

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. SI-2022-0011

**FOR THE CONSIDERATION OF
COUNCIL**

September 14, 2022

SUBJECT: Request for single source award to supply, deliver, and install court equipment for the Sports Zone

1. RECOMMENDATION:

1. That Council receive Report No. SI-2022-0011 prepared by the Special Capital Delivery Division, Strategic Initiatives Department dated September 14, 2022 regarding the single source award to supply, deliver, and install court equipment for a new multi-purpose, outdoor Sports Zone on the Pepperlaw Ice Pad (PIP) located at 38 Pete's Lane, in Pepperlaw, Ontario
2. That Council approve the single source award to Court Surface Specialists Ltd. to supply, deliver, and install court equipment for the Sports Zone for a total cost of \$105,000.00 (excl. HST), plus approval of a 20% contingency in the amount of \$21,000.00 to be expended via approved change order only.
3. That Council authorize the Manager of Procurement Services to issue a Purchase Order to a total of \$105,000.00 (excl. HST) to supply, deliver, and install court equipment for the Sports Zone to Court Surface Specialists Ltd.

2. PURPOSE:

To seek Council approval to award a single source contract to Court Surface Specialists Ltd. for the total amount of \$105,000.00 (excl. HST), plus approval of a 20% contingency in the amount of \$21,000.00 to be expended if required in accordance with the Town Purchasing Policy. The scope of work for this contract includes the following:

- Preparation of a Sports Zone Court Layout Sketch proposing modified court dimensions to fit the available playing surface of the PIP;
- Undertake all necessary investigations to avoid impacts to embedded cooling elements in the refrigerated pad at the PIP (i.e. ground penetrating radar or other non-invasive investigations);
- Supply, deliver, and install all equipment and hardware for one (1) tennis court, one (1) basketball court, and two (2) pickleball courts on the surface of the PIP;

- Supply, deliver, and install two (2) ceiling-hung, outdoor athletic facility divider curtains including all hardware and supporting components to allow concurrent and uninterrupted play between the courts of the new Sports Zone.

3. BACKGROUND:

In 2020, Council directed staff to reach out to the Ward 5 community to conduct a survey of needs and wants for recreation amenities improvements. A Recreation Needs Study (CSD-2022-0006) was completed in Fall 2021. The scope of work for this initiative is based on the findings of this study, as proposed by Community Services staff with approval from Council as part of Council Resolution C-2022-0145 on April 27, 2022.

Investment by the Town of Georgina at the Pepperlaw Lions Community Hall Grounds will offer exciting recreation opportunities for residents of Pepperlaw of all ages and abilities. The creation of a new outdoor, multi-purpose Sports Zone on the existing playing surface of the PIP will provide value for the Town by encouraging use of existing municipal infrastructure during the spring, summer, and fall seasons.

The recommended vendor, Court Surface Specialists Ltd., shall be responsible for installing court equipment and hardware for one (1) tennis court, one (1) basketball court, and two (2) pickleball courts on the surface of the PIP, including two (2) ceiling-hung, outdoor athletic facility divider curtains. Dimensions of the concrete ice pad may limit the accommodation of full size courts. The recommended vendor shall propose a design to meet the Town's requirements which will require a scaled down version of a court or courts. The scaled down version will be to scale but reduced by a percentage ratio to fit the spatial constraints of the concrete ice pad.

All equipment must be appropriate for an unsupervised site (i.e. no portable nets), and Town employees must be able to securely install court equipment for the spring, summer, and fall seasons. Town employees must be able to remove all Sports Zone equipment from the PIP seasonally as required for uninterrupted use of the refrigerated concrete pad as an ice rink during the winter season from December – March.

This work will be completed after installation of a new modular athletic tile flooring system has been completed as part of a separate contract.

4. ANALYSIS:

An attempt to acquire the required deliverables by soliciting competitive bids was made on Bids and Tenders (CSD2022-058 Supply, Deliver, and Install Sports Zone), but failed to identify a viable bid (Release date: July 5, 2022. Bid submission due date: August 1, 2022). The Procurement Representative, Project Manager, and the Manager of Parks Development and Operations attended the mandatory site meeting. No respondents attended the mandatory site meeting. Therefore, there were no bid submissions received on the date of the bid submission deadline.

Under the guidance of Procurement Services, Strategic Initiatives Staff contacted four (4) reputable vendors determined to be leaders in the industry to request bid submissions as a single source procurement. The bid submission price provided from Court Surface Specialists Ltd. was the lowest price submitted to the Town. Staff are requesting to move forward with a Single Source Award of the scope of work contained herein, if all other Town requirements can be satisfied, to complete this work in 2022.

5. RELATIONSHIP TO STRATEGIC PLAN:

Recommendations of this report support all four priorities of the Town's Strategic Plan:

Grow our economy

Promote a high quality of life

Engage our community & build partnerships

Deliver exceptional service

6. FINANCIAL AND BUDGETARY IMPACT:

As part of Resolution C-2022-0145, Council approved \$1.4 Million in capital funds for the Pepperlaw Recreation Improvement Project (Capital Project No. 22-CI-RC-07). The full scope of work for this project includes construction of a new small to moderate skate and pump park including lighting and camera monitoring system, creation of a new outdoor Sports Zone on the PIP, expansion of the existing pedestrian trail to form a walking loop with exercise stations, improvements to park amenities with a focus on accessibility, and construction of a new community garden behind the Pepperlaw Branch Library. As part of this project, staff recommended allocating \$200,000.00 towards the creation of new Sports Zone.

The total cost of this Single Source contract with Court Surface Specialists Ltd. to supply, deliver, and install court equipment for the Sports Zone is \$105,000.00 (excl. HST.), plus a 20% contingency in the amount of \$21,000.00 to be expended if required in accordance with the Town Purchasing Policy. The remaining budget for the Sports Zone will tentatively be allocated to the supply and installation of a new modular athletic tile flooring system as part of a separate contract.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

Not applicable

8. APPROVALS

Prepared By: Courtney Rennie
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Reviewed By: Lawrence Artin, B.Eng, P.Eng
Head, Special Capital Initiatives

Recommended By: Shawn Nastke
Director, Strategic Initiatives

Dan Buttineau
Director, Community Services

Approved By: Ryan Cronsberry
CAO