

**To:** **COUNCIL**

**Meeting Date:** **09/28/2021**

**Subject:** **Q21-64 - Parklawn Cemetery Scattering Garden**

**Submitted By:** **Sheryl Ayres, Chief Financial Officer**

**Prepared By:** **Dave Mawdsley, Manager of Procurement**

**Report No.:** **21-249(CRS)**

**File No.:** **Q21-64**

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## **Recommendation(s)**

THAT Report 21-249(CRS) re: Parklawn Cemetery Scattering Garden be received;

AND THAT Council approve the transfer from the Cemetery Improvements Reserve and to the Columbarium Reserve Fund as outlined in the Financial Impact section of this report;

AND FURTHER THAT Council approve the award of Q21-64 to Kerr & Kerr Landscaping Inc. of Paris in the value of \$158,789.44, including H.S.T., this being the lowest priced quote received.

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## **Executive Summary**

### **Purpose**

- Council approval is required to transfer additional funding to the capital project and award the project as detailed here-in.

### **Key Findings**

- There were three (3) submissions received via a competitive procurement process.
- The average price submitted in response to this RFQ was \$187,514.60. Kerr & Kerr Landscaping Inc. submission of \$158,789.44 is approximately 15% below the average submitted price.

## Financial Implications

- The net impact of the overall bid is a deficit of \$91,642. The award of this Contract will require additional funding from the Cemetery Improvements Reserve in the amount of \$96,642 to fund the costs that exceed the approved budget and a return of \$5,000 to the Columbarium Reserve Fund.

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## Background

The RFQ was issued by the City of Cambridge for the construction of a scattering & memorial stone garden at Parklawn Cemetery. The project includes stone-dust walkways, mulched planting beds, lawn areas, benches, and concrete pads with armour-stone retaining walls.

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## Analysis

### Strategic Alignment

PEOPLE To actively engage, inform and create opportunities for people to participate in community building – making Cambridge a better place to live, work, play and learn for all.

Goal #2 - Governance and Leadership

Objective 2.5 Focus on the responsible management of financial resources, ensuring transparency and accountability.

The public bidding process ensures the City maintains an open and transparent public process that provides accountability on the utilization of financial resources.

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## Comments

Submissions were received from the following:

	<b>Company</b>	<b>City</b>	<b>Bid Amount</b>
a)	Kerr & Kerr Landscaping Inc.	Paris, ON	\$158,789.44
b)	Yard Weasels Inc	Fergus, ON	\$174,314.65
c)	Hardscape Concrete & Interlock	Cambridge, ON	\$229,439.72

Procurement confirms that the rules under Procurement By-law No. 19-187 were adhered to in this solicitation.

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## Existing Policy/By-Law

Under Procurement By-law 19-187, the Manager of Procurement shall have authority to award purchases up to \$500,000 pre-tax, within approved budgets.

This procurement requires approval from Council as additional funding is required.

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## Financial Impact

The net impact of the overall bid is a deficit of \$91,642 as outlined below.

Q21-64 Parklawn Cemetery Scattering Garden					
	Reserve Fund	Budget	Tender Q21-64	Other Commitments	Savings/(Deficit)
Cemetery Scattering Garden	Columbarium Reserve Fund	\$ 75,000	\$ 46,353	\$ 23,647	\$ 5,000
	Cemetery Improvements Reserve	\$ -	\$ 96,642	\$ -	\$ (96,642)
Total Project Savings/(Deficit)		\$ 75,000	\$ 142,995	\$ 23,647	\$ (91,642)

Following a review of the scope of the project, only the portion of the project associated with mini columbarium (\$70,000) should be funded from the Columbarium Reserve Fund, with the remaining scope of work (scattering garden and memorial trees and benches) funded from the Cemetery Improvements Reserve Fund. Therefore, it is recommended to adjust the funding and return \$5,000 to the Columbarium Fund while at the same time drawing \$96,642 from the Cemetery Improvements Reserve Fund.

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## Public Input

The advertising for this solicitation was as follows:

- Issue Date of RFQ: Tuesday, July 6, 2021
- Deadline for Questions: Wednesday, July 14, 2021 [4:00 PM] local time
- Deadline for Issuing Addenda: Friday, July 16, 2021 [4:00 PM] local time
- Submission Deadline: Friday, July 23, 2021 [2:00 PM] local time
- Anticipated Execution of Agreement: August, 2021

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## Internal/External Consultation

The solicitation document was compiled by Procurement, however the detailed requirements contained within the documents were prepared and submitted to Procurement by the Community Development - Engineering & Transportation Services.

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## Conclusion

Council approval of additional funding is required to award Q21-64 - Parklawn Cemetery Scattering Garden.

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## Signature

### Division Approval

Reviewed by Legal Services



**Name: Sheryl Ayres**

**Title: Chief Financial Officer**

### Departmental Approval



**Name: Dave Bush**

**Title: Deputy City Manager**

### City Manager Approval



**Name: David Calder**

**Title: City Manager**

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## Attachments

- N/A