



City of  
**Prince Albert**

**RPT 20-124**

**TITLE:** Little Red River Park Caretaker Agreement Request for Proposal No. 58 of 2019

**DATE:** **March 3, 2020**

**TO:** City Council

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

1. That a Caretaker Agreement between The City and Shananigans Bistro for the operation of the Cosmo Lodge and Maintenance of the immediate surrounding 3.5 acres of green space, for a five (5) year term from May 1, 2020 to April 30, 2026, be approved;
2. That Landscape Maintenance for Little Red River Park be brought under the management of the Community Services Department; and,
3. That the Mayor and City Clerk be authorized to execute the Agreement on behalf of The City, once prepared.

**ATTACHMENTS:**

1. Little Red River Park Caretaker Agreement Request for Proposal No. 58 of 2019 (RPT 20-112)

Written by: Executive Committee



City of  
**Prince Albert**

**RPT 20-112**

**TITLE:** Little Red River Park Caretaker Agreement RFP No. 58/19

**DATE:** February 23, 2020

**TO:** Executive Committee

**PUBLIC:** X

**INCAMERA:**

---

**RECOMMENDATION:**

1. That a 5-year Caretaker Agreement for operation of the Cosmo Lodge and Maintenance of the immediate surrounding 3.5 acres of green space be awarded to **SHANANIGANS BISTRO** from May 1<sup>st</sup>, 2020 to April 30<sup>th</sup>, 2026; and,
2. That Landscape Maintenance for Little Red River Park be brought under the management of the Community Services Department; and,
3. That the Mayor and City Clerk be authorized to execute the 5-year Agreement on behalf of the City of Prince Albert.

**TOPIC & PURPOSE:**

That the City of Prince Albert approve the Proposal for Caretaker of the Cosmo Lodge and maintenance of the immediate surrounding 3.5 acres of green space surrounding the lodge from qualifying bidder SHANANIGAN'S BISTRO who presented with the best proposal and pricing strategy as per Option 1 of RFP No. 58/19.

**BACKGROUND:**

The current Caretaker Agreement for Little Red River Park expires April 30, 2020 without provision for renewal.

On Monday November 18, 2019, Request for Proposal (RFP) No. 58/19 for the Little Red River Park Caretaker was advertised and made available for the public and interested contractors to bid on. The RFP introduced an opportunity for both the City and prospective contractors and included three (3) separate options for consideration:

**OPTION 1** – Caretaker Services for Cosmo Lodge

**OPTION 2** – To provide regular landscape maintenance and improvements to the entire 1200+ acre park, excluding the 3 acres around the Cosmo Lodge.

**OPTION 3** – Would include everything in **OPTION 1** and **OPTION 2**

The RFP closed on Wednesday, January 29, 2020 at 2:30 pm.

#### **PROPOSED APPROACH AND RATIONALE:**

The City received a total of five (5) qualifying proposals with each proposal speaking to one or more of the Options as listed above. Each of the proposals were evaluated for completeness based on the following scale:

	Maximum Points
Relevant experience and knowledge and understanding of Prince Albert Little Red River Park	10
Relevant experience undertaking similar Duties and Roles. Qualification, Training and Experience of Key Personnel	15
Ability to meet all operating requirements	10
Cost	25
References	25
Proposed Value-Added Services	15
<b>Total Points</b>	<b>100</b>

**OPTION 1** - A total of four (4) proposals were received to provide Caretaker Services for Cosmo Lodge and are listed in order of highest score and most qualifying proposal.

**SHANANIGAN'S BISTRO** received the highest score count. **SHANANIGAN'S BISTRO** provided the best qualifying bid with the best pricing strategy followed by **PRINCE ALBERT METIS WOMENS ASSOCIATION Inc. (PAMWA)**, **BIG 'A' Contracting** and then **GRANNY BROWN'S CATERING**.

Upon reviewing the information received, Community Services believes that **SHANANIGAN'S BISTRO** best demonstrated the ability to deliver a vision, experience and pricing structure for the lodge based on the criteria as presented under Option 1 of proposal.

**SHANANIGAN'S BISTRO** owned and operated by Barb Lychak and Jen Kindzerski, both of whom are certified journeyman cooks are offering through their proposal to operate a licensed establishment which would be permitted and operated under the company name.

**SHANANIGAN'S BISTRO** – Proposal over 5-years to be paid by city \$288,600 (taxes included)

- YEAR 2020 – 2021 - \$120,000
- YEAR 2021 – 2022 - \$80,000
- YEAR 2022 – 2023 - \$40,000
- YEAR 2023 – 2024 - \$20,000
- YEAR 2024 – 2025 – Percentage of Sales paid to The City of Prince Albert

**PAMWA** - Proposal over 5-years to be paid by city \$426,438 (taxes Included)

- YEAR 2020 – 2021 - \$77,000
- YEAR 2021 – 2022 - \$78,450
- YEAR 2022 – 2023 - \$80,110
- YEAR 2023 – 2024 - \$82,500
- YEAR 2024 – 2025 - \$84,150

**BIG 'A' CONTRACTING** - Proposal over 5-years to be paid by city \$603,840 (taxes Included)

- YEAR 2020 – 2021 - \$90,000
- YEAR 2021 – 2022 - \$99,000
- YEAR 2022 – 2023 - \$108,000
- YEAR 2023 – 2024 - \$118,000
- YEAR 2024 – 2025 - \$129,000

**GRANNY BROWN'S CATERING** - Proposal over 5-years to be paid by city \$787,660.44 (taxes Included)

- YEAR 2020 – 2021 - \$135,000
- YEAR 2021 – 2022 - \$138,375
- YEAR 2022 – 2023 - \$141,834
- YEAR 2023 – 2024 - \$145,380
- YEAR 2024 – 2025 - \$149,015

**OPTION 2** – A Total of two (2) proposals were received to provide regular landscape maintenance and improvements to the entire 1200+ acre park, excluding the 3 acres around the Cosmo Lodge provided by:

**PAMWA** - Proposal over 5-years to be paid by city \$187,200 (taxes Included)

YEAR 2020 – 2021 - \$45,000  
 YEAR 2021 – 2022 - \$45,900  
 YEAR 2022 – 2023 - \$46,825  
 YEAR 2023 – 2024 - \$48,000  
 YEAR 2024 – 2025 - \$49,375

**FULL LINE ELECTRICAL** - Proposal over 5-years to be paid by city \$341,325 (taxes Included)

YEAR 2020 – 2021 - \$58,500  
 YEAR 2021 – 2022 - \$59,700  
 YEAR 2022 – 2023 - \$61,900  
 YEAR 2023 – 2024 - \$63,100  
 YEAR 2024 – 2025 - \$64,300

**OPTION 3** – Would combine both Options 1 and 2 and one proposal was provided by:

**PAMWA** – Proposal over 5-years to be paid by city \$543,780 (taxes Included)

YEAR 2020 – 2021 - \$99,000  
 YEAR 2021 – 2022 - \$100,980  
 YEAR 2022 – 2023 - \$102,320  
 YEAR 2023 – 2024 - \$104,500  
 YEAR 2024 – 2025 - \$106,200

In review of the proposal information, Community Services found the costs presented for both options 2 and 3 to be cost prohibitive and would recommend that all landscape maintenance and improvements under Option 2 be brought in house where Parks staff would assume responsibility.

The Community Services Department did an analysis identifying total cost for the City to bring those services in house. To provide landscape and maintenance service levels for the park from the months of January thru December, the total cost to the City, including wages and equipment would be \$32,720.22 annually.

By bringing these services under the responsibility of the Community Services Department, would allow the ability to assign permanent staff based out of the Little Red River Park daily.

These staff would be responsible for the day-to-day maintenance of the Little Red River Park, Lakeland Ford Park and assist with highway corridor maintenance through spring, summer and fall months.

This would create efficiencies in operation and allow for the development of maintenance schedules to hold staff accountable for carrying out the tasks necessary to keep the park(s) clean and safe. Parks believes this to be the most cost effective when it comes to taking care of the different landscapes, hardscapes, structures, and equipment within the parks. Parks staff would have the ability to focus on mowing, edging, pruning, trimming and the countless other tasks to keep the park(s) and highways maintained.

#### **CONSULTATIONS:**

In consultation with the City Solicitors Office, Community Services will work towards a Caretaker Agreement for the Cosmo Lodge and Landscape Maintenance of the immediate 3.5 Acres surrounding the lodge upon approval of the recommendation by Council.

#### **COMMUNICATION AND/OR ANNOUNCEMENT PLAN:**

Any changes to the management, maintenance, and operations of the Cosmo Lodge and Little Red River Park will be, communicated to the public in consultation with our Communications Manager.

Due to multiple proposals, all vendors have been communicated with in regards to the status of their individual proposals.

#### **FINANCIAL IMPLICATIONS:**

Significant cost savings to the City will be noted under the Option 1 recommendation seeing a percentage of sales paid (percentage of sales needing to be negotiated). This would reduce the dependence on the City in the 5<sup>th</sup> year allowing the Contractor to work towards developing a sustainable business without the reliance of annual City funding.

Moving landscape maintenance under the Parks Department would realize a cost savings to the City within the first 5 years of 14% or \$23,000.

#### **OTHER CONSIDERATIONS/IMPLICATIONS:**

There is no policy, privacy implications, official Community Plan implementation strategies or other considerations.

#### **STRATEGIC PLAN:**

This report supports the ability to be accountable and transparent while working to ensure all facets of City Operations and projects are sustainable, operating with efficiency, mitigating risk, and utilizing transparent and realistic costing.

**OFFICIAL COMMUNITY PLAN:**

This report supports the Community Services Master Plan initiatives and addresses the goal of contributing to infrastructure and sustainability efforts through proper planning which can help preserve and maintain natural and built environments. Our connection to the natural world is important and must be considered in the delivery of community services.

**PUBLIC NOTICE:**

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

**PRESENTATION:**

**Verbal - Timothy Yeaman – Parks Manager**

**ATTACHMENTS:**

RFP No. 58/19

SHANANIGAN'S BISTRO Proposal

Written by: Timothy Yeaman, Park Manager

Approved by: Director of Community Services and City Manager