
CITY OF KELOWNA

MEMORANDUM

Date: March 31, 2009

File No.: 2320-20

To: City Manager

From: Cemetery Manager

Subject: Kelowna Memorial Park Cemetery Operation and Maintenance contract

RECOMMENDATION:

THAT Council receive, for information, the report of the Cemetery Manager dated March 31, 2009 with respect to awarding the contract for the Kelowna Memorial Park operation and maintenance.

AND THAT the contract for the operation and maintenance of the Kelowna Memorial Park Cemetery be awarded to Valley Maintenance and Operations at a cost of \$658,500 (excluding GST) for a period of three years, with the option for an additional two one-year extensions.

BACKGROUND:

A Request for Proposal was advertised for the maintenance and operations of the Kelowna Memorial Park Cemetery in February. A site meeting was held with 12 proponents attending the meeting. Of those twelve, three submissions were received which met the mandatory criteria as laid out in the Request for Proposal. Three proposals were received from Prestige Lawn & Landscape Service Ltd, The Hampton Group (TMV Enterprises Inc) and from Valley Maintenance and Operations.

The proposals were evaluated and scored by staff with rankings given based upon the criteria's weighting. Evaluation criteria included what is shown in the tables below. Valley Maintenance received the highest overall score during the RFP evaluation and also had the lowest pricing.

Mandatory Criteria

- a) Completed Certification Document
- b) 2 years minimum of backhoe operator experience
- c) 2 years minimum grounds maintenance experience
- d) Bid bond

Scored Evaluation Criteria Part A	Pass / Fail
Proponent / Company Qualifications including but not limited to experience of similar contracts, qualifications of Contract Manager, staff management and references	

Scored Evaluation Criteria Part B	Weight
Demonstrated Ability to provide Appropriate Customer Service / Staff Training Plan	15

Maintenance Plan and Interment Plan	30
Price	55

Therefore after evaluating and ranking the proposals staff are recommending the contract be awarded to Valley Maintenance and Operations at a cost of \$658,500 for a three year term (excluding GST) with the option for two one-year extensions.

Valley Maintenance and Operations is the current cemetery maintenance contractor, this new bid represents an annual savings of approximately \$60,000 per year over the previous maintenance contract and was deemed the best value overall.

CONSIDERATIONS THAT WERE NOT APPLICABLE TO THIS REPORT:

LEGAL/STATUTORY AUTHORITY:
FINANCIAL/BUDGETARY CONSIDERATIONS:
ALTERNATE RECOMMENDATION:
LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:
EXISTING POLICY:
TECHNICAL REQUIREMENTS:
EXTERNAL AGENCY/PUBLIC COMMENTS:
COMMUNICATIONS CONSIDERATIONS:
PERSONNEL IMPLICATIONS:

Submitted by:



Norm Ryder, Cemetery Manager

Approved for Inclusion:



General Manager, Community Services

cc: Joe Creron, Director of Civic Operations
 Ian Wilson, Park Services Manager
 John Vos, General Manager of Community Services
 Maureen MacGillivray, Purchasing Manager
 Carla Stephens, Director of Community and Media Relations