

## Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Board of Directors  
Friday, October 28, 2022 Meeting

**FROM:** Anil Wijesooriya, Director, Restoration and Infrastructure

**RE:** **VALUE INCREASE-VENDOR OF RECORD ARRANGEMENT FOR  
SUPPLY AND DELIVERY OF VARIOUS PLANT MATERIALS**  
Contract No. 10022885

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### KEY ISSUE

Value increase required to complete the term of Contract No. 10022885 – Vendors of Record (VOR) arrangement for supply and delivery of various plant materials.

### RECOMMENDATION:

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in a variety of programs/projects that require a significant volume of native trees and shrubs;

**AND WHEREAS** TRCA solicited proposals through a publicly advertised process and awarded Contract No. 10022885 to Neil Vanderkruck (NVK) Holdings Inc., Dutchmaster Nurseries Ltd., Sheridan Nurseries Ltd., Verbinnens Nursery Ltd., Hillen Nurseries Ltd., and Baker Forestry Services at the May 22, 2020 Board of Directors Meeting (RES.#A62/20);

**AND WHEREAS** TRCA has been involved in projects which have a greater demand for various plant material than originally estimated for this contract;

**THEREFORE LET IT BE RESOLVED THAT** staff be directed to increase the value of the contract by a total not to exceed \$750,000, plus applicable taxes, in order to allow work to continue until the contract expiry date of July 31, 2023, thereby increasing the upper limit of the contract from \$2,250,000 to \$3,000,000.

### BACKGROUND

TRCA requires large volumes of native trees and shrubs for habitat restoration and erosion control, as well as education and outreach initiatives with municipal, regional and community partners.

Through a VOR arrangement for various plant materials, Vendors are authorized to provide these goods and services for a defined period and with fixed pricing. In accordance with the contract documents for the VOR arrangement, staff may allocate goods and services to a specific vendor on the VOR list based on:

- TRCA's determination that a vendor has (and the other vendors on the VOR list do not have) the ability to deliver specific species;
- Availability of plant material that conforms to the Canadian Standards for Nursery Stock, 9<sup>th</sup> Ed.; and/or
- Optimal pricing for a particular project that is necessary or highly advisable in the circumstances (for reasons of safety, quality or value for money).

## Item 7.1

Furthermore, where the vendors on the VOR list are not able to supply goods for a particular project TRCA to meet its deliverables, staff are authorized to procure the required services following TRCA's Procurement Policy.

At Board of Directors Meeting held on May 22, 2020, Resolution #A62/20 was approved as follows:

*THAT TRCA staff be directed to establish a Vendor of Record arrangement with Neil Vanderkruk (NVK) Holdings Inc., Dutchmaster Nurseries Ltd, Sheridan Nurseries Ltd., Verbinen's Nursery Ltd., Hillen Nurseries Ltd., and Baker Forestry Services for the supply of various plant materials for a three-year period from August 1, 2020 to July 31, 2023.*

### **RATIONALE**

TRCA staff have been utilizing this VOR contract since August 1, 2020 to accommodate the need for various plant material for habitat restoration and engineering projects, as well as education and outreach initiatives throughout TRCA's jurisdiction. Plant Nurseries provide TRCA staff with unit pricing and availability of upwards of 83 different plant species.

Categories of plant species under this VOR contract include the following:

- Deciduous Shrubs 1 Gallon & 2 Gallon;
- Deciduous Trees 2 Gallon, 3 Gallon, 15 Gallon;
- Coniferous Trees 2 Gallon & Balled and Burlapped

It is estimated that in order to reach the full three (3) year term of this contract (August 1, 2020 to July 31, 2023) a value increase in the amount of \$750,000, plus applicable taxes will be required. This value is estimated based on the daily expenditures under this contract at the time of writing this report. The original value of this contract was underestimated, as TRCA has taken on projects that have a greater need for plant material than originally anticipated.

The Restoration & Infrastructure division within TRCA has taken on a large portfolio of projects that utilize various plant material, including:

- Rouge National Urban Park – Riparian and wetland plantings;
- Tommy Thompson Park – Wetland, riparian and forest plantings;
- Clareville Conservation Area – Restoration planting;
- Albion Hills Conservation Park – Restoration planting;
- Robinson Creek – Restoration planting and
- Paul Coffey Park – Riparian and stream planting

While TRCA staff make every reasonable effort to accurately forecast expenditures under these VOR contracts at the time of award, increases or decreases in plant requirements have and will continue to have an impact on the total value of these contracts.

### **Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan**

This report supports the following strategies set forth in the TRCA 2013-2022 Strategic Plan:

**Strategy 1 – Green the Toronto region's economy**

**Strategy 3 – Rethink greenspace to maximize its value**

**Strategy 6 – Tell the story of the Toronto region**

## Item 7.1

### Strategy 10 – Accelerate innovation

#### FINANCIAL DETAILS

The original Vendors of Record (VOR) arrangement for supply and delivery of plant materials, Contract No. 10022885, approved at the May 22, 2020 Board of Directors Meeting was valued at \$2,250,000 for the three year term. The value of the extension required to complete the term of this contract is estimated at \$750,000, raising the total value to \$3,000,000 plus applicable taxes.

All vendors on the VOR list understand both the potential cost and resource implications associated with changes in workload. The goods and services under this VOR contract will be provided on an “as required” basis with no minimum orders guaranteed.

This VOR ensures consistent pricing and streamlined delivery of various plant material to improve operational efficiency at TRCA projects.

Plant material purchased through this VOR is used to support a variety of capital and cost recoverable project accounts. The funds required for supply and delivery of various plant materials are budgeted directly within these accounts.

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