



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: June 7, 2021
Prepared by: Doug Sweet, Dir of Community Services/Deputy CAO
Report Number: Parks and Facilities-2021-08
Subject: Results of Request for Proposal – Essex Tennis Courts
Number of Pages: 6

Recommendation(s)

The following five (5) recommendations are **provided for the Council's consideration**:

1. **That** Parks and Facilities report 2021-008 entitled Results of Request for Proposal – Essex Tennis Courts prepared by Doug Sweet, Director of Community Services/Deputy CAO dated June 7, 2021 be **received**, and
2. **That** Council **approve** the additional funding of \$3,206.40 above the approved budget for the new Essex Tennis Courts (Project Code: CS-20-0042 - \$240,000) with funds coming from the Parks Contingency Reserve account; and
3. **That** Council **approve** the additional funding of \$8,649.60 (including the non-refundable HST) for wind screens with the additional funding coming from the Parks Contingency Reserve account; and
4. **That** Council **approve** the additional funding of \$40,704 (including the non-refundable HST) for court lighting with the additional funding coming from the Parks Contingency Reserve account; and

5. **That Council award** the Request for Proposal – Essex Tennis Courts to GreenLight General Contracting Inc. in the total amount of \$292,560 including non-refundable Harmonized Sales Tax which includes the options for windscreens and court lighting.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required **for purchases in excess of \$100,000.00. This report is to seek Council's approval to appoint a** qualified contractor to provide the Town with services to install new tennis courts in Essex Centre.

Background and Discussion

The Town of Essex sought proposals from qualified contractors to design, supply and install a new tennis court facility which would include 3 tennis courts in Essex Centre adjacent to the Essex Centre Sports Complex (see appendix A). In addition, the tender document asked that all proponents provide optional costs to provide wind screens and appropriate court lighting.

A Request for Proposal, **following the guidelines as set out in the Town's Procurement By-Law Number 1043 was posted both on the Town's website and Merx, and closed on May 5, 2021 at 3:00:00 pm.**

Two proposals were received and evaluated using a scorecard approach taking into consideration the fee proposal, qualifications of key personnel, understanding of the proposal scope, and quality of the proposal.

The proposal review process included a team made up of:

- Jake Morassut, Manager, Parks and Facilities
- Jay Affleck, Assistant Manager, Parks and Facilities
- Doug Sweet, Director of Community Services/Deputy CAO
- Jackson Tang, Assistant Manager, Business Services

After reviewing each proposal as submitted and totaling the scores using a balanced scorecard approach, GreenLight General Contracting Ltd. scored the highest. In addition, GreenLight General Contracting Ltd proposal addressed all areas of the scope as identified in the request for proposal, including pricing.

The results of the recommended submitted proposal is summarized below:

Name of Tenderer	Total Tender Price not including non-refundable Harmonized Sales Tax (1.76%)	Wind Screen Additional Pricing	Court Lighting Additional Pricing	Total Project Cost with Recommended Options (tax not included)	Total Project Cost with Recommended Options (includes non-refundable HST)
GreenLight General Contracting Inc.	\$239,000	\$8,500	\$40,000	\$287,500	\$292,560

Financial Impact

As per the 2021 capital budget a total of \$240,000 (CS-20-0042 Essex Tennis Courts) was approved for the installation of 3 new tennis courts in Essex Centre adjacent to the Essex Centre Sports Complex. The total proposal price including the non-refundable HST came in higher than the approved budget and after consultation with the Finance Department, Administration is recommending that additional funding of \$3,206.40 above the approved budget for the new Essex Tennis Courts (Project Code: CS-20-0042 - \$240,000) comes from the interest income accumulated on the Parks Contingency Reserve account. In addition,

the tender document requested additional costing for windscreens and court lighting. The total cost of adding these 2 options including the non-refundable HST is \$49,353.60. Administration is recommending to include these 2 options in the project with the required funding coming from interest income accumulated on the Parks Reserve Contingency fund.

Consultations

Kate Giurissevich, Manager, Finance and Business Services

Appendix A - Location of New Essex Centre Tennis Courts



Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☒ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ **Improve the Town's capacity to meet the ongoing and future** service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Results of Request for Proposal - Essex Tennis Courts - Parks and Facilities-2021-08.docx
Attachments:	
Final Approval Date:	Jun 1, 2021

This report and all of its attachments were approved and signed as outlined below:

Chris Nepszy, Chief Administrative Officer - Jun 1, 2021 - 10:56 AM