



Report to: Development Services Committee

Meeting Date: July 16, 2024

---

**SUBJECT:** Award of RFT 149-T-24 Maintenance and Repairs of City-Wide Irrigation Systems, Splash Pads and Washrooms and Testing of Backflow Preventers

**PREPARED BY:** David Plant, Sr. Manager, Parks Horticulture & Forestry, Ext. 4893  
Melita Lee, Senior Buyer, Ext. 2239

---

**RECOMMENDATION:**

1. That the report entitled “Award of RFT 149-T-24 Maintenance and Repairs of City-Wide Irrigation Systems, Splash Pads and Washrooms and Testing of Backflow Preventers” be received; and,
2. That the contract for maintenance and repairs of City-wide irrigation systems, splash pads, and washrooms and testing of backflow preventers be awarded to the lowest priced bidder, Enviroturf Inc., for the following:
  - \$263,558.40 - August 1 to December 31, 2024
  - \$309,350.40 - January 1 to December 31, 2025\*
  - \$309,350.40 - January 1 to December 31, 2026\*
  - \$309,350.40 - January 1 to December 31, 2027\*\$1,191,609.60 – Total

\*The renewal years are subject to annual price adjustments based on the Consumer Price Index for All Items Ontario for the 12-month period ending September 30 in the applicable year, up to a maximum of 4%. Years Two to Four are subject to adoption of the 2025 to 2027 budgets.

Note: The award in 2024 does not include spring start-up and estimated maintenance and repairs from January – July 2024; and,

3. That the estimated 2024 cost in the amount of \$263,558.40 (inclusive of HST) be funded from the accounts with the following budget available:
  - \$73,611.12 - 730-732-5415 (Sportsfield Maintenance)
  - \$32,410.86 - 730-743-5414 (Facility Maintenance)
  - \$24,970.02 - 730-739-5399 (Playground Maintenance)\$130,992.00 – Total; and,
4. That the estimated budget shortfall in 2024 in the amount of \$132,566.40 (\$263,558.40 - \$130,992.00) be reported as part of the 2024 year-end results of operations; and further,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**PURPOSE:**

The purpose of this report is to award the contract for maintenance & repairs of City-wide irrigation systems, splash pads and washrooms and testing of backflow preventers for one term (2024), with the option to renew for three additional one-year periods. For 2024, only winterization is required and is expected to be completed by October 31. For each renewal year, spring-start up is expected to be completed by May 31 and winterization is expected to be completed by October 31.

**BACKGROUND:**

This contract scope of work includes the following:

1. Irrigation Systems (Quantity – 93)  
Open, close and repair all irrigated sports fields and parks city wide (including program controllers and timers) in parks and park facilities. The water is removed from all pipes, valves and sprinkler heads using compressed air.
2. Splash Pads (Quantity – 31)  
Open, close and repair all splash pads city-wide (including program controllers and timers) in parks and park facilities. The work includes removing all nozzles and capping them shut; turning off the auto-fill to the holding tank; blowing out the lines; and powering down electronic equipment. All start-up processes are to include thorough inspection of the facility and replacing UV lamps and ballasts. Annual preventive maintenance is performed on all moving parts and equipment.
3. Washrooms (Quantity –12)  
Open, close and repair all city-wide washrooms in parks and park facilities. The main water shut-off valve at the curb is shut-off, then the main interior shut-off valve is to be turned off. Drain the system and blow out all plumbing pipes. Pressure test the system. Add antifreeze to plumbing drains.
4. Backflow Preventers (Quantity – 140)  
Test backflow preventers. Testing is done once per year as per regulatory requirements. All backflow preventers shall be tagged with City tags. Comprehensive test reports shall be completed and submitted online including findings and recommendations.

**OPTIONS/ DISCUSSION:**

**Tender Information (149-T-24)**

Bid closed on	June 17, 2024
Number picking up bid document	4
Number responding to bid	2

There are limited number of vendors available to bid on this type of work as the City requires vendors to have experience working on similar services. The service technicians for irrigation systems and splash pads must have Certified Irrigation Contractor (CIC) accreditation and the back flow preventer testers also require a valid Cross Connection Control (CCC) certification or accreditation. Service and winterizing of any of the listed elements requires accountability from one service provider to ensure that all work is completed without affecting another component at which time any issues noted can be sent to the Contractor without issue of responsibility. Two registered plan takers who picked up the document advised they were unable to provide a competitive quote.

**Budget Shortfall**

The budget shortfall in the amount of \$132,566.40 can be attributed to the following factors:

- a) The previous contract (August 2020 to May 31, 2024) was based on fixed pricing and therefore, pricing has not increased since 2020. The cumulative CPI for the period from August 2020 to May 2024 is calculated at 18%, based on All Items – Ontario. This accounts for \$27,000 or 20.4% of the shortfall;
- b) The previous contract was tendered in May 2020 during the height of the pandemic. The pricing received then was 7% lower than the previous 2017-2019 contractual pricing. At the beginning of the pandemic, prices were lower due to uncertainty and many unknowns.
- c) An increase to the estimated material required for the irrigation system (from \$30,538 to \$61,056 (Including HST and 20% mark-up) was identified by City Staff due to aging systems and trending over the past few years. This accounts for \$30,528.00 or 23% of the shortfall and this amount was not included in the budget;
- d) The remaining shortfall of \$75,038.40 or 56.6% can be attributed to the following:
  - a. Increase in costs related to labour and wages
  - b. Increase in costs related to fuel; and
  - c. Increase in costs related to automobile insurance (increased by approximately 120%)

**PRICE SUMMARY (inclusive of HST)**

Bidder	Bid Price (a)	Estimated Materials (b)	Material Mark-Up (c)	Total (b) x (c) = (d)	Total Award (a + d)
Enviro turf Inc.	\$211,660.80	\$81,408.00	20%	\$97,689.60	\$309,350.40 (Full Year of Service)

(a) The bid price consists of 1,400 hours for the irrigation system, 350 hours for the splash pads, and 50 hours for the washroom work at a rate of \$100.00/hour (an increase of 85% compared to the previous contract).

(b) The estimated annual usage for materials of \$81,408.00 is based on previous year’s actual materials requirements as well as future anticipated materials required due to the aging systems.

(c) Bids received in response to this Request for Tender exceeded the City’s budget. Consequently, Staff entered into negotiations with the low bidder to reduce price in order to meet the City’s approved budget. Staff were able to negotiate a reduction in the material mark-up from 25% to 20%, which resulted in savings of \$4,070.40.

**FINANCIAL CONSIDERATIONS**

**2024 Impact: August 1 – December 31, 2024**

<b>Account Name</b>	<b>Account #</b>	<b>Budget Amount Allocated for this Purchase</b>	<b>Cost of Award</b>	<b>Budget Shortfall</b>
Sportsfield Maintenance	730-7325415	\$ 73,611.12	\$ 148,106.99	\$ (74,495.86)
Facility Maintenance	730 7435414	\$ 32,410.86	\$ 65,211.26	\$ (32,800.41)
Playground Maintenance	730 7395399	\$ 24,970.02	\$ 50,240.15	\$ (25,270.13)
<b>Totals:</b>		<b>\$ 130,992.00</b>	<b>\$ 263,558.40</b>	<b>\$ (132,566.40)</b>

The budget shortfall of \$132,566.40 will be managed and reported as part of year-end results of operations.

**OPERATING BUDGET IMPACT**

The renewal years are subject to annual price adjustments based on the Consumer Price Index for All Items Ontario for the 12-month period ending September 30 in the applicable year, up to a maximum of 4%. Years Two to Four are subject to adoption of the 2025 to 2027 budgets.

The estimated incremental funding to address the increased contract amounts (\$132,566.40; or award of \$309,350.40 minus base budget of \$176,784.00 will be incorporated into Parks operating budget as part of the operating budget process.

**PEOPLE SERVICES CONSIDERATIONS**

This work cannot be undertaken in-house as City staff do not have the expertise and qualifications to assess, maintain and/or repair the irrigation systems and splash pads. The contract for these services allows for mandatory after hours and weekend service on a priority basis especially for splash pads during a heat wave where closure impacts the community. In addition, some of the contracted work requires entry to and working in confined space to service water chambers, backflow preventers and some splash pad controllers which is an additional level of training required.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Not applicable

**BUSINESS UNITS CONSULTED AND AFFECTED**

Financial Services Department has been consulted in preparation of this report.

**RECOMMENDED BY:**

Alice Lam  
Director, Operations

Morgan Jones  
Commissioner, Community Services

**ATTACHMENTS:**

Not applicable