

Section II – Items for Executive Committee Action

TO: Chair and Members of the Executive Committee
Friday, February 7, 2025 Meeting

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: VENDOR OF RECORD ARRANGEMENT FOR SUPPLY AND DELIVERY OF NATIVE SEED
RFP No. 10041763

KEY ISSUE

Award of Request for Proposal (RFP) No. 10041763 for a Vendor of Record (VOR) arrangement for the supply and delivery of native plant seed.

RECOMMENDATION:

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in a variety of programs/projects that supply and deliver native plant seed;

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

THEREFORE LET IT BE RESOLVED THAT TRCA staff be directed to establish a VOR arrangement with Ecoman Corporation, Northern Wildflowers Inc., Quality Seed Ltd., and St. Williams Nursery & Ecology Centre Inc., for the supply and delivery of native seed for a two (2) year period at a total cost not to exceed \$450,000 plus applicable taxes, plus 10% contingency, to be expended as authorized by TRCA staff;

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 supply and delivery of native plant seed for a variety of restoration projects throughout TRCA's jurisdiction. By establishing a VOR

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arrangement for native seed, 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 native seed with a value up to \$20,000 per occurrence. Services above the \$20,000 threshold are subject to TRCA's Procurement Policy. Vendors will be required to provide all resources required to service the divisional or program needs in accordance with applicable laws, codes, standards, terms and conditions of the VOR agreement. The VOR arrangement will be subject to annual review in order to confirm that the vendors are providing an adequate level of service and to update any applicable insurance, certifications, or policies of the vendors.

RATIONALE

RFP documentation was posted on the public procurement website Bids and Tenders on October 31, 2024 and closed on November 15, 2024. A total of seven (7) firms registered for the procurement opportunity and received the documents and four (4) proposals were received from the following vendor(s):

- Ecoman Corporation
- Northern Wildflowers Inc.
- Quality Seeds Ltd.
- St. Williams Nursery & Ecology Centre Inc.

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
Organizational Experience and Servicing Locations	20
Source of Seed (Zones)	35
Variety and Quantity of available seed	25
Seed Cleaning method	20
Total Points	100

Through the evaluation process it was determined that all vendors meet the qualifications and requirements set out in the RFP. Therefore, staff recommends the award of contract No. 10041763 be awarded to Ecoman Corporation, Northern Wildflowers Inc., Quality Seed Ltd., and St. Williams Nursery & Ecology Centre Inc. Proponent's scores and staff analysis of the evaluation results can be provided in an in-camera

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presentation, upon request.

Relationship to TRCA's 2023-2034 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:

1.2 Leadership in greenspace conservation

Pillar 4 Service Excellence:

4.3 Responsive relationships and a trusted brand with a reputation for excellence

FINANCIAL DETAILS

Based upon a review of previous work completed for 2022-2024, the anticipated costs for the requested goods and/or services are approximately \$450,000 plus applicable taxes for the two (2) year term. 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 hours guaranteed.

Funds for the contract are identified in a variety of capital and cost recoverable project accounts.

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