

TO: MAYOR & COUNCILLORS
FROM: DEPUTY GENERAL MANAGER FINANCE
SUBJECT: **CR – AERATION, OVERSEEDING AND RELATED SERVICES**
PURPOSE: To obtain Council approval for a Contract Renewal (CR) for Aeration, Overseeding, and Related Services.

RECOMMENDATION

THAT a contract renewal to Farm-Tek Turf Services Inc. for an estimated cost of \$475,000 including GST and PST in the amount of \$50,893 as outlined in the report titled “CR – Aeration, Overseeding and Related Services” dated April 22, 2025 be approved; and

THAT final payment will be based on the actual quantity of services delivered and unit prices quoted.

1.0 POLICY SECTION

The City’s Change Order Policy requires Council’s approval for change orders, which individually or when accumulated with prior change orders, increases the total value of the contract by \$500,000.

2.0 BACKGROUND

Following a Request for Proposal (RFP) in October 2021, the City awarded a two-year contract to Farm-Tek Turf Services Inc for an estimated value of \$392,000 including GST and PST in the amount of \$42,000. The contract was for the period of September 20, 2021 to September 30, 2023, with the option to renew for an additional three (3), one (1) year periods at the sole discretion of the City should service prove reliable and pricing remain competitive.

The scope of this contract is the supply and delivery of material, provision of skilled labour and equipment to perform aeration, overseeding and related services for City sports fields and golf courses on an “as and when requested” basis.

Since the award of the contract, there has been one contract renewal and one contract increase in the total amount of \$528,000 including GST and PST in the amount of \$56,571. The contract extended for 1.5 years to better align with the industries pricing schedules. The increase was required because play at City golf courses has increased by 25% over the past three years. The increased wear and tear requires more aeration, overseeding and sanding. In addition, more sports fields are receiving top dressing, making application larger.

3.0 GENERAL INFORMATION

This recommendation is for a second contract renewal for an estimated cost of \$475,000 including GST and PST in the amount of \$50,893. The estimated spend accounts for the larger applications and increased play at golf courses

The estimated total contract value is \$1,395,000 including GST and PST in the amount of \$149,464.

Contract History	Date	Accumulative Total Change (including GST)
Original Contract Award	September 2021 - October 2023	\$392,000
First Contract Renewal	October 2023 - April 2025	\$249,000
First Increase	March 2024	\$279,000
Second Contract Renewal	May 2025 - April 2026	\$475,000
TOTAL		\$1,395,000

City staff have reviewed the renewal and cost increase and believe it appropriately addresses the City's needs at a fair cost. The General Manager, Recreation, and Culture concurs with this recommendation.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Request for Proposal (RFP) 70-03-21 Aeration, Overseeding and Related Services (Attachment 1) was publicly advertised. Upon closing, the City received a total of one submission.

5.0 FINANCIAL CONSIDERATIONS

Funding for this contract will be provided in various Parks operating and capital accounts included in the 2025 – 2029 Financial Plan.

Respectfully submitted,

Ratan Grewal, Deputy General Manager Finance

ATTACHMENTS

Attachment 1 – RFP 70-03-21

REPORT CONTRIBUTORS

This report was prepared by Jenny Ng, Purchasing Specialist, Alan McIntosh, Foreman Turf Specialist, Bob Farahani, Director PRC Project Management Office, and reviewed by Robyn Tegart, Senior Manager Procurement Services - Operations.