



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2020-327-Financial Services
Prepared By: Diane Leduc, Senior Buyer
Meeting Date: September 14, 2020
Subject: RFP Terms of Reference for Play Structures and Engineered Wood Fibre for Various Parks

Purpose

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of a RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

Recommendation

That Council receive Report 2020-327-Financial Services.

Financial Implications

Council approved the purchase and installation of the play structures in the 2020 Budget.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

Background / Discussion

Project Overview and Scope of Work

RFP 20-P18 invites Proponents to provide innovative proposals, to maximize the \$60,000 budget per play structure for Amie LeBlanc Park and Francis Guindon Park excluding HST and \$100,000 excluding HST for the Benson Centre for the excavation, design, supply, installation as well as the excavation, supply, delivery and installation of engineered wood fibre as a protective surfacing zone that helps promote safe and active play. The play structure will be required to be installed in the spring of 2021. The Corporation will remove the existing play structures from Amie LeBlanc Park and Francis Guindon Park. There is currently no play structure at the Benson Centre.

The approximate timetable for the RFP is as follows:

Item	Date
Issue of RFP	September 16, 2020
Deadline for Questions	October 2, 2020
Deadline for Submission	October 16, 2020
Award of RFP – Council Meeting	November 24, 2020
Project Commencement	Spring, 2021

Appendix A – Terms of Reference for RFP 20-P18 is attached to this report.

Document Title:	RFP Terms of Reference for Play Structures - 2020-327-Financial Services.docx
Attachments:	- 20-P18 Terms of Reference for Play Structures -2020-327-Financial Services.pdf
Final Approval Date:	Sep 9, 2020

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

Bill de Wit - Sep 8, 2020 - 3:42 PM

Tracey Bailey - Sep 8, 2020 - 9:24 PM

Maureen Adams - Sep 9, 2020 - 8:14 AM