

Item 8.5.

Section I – Items for Board of Directors Action

TO: Chair and Members of the Executive Committee
Meeting #3/19, Friday, April 05, 2019

FROM: Gord MacPherson, Interim Director, Restoration and Infrastructure

RE: **VENDOR OF RECORD ARRANGEMENT FOR SUPPLY AND DELIVERY OF
VARIOUS EROSION AND SEDIMENT CONTROL MATERIALS**
RFP No. 10020448

KEY ISSUE

Award of Request for Proposal (RFP) No. 10020448 for a Vendor of Record (VOR) arrangement for supply of various erosion and sediment control materials from May 1, 2019 to April 30, 2020.

RECOMMENDATION

WHEREAS Toronto and Region Conservation Authority (TRCA) is engaged in a variety of programs/projects that require utilization of erosion and sediment control materials;

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

THEREFORE THE EXECUTIVE COMMITTEE RECOMMENDS THAT TRCA staff be directed to establish a Vendor of Record arrangement with Armttec-Canada Culvert, Devron Sales Ltd., and Organic Express Inc. for the supply and delivery of various erosion and sediment control materials for one (1) year with the option to extend for an additional year;

THAT if a vendor of record is not able to supply certain materials for a particular project, that staff be authorized to procure the materials separately in accordance with TRCA's Procurement Policy;

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 various materials for preventing erosion and sediment deposition in waterways adjacent to a variety of engineering, habitat restoration and trail building projects throughout TRCA's jurisdiction. By establishing a VOR arrangement for erosion and sediment control materials, vendors are authorized to provide these goods and/or services for a defined period of time and with fixed pricing.

In accordance with the contract documents for this VOR arrangement, staff may contact any vendor on the list with the expertise and experience required for their project or program requirements. 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.

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RATIONALE

A Request for Proposal (RFP) was posted on the public procurement website www.biddingo.com on March 12, 2019 and closed on March 26, 2019. One (1) addendum was issued to revise the schedule of rates and material specifications. A total of twenty-two (22) firms downloaded the documents and five (5) proposals were received from the following vendors:

- Armtec-Canada Culvert;
- Devron Sales Ltd.;
- Layfield Geosynthetics;
- Organic Express Inc.; and
- Terrafix Geosynthetics Inc.

The proposals from Terrafix Geosynthetics Inc. and Layfield Geosynthetics were disqualified because they did not meet the mandatory criteria set out in the RFP.

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

Criteria	Minimum Score	Maximum Score
Proponents Information and Executive Summary	10	20
Organizational Experience	35	50
Material Specifications	20	30
Total Points	65	100

Through the evaluation process it was determined that Armtec-Canada Culvert, Devron Sales Ltd., and Organic Express Inc. are the highest scoring vendors meeting the qualifications and requirements set out in the RFP. Therefore, staff recommends the award of Contract No. 10020448 be awarded to Armtec-Canada Culvert, Devron Sales Ltd., and Organic Express Inc. Proponent's scores and staff analysis of the evaluation results can be provided in an in-camera presentation, upon request.

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

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

Strategy 7 – Build partnerships and new business models

The erosion and sediment control materials acquired under this VOR arrangement will help facilitate construction and restoration projects with TRCA's municipal partners in a variety of environmentally sensitive areas within TRCA's jurisdiction.

Strategy 2 – Manage our regional water resources for current and future generations

The erosion and sediment control materials procured under this VOR arrangement will be used to responsibly implement a variety of projects which aim to mitigate flooding and erosion hazards, build waterfront parks as well as restore and enhance aquatic and terrestrial habitat in the Toronto region.

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FINANCIAL DETAILS

Based upon a review of erosion and sediment control materials procured under the previous VOR arrangement and a projection of 2019 material needs, the value of materials anticipated to be procured under Contract No. 10020448 during the one (1) year agreement period is approximately \$500,000. However, 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 materials will be provided on an "as required" basis with no minimum quantity guaranteed. Vendor(s) may increase rates annually, to a maximum of the preceding year's Ontario's Consumer Price Index as published by Statistics Canada.

Funds for the contract are available in a variety of capital and cost recoverable project accounts managed by the Restoration and Infrastructure Division.

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