

## Section I – Items for Authority Action

**TO:** Chair and Members of the Authority  
Meeting #6/18, Friday, July 20, 2018

**FROM:** Nick Saccone, Senior Director, Restoration and Infrastructure

**RE:** **PLANT MATERIALS FOR 2018-2020 PLANTING SEASONS**  
Award of Vendors of Record Contract #10008127 for Procurement of Native Trees and Shrubs for Period of July 1, 2018 to June 30, 2020

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### KEY ISSUE

To obtain preferred vendors in order to establish a Vendors of Record list comprising vendors suitable to supply large volumes of various plant materials to Toronto and Region Conservation Authority so that it may fulfill its restoration and environmental initiatives.

### RECOMMENDATION

**WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in a variety of restoration and environmental initiatives that require the procurement of a significant volume of native trees and shrubs;

**AND WHEREAS** in June 2018, TRCA issued through a publicly advertised process a Request for Proposal for the supply and delivery of various plant material, and evaluated the Proposals based on corporate experience and resources, plant material quality, reference checks and cost;

**THEREFORE LET IT BE RESOLVED THAT** TRCA establish a Vendors of Record (VOR) arrangement with seven suppliers for a contract value of less than \$50,000 per occurrence, for a two-year period from August 1, 2018 to July 31, 2020;

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

### BACKGROUND

TRCA engages in habitat restoration and engineering projects as well as education and outreach initiatives with municipal, regional and community partners. Large volumes of native trees and shrubs are required to carry out these projects and programs, which restore ecosystem and watershed health across the jurisdiction. TRCA's nursery staff at Restoration Services Centre (RSC) manages the purchasing, delivery, interim care, storage and distribution of this plant material through the Indigenous Plant Propagation Program. In 2017, approximately 74,000 one and two gallon potted trees and shrubs flowed through the facility. This number has been increasing every year.

To improve efficiency and reduce administrative staff time, TRCA staff would again like to establish a Vendors of Record (VOR) arrangement for the supply and delivery of various plant materials for one-time purchases of up to \$50,000. This VOR will allow staff to ensure that plant materials are procured from qualified vendors at a competitive price, and that administrative costs associated with conducting multiple requests for quotations are reduced. The VOR list will be subject to an annual review to confirm that suppliers are providing adequate service and

## Item 8.11

quality plant material.

At Authority Meeting #5/17, held on June 23, 2017, Resolution #A109/17 was approved, in part, as follows:

*THEREFORE LET IT BE RESOLVED THAT TRCA staff establish a Vendors of Record (VOR) arrangement with five suppliers for a contract value less than \$50,000 per occurrence, for a one year period for July 1, 2017 to June 30, 2018;*

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

As last year's VOR (Contract #10004318) has ended, staff has undertaken a Request for Proposal (RFP) process to establish a new VOR list for the procurement of plant materials.

### **RATIONALE**

RFP #10008127 was publicly advertised on the electronic procurement website Biddingo ([www.biddingo.com](http://www.biddingo.com)) on June 5, 2018. The bid document provided specifications for approximately 79 native species of one, two and 15-gallon potted native trees and shrubs. Suppliers were advised that they would be evaluated on the following weighted criteria:

- Completeness of submission;
- Availability, quantity and quality of requested plant material (site visit);
- Corporate profile and experience;
- Reasonableness of cost; and
- References.

Eight suppliers received the RFP documents and seven of those suppliers submitted a bid. The Procurement Opening Committee opened the tenders on June 18, 2018. The Selection Committee, consisting of TRCA staff (Waylon D'Souza and David Owen), reviewed and evaluated submissions based on the criteria above. The results of the evaluation are as follows:

Bidders	Weighted Score (out of 100)
Baker Forestry Services	90
Hillen Nursery LTD	83
Neil Vanderkruk (NVK) Holdings Inc.	78
Verbinnen's Nursery	78
St. Williams Nursery & Ecological Centre	73
Dutchmaster Nurseries LTD	67
Sheridan Nurseries	67

Through the evaluation process, it was determined that all vendors who submitted a bid meet TRCA's requirements for available, high-quality, competitively priced plant material. This provides nursery staff with a robust VOR list of qualified, highly recommended and experienced vendors, ensuring that increasing demand for native trees and shrubs can be met. Therefore, staff recommends that Contract #10008127 be awarded to all seven of the qualified vendors listed above, they being vendors that best meet TRCA's requirements.

## Item 8.11

### **FINANCIAL DETAILS**

The total value of this contract is estimated to be \$1,500,000. This value is based on a review of purchases made in 2017 and spring 2018, and on demand forecasting. As annual pricing changes are common in the industry (due to severe weather conditions, increases in operational costs, production demand and increases in labour and shipping costs), the RFP includes an option to review pricing in summer 2019. Staff is recommending that the VOR be for the period of August 1, 2018 to July 30, 2020, subject to satisfactory 2019 pricing.

The VOR list will be used predominantly by RSC nursery staff. Plant material will be purchased from suppliers offering lowest unit cost, greatest availability and best quality. Should the supplier with the lowest unit cost not be able to supply the requested quantity, the supplier offering the second lowest cost will be contacted, and so on. There may be situations where large orders may need to be fulfilled using several suppliers. Funds for the purchase of plant materials are available in account 125-30, Outside Sourced Plant Material. Costs to these accounts are recoverable from end user projects and programs.

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