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**CITY OF KELOWNA**

**MEMORANDUM**

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**Date:** March 20, 2003  
**File No.:** 1220-20

**To:** Ron Born, City Manager

**From:** Joe Creron, Parks Manager

**Subject:** Parks Landscape Maintenance Contract T03-16 Glenmore Area.

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**RECOMMENDATIONS:**

THAT City Council award the North and South Glenmore Contract T03-16 to Royale Landscaping for a total of Five hundred Four thousand, One hundred Thirty-eight dollars (\$504,138) plus G.S.T. over a two-year period;

AND THAT the 2003-2007 Financial Plan be amended to include additional parks maintenance expenditures of \$182,000 with funding from additional taxation revenue.

**BACKGROUND:**

In 2002 the Parks Division tendered all the parks for maintenance except for beach parks. In order to get competitive bids; the contract is broken into eleven areas. In 2002 we received bids from four companies but all eleven areas were awarded to Royal Star as the low bidder in each area. Total cost of both areas annually amounted to \$75,000. During the 2002 season there was ongoing maintenance issues and a meeting was held with the contractor, the Parks Division and the Purchasing Department at the end of the year to ensure that these issues were resolved. It was concluded that Royal Star wanted to reduce the size of their contract and we agreed. Therefore we determined that the existing contract would be manageable if the North and South Glenmore Areas were removed from the existing contract and re-tendered. In addition we advised bidders we had the option to split into two contracts, Glenmore North and South, if the City deemed it more financially beneficial.

We have received two bids and recommend awarding the contract to Royal Landscaping as they are the low bidder overall at \$504,138. The only other bid was \$606,143.

**FINANCE COMMENTS:**

Finance is recommending that additional new construction revenue be included at this time based on updated roll data received from BC Assessment.

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Joe Creron  
Parks Manager  
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