



Report to Council

Department: Community Services
Division: Parks and Facilities
Date: May 3, 2021
Prepared by: Doug Sweet, Director Community Services/Deputy CAO
Report Number: Parks and Facilities-2021-01
Subject: Results of Request for Proposal – Remove and Replace Surface for Colchester Park Playset
Number of Pages: 3

Recommendation(s)

The following recommendation is provided for the Council's consideration:

1. That Community Services Report 2021-001 entitled "Results of Request for Proposal – Remove and Replace Surface for Colchester Park Playset" be received for council information; and
2. That Council award the Request for Proposal – Remove and Replace Rubber Surface for Colchester Playset in Colchester Park to Softline Solutions AB Inc.

Purpose

In accordance with the Town Procurement By-Law Number 1043, Council approval is required for purchases where the total contract price is in excess of \$100,000. This report is to seek **Council's approval to appoint a qualified supplier to remove and replace the rubber surface for the Colchester Playset located in Colchester Park.**

Background and Discussion

A Request for Proposal following the guidelines as set out in the Town's Procurement By-Law Number 1043 for a removal and replacement of the playground rubber surface at Colchester Playset located in Colchester Park was posted both on the Town's website and MERX, and closed on March 24, 2021 at 3:00 PM.

A total of 5 proposals were received and they were evaluated using a scorecard approach, taking into consideration the experience with similar projects, understanding of the proposal scope, project cost and quality of the proposal.

The proposal review process included a team made up of:

- i. Doug Sweet, Director, Community Services/Deputy CAO;
- ii. Jake Morassut, Manager, Parks and Facilities; and
- iii. Jay Affleck, Assistant Manager, Parks and Facilities.

After reviewing each proposal as submitted and totaling the scores, "Softline Solutions AB Inc. - Option 2" scored the highest. Softline Solutions AB Inc. has addressed all areas of the scope as identified in the request for proposal and reference checks have been performed and the Town is satisfied with the feedback received.

Financial Impact

A total of \$140,000 has been set aside in the 2021 Community Services capital budget (Project CS-20-0070 Replace Rubber at Colchester Playground) for this playground project and Softline Solutions AB Inc.'s bid proposal of \$109,034.15 inclusive of harmonized sales tax falls within the allocated budget for the removal and replacement of the playground rubber surface.

Consultations

Jackson Tang, Assistant Manager, Business Services

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:	RFP Results - Replace Surface for Colchester Playset - Parks and Facilities-2021-01.docx
Attachments:	
Final Approval Date:	Apr 26, 2021

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

Chris Nepszy, Chief Administrative Officer - Apr 26, 2021 - 10:00 PM