
City of Kelowna

MEMORANDUM

DATE: April 1, 2004
FILE: 2320-20
TO: City Manager
FROM: Dennis Radford, Cemetery Manager
RE: Cemetery Maintenance/Operations Tender T04-030

RECOMMENDATION:

That the City of Kelowna award the Cemetery Maintenance/Operation Tender #T04-030 to Chanchal Bal DBA Valley Maintenance and Operations, the low bidder, for the period commencing of 00:01 hours, May 1, 2004 and terminating at 23:59 hours, April 30, 2007 for a three year bid price of Four Hundred and Ninety-one Thousand, Five Hundred and Twenty-three Dollars (\$491,523). GST is extra.

BACKGROUND:

In past years, the Cemetery Maintenance and Operations were combined as one performance contract. For the 1999 tenders, the Parks Division with the assistance of the Purchasing Manager broke out the cemetery landscape maintenance from the operations (interments) to attract more competitive bids. In 1994 only one bid was received. The 1999 tenders attracted 17 companies at the pre-bid meeting and we received 5 bids for the Operations Tender and 9 bids for the Maintenance Tender. This process made for some very competitive bids and after award saved the Cemetery \$80,000 over three years.

The 2004 contract was tendered in the same fashion with three components, the first component being the landscape maintenance, the second component Operations (performing interment service, etc.) and the third component a combined price for both landscape maintenance and operations. The landscape component received 5 pre-qualified bids:

| | |
|--------------------------------------|------------------|
| Complete Landscape | \$228,720 |
| Royale | \$193,763.17 |
| Hort Pro | \$187,015 |
| OH HC Holdings | \$186,000 |
| Valley Maintenance/Operations | \$184,500 |

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RE: Cemetery Maintenance/Operations Tender T04-030

The Operations received 3 pre-qualified bids:

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|--|------------------|
| Complete | \$353,958 |
| OHHC Holdings | \$320,400 |
| Valley Maintenance and Operations | \$307,023 |

The combination of the two components resulted in one company Valley Maintenance and Operations with low bids for both maintenance and operations for three years at \$491,523. The three year contract, when approved, allows for two (2) one (1) year extensions at the sole discretion of the City.

Cemetery Manager

Cc: David Graham, Director Parks and Leisure Services
Joe Creron, Parks Manager