

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Friday, April 28, 2023 Meeting

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: **VENDOR OF RECORD ARRANGEMENT FOR SUPPLY AND DELIVERY OF VARIOUS PLANT MATERIALS 2023-2026 PLANTING SEASONS**
RFP No. 10038886

KEY ISSUE

Award of Request for Proposal (RFP) No. 10038886 for a Vendor of Record (VOR) arrangement for the supply and delivery of various plant materials for 2023- 2026 planting season.

RECOMMENDATION:

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

AND WHEREAS TRCA solicited proposals through a publicly advertised process and evaluated the proposals based on the criteria outlined in this report;

THEREFORE IT IS RECOMMENDED THAT TRCA staff be directed to establish a Vendor of Record arrangement with Grow Wild! Native Plant Nursery, Hortico Nurseries Inc., NVK Nurseries Inc., Verbinnen's Nursery Ltd., Hillen Nursery Ltd., Dutchmaster Nurseries Ltd., Pine Needle Farms Inc., and AVK Nursery Holdings Inc. for the supply of various plant materials for a period of three (3) years from August 1, 2023 to July 31, 2026;

AND FURTHER THAT authorized TRCA officials be directed to take whatever action may be required to implement the contract, including the obtaining of necessary approvals and the signing and execution of any documents.

BACKGROUND

TRCA requires large volumes of native trees and shrubs for habitat restoration and engineering projects as well as education and outreach initiatives with municipal, regional and community partners. By establishing a VOR arrangement for various plant materials, vendors are authorized to provide these goods and/or services for a defined period of time and with fixed pricing. Staff may contact a vendor on the list to provide various plant materials goods and/or services with a value up to \$50,000 per occurrence. Services above the \$50,000 threshold are subject to TRCA's Procurement Policy. Vendors will be required to provide all resources required to service TRCA's program needs in accordance with applicable laws, codes, standards, and terms and conditions of the VOR agreement. The VOR arrangement will be subject to annual review in order to confirm that the vendor(s) is/are providing an adequate level of

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service and to update any applicable insurance, certifications, or policies of the vendor(s).

RATIONALE

RFP documentation was posted on the public procurement website www.biddingo.com on January 16, 2023 and closed on February 6, 2023. One (1) addendum was issued to respond to questions received. A total of nine (9) firms downloaded the documents and nine (9) proposals were received from the following vendor(s):

- Grow Wild! Native Plant Nursery
- Hortico Nurseries Inc
- NVK Nurseries Inc.
- Verbinnen's Nursery Ltd.
- Hillen Nursery Ltd.
- Dutchmaster Nurseries Ltd.
- Pine Needle Farms Inc.
- AVK Nursery Holdings Inc.
- Sheridan Nurseries Ltd

Sheridan Nurseries Ltd. failed to provide complete information in their proposal and therefore was disqualified and not evaluated further.

An Evaluation Committee comprised of staff from Restoration and Resource Management reviewed the proposals. The criteria used to evaluate and select the recommended Proponents included the following:

Criteria	Weight	Minimum Score
Organizational Experience	20	
Availability of Plant Material	10	
References	Pass/Fail	
Sub-Total	30	
Pricing	70	
Sub-Total	70	
Total Points	100	

Through the evaluation process it was determined that 8 of the 9 vendors who submitted a bid met the qualifications and requirements set out in the RFP. Staff recommends the award of contract No. 10038886 to Grow Wild! Native Plant Nursery, Hortico Nurseries Inc., NVK Nurseries Inc., Verbinnen's Nursery Ltd., Hillen Nursery Ltd., Dutchmaster Nurseries Ltd., Pine Needle Farms Inc., and AVK Nursery Holdings Inc. Proponents scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

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Relationship to TRCA's 2022-2034 Strategic Plan

This report supports the following Pillars and Outcomes set forth in TRCA's 2023-2034 Strategic Plan:

Pillar 1 Environmental Protection and Hazard Management:

- 1.1 Deliver provincially mandated services pertaining to flood and erosion hazards

Pillar 4 Service Excellence:

- 4.1 A strong and skilled workforce

FINANCIAL DETAILS

Based upon a review of previous work completed for 2017-2022, the anticipated costs for the requested goods and/or services are approximately \$3,750,000. An increase or decrease in workload will have an impact on the value of this contract. All vendors on the VOR list understand both the potential cost and resource implications associated with changes in workload. The goods and/or services will be provided on an "as required" basis with no minimum purchase of goods guaranteed.

Funds for the contract are identified in account 125-30 Outside Sourced Plant Material. Costs from this account are recoverable from end user projects and programs.

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