



## **Report to Council**

**Report Number:** RE-06-2023

**Subject:** Maintenance & grass cutting

**Prepared by:** Carol Ann Scott, Recreation Director

**Revised by:** Josée Brizard, CAO-Clerk

**Date of the meeting:** April 24<sup>th</sup> 2023

## Context

Award of tender for the contract for the grass cutting and maintenance.

## Report

The contract for the grass cutting and maintenance finished in October 2022. During budget discussions Council asks the Recreation Director to analyze the cost of the municipality purchasing its own equipment and hiring students to cut the grass versus putting it out to tender. A large increase in cost was anticipated in the budget due to higher gas and labour prices. A spreadsheet was prepared for the cost of staffing and equipment. An announcement for the tender was put on Facebook and the municipal website and mandatory site visits were held on April 13<sup>th</sup> & 14<sup>th</sup> for both the west and east sectors of the municipality. Contractors had the option to bid on only one sector or both, there are 16 sites in the east and 34 sites in the west.

Six contractors assisted the site visit for the east sector and five for the west sector. The contract will be for 2 years with an option for the municipality to renew it at the same prices for another 3 years. It will also allow for the contractor to increase the amount per cut yearly by the Statistics Canada cost of living increase. A penalty clause will also be added if the contractor fails to complete the contract. The following bids were received, and the price is based on both weekly or biweekly cuts for the sites.

Company Name	East sector	West Sector
Charbonneau Property Maintenance Inc.	\$935.00	No bid
Power Lawn Care	\$1,730.00	No bid
Blanchette Snow Removal	\$1,776.00	No bid
BPM Property Maintenance Inc.	\$2,270.00	\$4,597.50
Prostone Landscaping	\$3,366.73	\$5,809.66
Joey Lawn Care	\$3,375.00	\$6,375.00

The east sector pricing is lower than the contract given in 2019. This is a reputable company that does both snow and grass cutting and has contracts for Russell and OCWA. The quotes for the west sector were considerably higher than the 2019 pricing. The west sector has our largest park but also a lot of small sites, that necessitate the moving of equipment and a lot of travelling. The site visit alone takes 3.5 hours and this is just driving between sites and stopping for 5 minutes. Many of the contractors did not bid because of the time needed to cut this sector.

A comparison was done for the cost of doing the cutting internally versus going to tender see attached: **Grass cutting spreadsheet 2023 & 2024**. The following issues were identified as major obstacles for the Nation to take over the grass cutting contract for both the east & the west sectors:

- 1) Lack of full-time staff to supervise a student, we would need to hire 2 contract workers from May – October to do grass cutting. The recreation department only has 2 full time operators, and they are needed to do repairs at the arena, other recreation projects and they also have vacation time to take during the summer. The ice making process starts in mid August and staff are required full time at the arena for the months of September

and October. Other departments have confirmed that they do not have staff available to do the grass cutting during these months either.

- 2) Lack of student applications – only 1 application was received for the recreation department, other departments also had only 1 or 2 applicants despite offering \$20.64 per hour.
- 3) Time & conditions for cutting – the contractor works 12-hour days starting at 7 am to cut in the Rodolphe Latreille park and need 2 days to do all the cutting for the west sector alone. They drive very fast and work rain or shine. Our employees would not be used to the machinery and would be advised to drive slower and more carefully. They would also require a 30-minute lunch and breaks during the day. We anticipate that it would take employees almost double the time to cut the same amount of grass, so 4 days alone to do the west sector, weather permitting without any machinery breakdown.
- 4) Health and safety issues – students/employees would have to be properly trained on the machinery specially for cutting around the water retention ponds.

### **Relevance to priorities**

Municipal properties must be maintained in a clean and safe manner. Noxious weeds cannot be allowed to grow specially in parks.

### **Financial Consideration**

The west sector has a substantial increase in price (over 100%) however the east sector saw a decrease of over 41% compared to the contracted 2022 price. The department heads reviewed the sites for the west sector and rated each site for weekly, biweekly and even to once a month cutting. This lowers the cost considerably for the municipality overall and a 4% increase of \$4,575.50 is calculated for the budget. The recreation department will see the most impact however since each park must be cut weekly. The water and sewer department have a zero turn lawnmower and weed eaters, if we receive complaints about their sites, they can easily send a staff to trim the site in between cuts.

### **Recommendation**

That the contract for the lawn mowing and maintenance for the east sector be awarded to Charbonneau Property Maintenance at a cost of \$1,056.55 (taxes included) per cut.

That the contract for the lawn mowing and maintenance for the west sector be awarded to BPM Property Maintenance Inc. at a cost of \$5,195.18 (taxes included) but with the list of cuts revised as per the department heads.

That the CAO-clerk be authorized to sign the contracts.

### **Attachments**

Grass cutting spreadsheet 2023 & 2024

**Grass Cutting Contract vs Internal Operation**

Grass Cutting Contract	Internal by employees	
<b>Contract Cost in 2022</b>	<b>Salary</b>	
Power Lawn Care (new contract in June 75% increase over 2021 prices)	\$ 40 567,00	Student May to August ( 20.64\$/h x 18 weeks x 37.5h/weeks)
BPM Property Maintenance (tender price from 2019+ 2%)	\$ 57 630,00	Contract employee May to August ( 24.28\$/h x 26 weeks x 37.5h/weeks)
<b>Total</b>	<b>\$ 98 197,00</b>	Contract employee May to August ( 24.28/h x 26 weeks x 37.5h/weeks)
	<b>Equipment</b>	
Charbonneau	\$ 23 375,00	JOHN DEERE Z960M 2023 (Z960M - Z960M 60-72,Frontale/Commercial/front Mower) Tweel Tire
BPM Property Management (modified)	\$ 79 397,50	JOHN DEERE Z960M 2023 (Z960M - Z960M 60-72,Frontale/Commercial/front Mower) Standard Tire
<b>Estimated Cost In 2023</b>	<b>\$ 102 772,50</b>	Weedeater FS91R
		Weedeater FS91R
		Truck
		Trailer
		10L Gas Tank
		10L Gas Tank
		PPE For Staff
		<b>Gas</b>
		Truck (200\$ x 26 semaines)
		2 Zero Turns Tractor (80\$ x 5 days/week x 26 weeks x 2 tractors)
		2 Weedeaters (20\$ x 5 days/week x 26 weeks x 2)
		<b>Maintenance</b>
		Maintenance on tractor
		Maintenance on tractor
		Maintenance on weed eater
		Maintenance on weed eater
		Maintenance on truck
		Cost in 2023 internal to cut west section
		Cost to cut east section by contractor
		<b>Total cost with Nation doing West section &amp; contractor east section</b>
		<b>Cost in 2023 tender to contractors both sections</b>
		<b>Increased cost in 2023 with Nation doing internally</b>

\$ 15 210,87  
 \$ 26 002,32  
 \$ 26 002,32  
 \$ 17 000,00  
 \$ 16 000,00  
 \$ 500,00  
 \$ 500,00  
 \$ 20 000,00  
 \$ 15 000,00  
 \$ 30,00  
 \$ 30,00  
 \$ 300,00  
 \$ 5 200,00  
 \$ 20 800,00  
 \$ 5 200,00  
 \$ 400,00  
 \$ 400,00  
 \$ 100,00  
 \$ 100,00  
 \$ 400,00  
 \$ 169 175,51  
 \$ 23 375,00  
**192 550,51**  
**102 772,50**  
**89 778,01**

**Grass Cutting Contract vs Internal Operation**

Grass Cutting Contract	Internal Operation
Contract Cost in 2023	\$ 102 772,50
<b>Estimate Cost In 2024 With 5% Increase from 2023 (Inflation)</b>	<b>\$ 107 911,130</b>
	<b>Salary With 2.5% (Cost of living) and 3% (Wage Increase)</b>
	Student May to August ( 21.79\$/h x 18 weeks x 37.5h/weeks) \$ 16 070,65
	Contract employee May to October ( 25.64\$/h x 26 weeks x 37.5h/weeks) \$ 27 317,56
	Contract employee May to October ( 25.64\$/h x 26 weeks x 37.5h/weeks) \$ 27 317,56
	<b>Gas With 2.5% Increase from 2023 (Inflation)</b>
	Truck (200\$ x 26 semaines) \$ 5 330,00
	2 Zero Turns Tractor (80\$ x 5 days/week x 26 weeks x 2 tractors) \$ 21 320,00
	2 Weedeaters (20\$ x 5 days/week x 26 weeks x 2) \$ 5 330,00
	<b>Maintenance With 2.5% Increase from 2023 (Inflation)</b>
	Maintenance on tractor \$ 410,00
	Maintenance on tractor \$ 410,00
	Maintenance on weed eater \$ 102,50
	Maintenance on weed eater \$ 102,50
	Maintenance on truck \$ 410,00
	Nation Cost in 2024 for west section \$ 104 120,77
	Contractor cost for 2024 east section \$ 24 544
	<b>Total cost Nation + east contractor \$ 128 664,52</b>
	<b>Contractor cost 2024 for both sections 107 911,13</b>
	<b>Increased cost of Nation internally + contractor east side 20 753,39</b>