



Report
Staff Report
 The Corporation of the City of Brampton
5/8/2024

Date: 2024-04-23

Subject: **Request to Begin Procurement – Grass Cutting and Landscape Maintenance Services at various locations within the City of Brampton for a 5 Year Period**

Contact: Peter Gerech, Manager Parks Business Services & Administration, Parks Maintenance & Forestry

Report number: Community Services-2024-384

RECOMMENDATIONS:

1. That the report from Peter Gerech, Manager Parks Business Services & Administration, Parks Maintenance & Forestry to the Committee of Council May 8, 2024, re: **Request to Begin Procurement – Grass Cutting and Landscape Maintenance Services at various locations within the City of Brampton for a 5 Year Period**, be received; and
2. That the Purchasing Agent be authorized to begin procurement for grass cutting and landscape maintenance services at various locations within the City of Brampton for a 5 year period with the option to renew for 2 additional 1 year periods.

OVERVIEW:

- **The purpose of this report is to obtain Council authorization to begin procurement for grass cutting and landscape maintenance services at various locations for a 5-year period with the option to renew for 2 additional 1 year periods.**
- **The new contract for grass cutting and landscape maintenance services will be required effective April 1, 2025. The current contract expires on December 31, 2024.**
- **Several new provisions will be introduced in the 2025 contract.**
- **Firstly, the maintenance schedule for parklands and boulevards will be extended from a 12-cycle to a 14-cycle rotation.**

- **Secondly, the contract will include provisions for liquidated damages, which are penalties imposed on contractors who fail to meet the service standards established by the city. These penalties serve as a deterrent against subpar performance and help ensure accountability.**
- **Additionally, the scope of weed trimming within parks will be expanded to include hard surfaces such as parking lots, sidewalks, and road gutters. This broader coverage aims to enhance the overall appearance and safety of these public spaces.**
- **Furthermore, contractors will be required to utilize the Parks operational software, City Works, as part of their contractual obligations. This software likely streamlines operational processes and facilitates better coordination between the city and contractors.**
- **Lastly, maintenance service levels will be increased to better align with the evolving needs of the community, ensuring that parks and boulevards receive the necessary attention and upkeep.**
- **Staff will ensure that sufficient funds are requested through the subsequent Parks Maintenance & Forestry's operating budget submissions for the new 5-year contract.**

BACKGROUND:

The Parks Maintenance & Forestry Division oversees grass cutting and landscape maintenance citywide. In order to ensure continuity of service, a new procurement is required to establish a 5-year maintenance contract to replace the existing contract which expires on December 31, 2024.

Staff outlined the plan for the new grass and landscaping contract at the February 26, 2024, Council Workshop. The number of grass cuts across the city will increase from 12 to 14 cuts from April to October. The division has introduced weekend maintenance to ensure the ongoing cleanliness and beautification of parks and parkland, with increased staff complement overseeing citywide maintenance and the hiring of dedicated inspectors and admin clerk for seasonal support.

In collaboration with Corporate Support Services there will be enhanced customer service with the implementation of a new grass tracker dashboard of completed cuts of parks and boulevards and ongoing informative social posts educating the public on services provided by Parks.

CURRENT SITUATION:

A new contract for citywide grass cutting and landscape maintenance services will be required effective April 1, 2025.

The Community Services Department is prepared to begin the procurement process for grass cutting and landscape maintenance for a 5-year period with 2 additional 1-year optional renewal periods.

The contract will be subject to yearly approvals in the Community Services budget for years 2025 through 2029.

In the forthcoming 2025 contract, several significant provisions will be introduced to enhance the maintenance of parklands and boulevards. The maintenance schedule will transition to a 14-cycle rotation, extending the frequency of upkeep efforts. The contract will incorporate liquidated damages, penalizing contractors who fail to meet established service standards, thus promoting accountability and quality performance. Additionally, weed trimming within parks will expand to cover hard surfaces like parking lots, sidewalks, and road gutters, aiming to elevate both aesthetics and safety. Furthermore, contractors will be mandated to utilize the Parks operational software, City Works, to streamline processes and foster better coordination. Lastly, maintenance service levels will be elevated to meet evolving community needs, ensuring parks and boulevards receive adequate attention and upkeep.

CORPORATE IMPLICATIONS:**Financial Implications:**

Staff will ensure that sufficient funds are requested through the subsequent Parks Maintenance & Forestry's operating budget submissions for the new 5-year contract for the Mayor's consideration.

Purchasing Implications:

A public Procurement Process will be conducted to pre-qualify landscape contractors and submissions shall be evaluated in accordance with the published evaluation process within the procurement document.

The pre-qualified landscape contractors will be invited to submit a Bid and the lowest compliant Bids will be eligible for contract award. Purchase approval shall be obtained in accordance with the Purchasing by-law.

All communication with bidders involved in the procurement must occur formally, through the contact person identified in the bid document.

Term of Council Priorities:

Environmental Resilience & Sustainability: Focusing on nurturing and protecting our environment for a sustainable future through the maintenance of natural spaces Citywide.

CONCLUSION:

This report recommends that the Purchasing Agent be authorized to commence the procurement for grass cutting and landscape maintenance services at various citywide locations for a 5-year period.

Authored by:

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