded to both Unistar General Inc. and Culp's Lawn Care.

Unistar General Inc. will be awarded cuts at Conservation Park and the old Trailer Park in Harriston, Rotary Park in Clifford, Heritage Park and the Arena Fairgrounds in Palmerston,

the Nature Trails and the Cemeteries. Culp's Lawn Care will do the remainder of the cuts as listed on the attached leas.

Both companies have insurance and WSIB already in place and equipment capable of completing the work.

FINANCIAL CONSIDERATIONS:

The price per cut per week awarded to Culp's Lawn Care is \$967.00 plus HST. The price per cut per week awarded to Unistar General Inc. is \$1,065.00 plus HST. Culp's Lawn Care's rate per hour for additional cut is \$127.00 per hour cheaper than Unistar General Inc. and per extra cut of a ball diamond or soccer pitch when needed is \$20.00/sports field lower. Culp's will perform these extra tasks as needed. The Town of Minto paid \$3,452.75 per cut per week in 2016. The prices in both 2017 and 2018 will remain the same.

RECOMMENDATION:

That Council of the Town of Minto receives the February 2, 2017 report from the Director of Public Works and Facilities Manager regarding Tender 2016-12 Town Property Grass Cutting 2017 and 2018 and awards the tender to both Culp's Lawn Care and Unistar General Inc. at a total cost of \$2,077.50 plus HST per cut per week.

Brian Hansen
Director of Public Works

Allan Carr
Facilities Manager