

STAFF REPORT: Recreation



REPORT TO: Council
MEETING DATE: April 14, 2008
REPORT NO.: DOR.08.11
SUBJECT: Award of Tender TBM-2008-11 for Excavation Services for Committals
PREPARED BY: Shawn Everitt, Director of Recreation and Sherri Adams, Manager of Purchasing

A. Recommendations

THAT Council receive Staff Report DOR.08.11, "Award of Tender TBM-2008-11 for Excavation Services for Committals" and authorize proceeding with the award the contract to Greenthumb Landscape and Maintenance Ltd. in the amount of \$325.00 (excl. GST) per committal for one year with the option to renew the contract in whole or in part annually, during the overall total contract term of up to three (3) years.

B. Background

Staff initiated the Tender for Excavation Services to ensure that the Town has control of all aspects for the opening and closing of Plots during the Excavation Services. This contract will ensure that proper insurance is in place by the contractor, and control of the process is in accordance with Workplace Safety and Insurance Board (WSIB) and the Ministry of Labour requirements. Quality control is essential and is in the utmost importance for this facility, and having this contract in place allows staff to ensure that a high standard of service is met.

The contract term in the tender indicated an overall term of one year with the Town reserving the right to formally renew the contract in whole or in part during the overall total contract term of up to three years. The renewal to be based on:

- Past level of service and response
- Quality of service supplies
- Cost negotiations
- Past proven ability and expertise of the vendor and their operators
- Equipment Capabilities

The Tender for Excavation Services was released February 29, 2008 and was advertised in the local paper and on the Town's website. Bid submissions were received from the three bidders who obtained the tender package by the closing date of March 26, 2008.

A summary of the bid submissions is listed below:

Greenthumb Landscape and Maintenance Ltd.	\$325.00
Grant Campbell Excavating	\$350.00
Sheridan Management	\$340.00

Greenthumb Landscape and Maintenance Ltd. submitted the lowest price tender and are therefore recommended for the award of contract for the Cemetery Excavation Services for Committals.

C. The Blue Mountains' Strategic Plan (Statement(s) identifying how actions further the goals of the Strategic Plan)

4. Support the development of social and recreational programs to meet the broad range of needs in the community.

D. Budget Impact (cc: Treasury if required)

Approximately 40 to 50 burials annually

50 burials per year has been budgeted from the Cemetery Contract Services Account at \$16,250.00 per year

E. Attached (Relevant documentation not personal information about an identifiable person)

None

Respectfully submitted,

Shawn Everitt, Director of Recreation

Sherri Adams, Manager of Purchasing