



Recreation & Community Services Report

Report Title:	Turf Maintenance Services 2023 – 2024
Report Number:	R02-2023
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Reviewed By:	Richard Petherick, Director of Finance & Treasurer
Final Review:	Chief Administrative Officer

Recommendations:

That the Council of the Township of Woolwich, considering Report R02-2023 respecting Turf Maintenance Services 2023 – 2024:

1. Award maintenance of Township properties in Elmira and Floradale to LP Landscaping Plus Inc. at a total cost of \$143,724.13 after the H.S.T. rebate;
2. Award maintenance of Township properties in Bloomingdale, Breslau, Conestogo, Heidelberg, Maryhill, St. Jacobs, and Winterbourne to Durite Landscaping at an upset limit of \$100,814.04 after the H.S.T. rebate; and
3. Authorize Staff to negotiate the removal of approximately 1.2 acres from the St. Jacobs Contract.

Background:

The Township has historically contracted turf maintenance services for park land, open space, facility sites, boulevards, and cemeteries. In past years, properties have been divided into three separate groupings based on location, acreage, and priority, and awarded on three-year terms. Also, all property groupings have been awarded to a single contractor which has resulted in challenges concerning contractor ability to meet the terms of contracts. In 2015, the total acreage of Township properties requiring turf maintenance was 128 acres, and in 2023 this total has increased to more than 180 acres due to continued development and the transfer of properties such as cul-de-sacs historically cut by residents to the Township.

In 2023, Staff issued the Tender for a two-year term with an option for a one-year extension. The properties were divided into two groupings versus three. The term length

and reduction in property groupings was done as a result of the Township now maintaining properties in-house, and also to include less desirable properties into other groupings. In 2019, of the four bids received, half chose not to bid on the cemetery properties, and hence they have now been included in groupings with park land, open space, facility sites, and boulevards. Additionally, the incremental assumption of turf maintenance by the Township over the past four years is the result of a need to meet property service standards for user groups, and due to the assumption of additional park land.

Of note, beginning in 2019, the Township contracted turf maintenance services of Letson Park and Gore Park in West Montrose to the West Montrose Residents' Association.

Contract Amendments

For 2023 and 2024, groupings were separated as follows:

1. Elmira, Floradale, Cemeteries – 62.35 acres
2. Bloomingdale, Breslau, Conestogo, Heidelberg, Maryhill, St. Jacobs, Winterbourne, Cemeteries – 56.29 acres

The following Tender specifications were slightly revised for 2023/2024 to articulate reasonably achievable standards, reduce bid costs, and follow standard practice for municipal property maintenance:

- Annual Fall Maintenance – Contractors are permitted to mulch versus collect leaves at the majority of properties, excluding the following which require collection and removal due to quantity of leaves and use of the property:
 - Union Cemetery
 - St. James Cemetery
 - St. Theresa Cemetery
 - Gore Park
 - Memorial Park
 - Gibson Park
 - Snider Park
 - St. Jacob's Library
 - Bolender Park

Contractors must complete the necessary number of cuts to properly mulch leaving no visible remnants of leaves. If an abundance of leaves in a particular area does not allow for proper mulching and turf health, leaves need to be relocated to an alternative area on the site and mulched or removed.

- Grass Mowing Requirements – Staff have amended the turf cutting height requirements based on the property type (cemetery, park, etc.), and also amended the frequency of cutting to consider time of year and growing conditions.

Comments:

Tender Evaluation

The Township received a competitive total of 14 Tender submissions.

Following review and evaluation of the bids, equipment inventory, and proof of ability forms, Staff are recommending the two contracts be awarded to LP Landscaping Plus (Elmira grouping) and Durite Landscaping (St. Jacobs grouping). Staff have selected to recommend two contractors versus one in consideration of contractor ability to manage all 118 contractor cut acres.

The lowest bids for both groupings have not been recommended due to the evaluation of other Tender submission requirements, including:

- Proof of contractor ability
- Suitability of equipment inventory

LP Landscaping Plus submitted the second lowest bid for the Elmira grouping. This recommendation is based on the review of LP Landscaping Plus' equipment, proof of ability and references from both private and municipal customers, and bid price. Additionally, LP Landscaping Plus provides added value through the planned use of electric equipment at cemetery locations, reducing GHG emissions and noise at our highest priority locations. The Township has not worked with LP Landscaping Plus before, however, is satisfied with the submission to be an appropriate fit for the Elmira grouping.

Durite Landscaping submitted the second lowest bid for the St. Jacobs grouping. This recommendation is again based on the suitability of their submitted equipment for the properties, references from both private and municipal customers, and bid price. The St. Jacobs grouping contains a greater number of large parks that match appropriately with the commercial equipment submitted by Durite Landscaping. The Township has not worked with Durite Landscaping before, however, is satisfied with their submission and ability to manage the St. Jacobs grouping.

Contract Amendment

Staff are recommending an amendment to the St. Jacobs contract based on Township capacity, being the removal of the soccer pitches at Riverside Meadows Park (~1.2 acres), to be completed by the Township.

Other Properties

The Township will maintain a similar acreage total, at approximately 58 acres, as was maintained in 2022. This decision is based on no changes to our planned seasonal turf maintenance staffing complement for 2023. Additionally, RCS will be procuring a new commercial mower as a part of our 2023 capital program and timing will not permit the addition of properties until the equipment is delivered.

The Township anticipates the assumption of parkland from developments throughout the term of this contract, which is planned to be maintained in-house. The Township has focussed our efforts for 2023 and 2024 primarily on soccer pitches to ensure we are meeting the needs of our user groups, and to ensure we are able to respond to concerns in a timely manner.

Staff developed the Tender for a two-year term to allow for the department to assume additional properties in 2025. Through a recent inquiry by the Southwestern Ontario Recreation Facilities Association regarding turf maintenance, all municipal respondents indicated that turf was maintained solely in-house. As Woolwich continues to grow, we plan to continue to monitor and evaluate contractor ability, service levels, and costs to determine the appropriate balance of contracted services and Township responsibility.

West Montrose Parks (Gole Park, Letson Park)

The Residents' Association approached the Township in 2019 requesting to maintain two parks in West Montrose totalling 0.54 acres. The Township is satisfied with the group's services and wishes to continue the contract in 2023 and 2024 at a total cost of \$2,000 annually. Assigning accountability of these properties to the Residents' Association provides a source of revenue which in turn supports community initiatives.

Interdepartmental Implications:

Both contracts will be administered by Recreation and Community Services, however Infrastructure Services will incur annual turf maintenance expenses for 20.12 acres of property, and Fire Services will incur annual expenses for 3.7 acres of property.

Financial Implications:

Funding for turf maintenance services at parks and open spaces is allocated from "Maintenance Contracts" within the Parks Operating Budget.

Funding for turf maintenance services at cemeteries is allocated from "Maintenance Contracts" within the Cemeteries Operating Budget.

Funding for turf maintenance services at Infrastructure Services properties (boulevards and facilities) is allocated from “External Contracts” and respective facility budgets within the Operating Budget.

Lastly, funding for turf maintenance services at fire stations is allocated from “Yard Maintenance” or “Building and Repairs and Maintenance” for each respective fire station.

2023 Financial Implications

RCS – Parks	\$150,000.00
RCS – Cemeteries	\$22,000.00
IS	\$10,000.00
Fire	\$23,500.00

Operating Budget Total **\$172,000.00**

Elmira Properties Grouping

LP Landscaping Plus Inc.	\$68,896.75
Plus H.S.T.	\$8,956.58
Sub total	\$77,853.33
Less H.S.T. rebate	\$7,743.99
Total	\$70,109.33

\$70,109.33

St. Jacobs Properties Grouping

Durite Landscaping	\$49,535.20
Plus H.S.T.	\$6,439.58
Sub total	\$55,974.78
Less H.S.T. rebate	\$5,567.76
Total	\$50,407.02

\$50,407.02

Grand Total (2023) **\$120,516.35**

Budget Surplus **\$51,483.65**

Surplus funds for RCS will remain in respective operating budgets under maintenance contracts to be utilized for all other preventative maintenance activities and contracts, including portable washrooms, pest control, irrigation, splashpad opening and closure, dog park waste collection, washroom opening and closing, etc.

2024 Financial Implications

Elmira Properties Grouping (2023)

LP Landscaping Plus Inc.	\$72,341.59
Plus H.S.T.	\$9,404.41
Sub total	
Less H.S.T. rebate	\$8,131.19
Total	\$73,614.80

\$ 73,614.80

St. Jacobs Properties Grouping (2023)

Durite Landscaping	\$49,535.20
Plus H.S.T.	\$6,439.58
Sub total	\$55,974.78
Less H.S.T. rebate	\$5,567.76
Total	\$50,407.02

\$ 50,407.02

Grand Total (2024)

\$ 121,876.79

Strategic Plan Focus Area:

Optimize the Use of Municipal Infrastructure - The Turf Management Services Contracts support the Township's Strategic direction to manage and maintain all municipal infrastructure, being parks, open spaces, facility sites, boulevards, and cemeteries with an emphasis on continuous improvement and greater efficiencies.

Standards for Municipal Service Delivery – The specifications within and administration of the Turf Maintenance Services Contracts ensure a high service standard is achieved for all Township properties.

Conclusion:

Staff recommend that Council award Tender 2023-02 for turf maintenance services of the Elmira properties grouping to LP Landscaping Plus Inc. for a two year-term at a total cost of after the H.S.T. rebate; turf maintenance service of the St. Jacobs properties grouping to Durite Landscaping for a two-year term at an upset limit of after the H.S.T. rebate; and that Council authorize staff to negotiate the reduction of approximately 1.2 acres from the St. Jacobs properties grouping.

Attachments:

Appendix A – Record of Tender Summary

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2023					
Vendor	City/Province	CUPA	Elmira	CUPA	St. Jacobs
Durite Landscaping	Waterloo	\$ 1,098.00	\$ 68,460.30	\$ 880.00	\$ 49,535.20
LP Landscape Plus Inc	Ariss	\$ 1,105.00	\$ 68,896.75	\$ 975.00	\$ 54,882.75
2765981 Ontario Inc.	Toronto	\$ 1,150.00	\$ 71,702.50	\$ 790.00	\$ 44,469.10
Moonbeam Landscaping	Kitchener	\$ 1,200.00	\$ 74,820.00	\$ 1,013.15	\$ 57,030.21
Jaros Property Maintenance	Cambridge	\$ 1,225.45	\$ 76,406.81	\$ 1,127.87	\$ 63,487.80
Fleischauer Brothers Landscaping Ltd.	Breslau	\$ 1,150.00	\$ 71,702.50	\$ 1,150.00	\$ 64,733.50
1892136 Ontario Ltd	Waterloo	\$ 1,365.00	\$ 85,107.75	\$ 1,155.00	\$ 65,014.95
Mitchell Property Maintenance Inc.	St Jacobs	\$ 1,530.00	\$ 95,395.50	\$ 1,200.00	\$ 67,548.00
Conestoga Contracting Group Inc.	Elmira	\$ 2,700.00	\$ 168,345.00	\$ 2,100.00	\$ 118,209.00
Gribbons Property Maintenance	Kitchener	\$ 3,025.00	\$ 188,608.75	\$ 3,025.00	\$ 170,277.25
Sure Point Inc	Guelph/Eramosa	\$ 3,200.00	\$ 199,520.00	\$ 3,200.00	\$ 180,128.00
Tree Tech, Tree and Property Maintenance Specialists Inc.	Mitchell	\$ 3,629.00	\$ 226,268.15	No Bid Submitted	No Bid Submitted
TLR Landscaping Inc	Elmira	\$ 4,674.73	\$ 291,469.42	\$ 4,431.93	\$ 249,473.34
Wright Landscape Services Inc.	Bloomingtondale	\$ 6,018.66	\$ 375,263.68	\$ 5,628.81	\$ 316,845.86
2024					
Vendor	City/Province	CUPA	Elmira	CUPA	St. Jacobs
Durite Landscaping	Waterloo,	\$ 1,098.00	\$ 68,460.30	\$ 880.00	\$ 49,535.20
LP Landscape Plus Inc	Ariss, ON	\$ 1,160.25	\$ 72,341.59	\$ 1,023.75	\$ 57,626.89
2765981 Ontario Inc.	Toronto, Ontario	\$ 1,150.00	\$ 71,702.50	\$ 790.00	\$ 44,469.10
Moonbeam Landscaping	Kitchener,	\$ 1,250.00	\$ 77,937.50	\$ 1,053.50	\$ 59,301.52
Jaros Property Maintenance	Cambridge,	\$ 1,230.23	\$ 76,704.84	\$ 1,133.23	\$ 63,789.52
Fleischauer Brothers Landscaping Ltd.	Breslau, ON	\$ 1,196.00	\$ 74,570.60	\$ 1,196.00	\$ 67,322.84
1892136 Ontario Ltd	Waterloo,	\$ 1,405.95	\$ 87,660.98	\$ 1,189.00	\$ 66,928.81
Mitchell Property Maintenance Inc.	St Jacobs, Ontario	\$ 1,530.00	\$ 95,395.50	\$ 1,200.00	\$ 67,548.00
Conestoga Contracting Group Inc.	Elmira, Ontario	\$ 2,785.00	\$ 173,644.75	\$ 2,165.00	\$ 121,867.85
Gribbons Property Maintenance	Kitchener,	\$ 3,025.00	\$ 188,608.75	\$ 3,025.00	\$ 170,277.25
Sure Point Inc	Guelph/Eramosa	\$ 3,200.00	\$ 199,520.00	\$ 3,200.00	\$ 180,128.00
Tree Tech, Tree and Property Maintenance Specialists Inc.	Mitchell, Ontario	\$ 3,991.90	\$ 248,894.97	No Bid Submitted	No Bid Submitted
TLR Landscaping Inc	Elmira, Ontario	\$ 4,814.97	\$ 300,213.38	\$ 4,564.89	\$ 256,957.66
Wright Landscape Services Inc.	Bloomingtondale,	\$ 6,018.66	\$ 375,263.68	\$ 5,628.81	\$ 316,845.86