

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Meeting #4/20, Friday, May 22, 2020

FROM: Moranne McDonnell, Director, Restoration and Infrastructure

RE: **VENDOR OF RECORD ARRANGEMENT FOR SUPPLY OF VARIOUS PLANT MATERIALS**
RFP No. 10022885

KEY ISSUE

Award of Request for Proposal (RFP) No. 10022885 for a Vendor of Record (VOR) arrangement for supply and delivery of large volumes of various plant materials for various TRCA restoration and environmental initiatives.

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 evaluated the proposals based on the criteria outlined in this report;

THEREFORE LET IT BE RESOLVED THAT TRCA staff be directed to establish a Vendor of Record arrangement with Neil Vanderkruk (NVK) Holdings Inc., Dutchmaster Nurseries LTD, Sheridan Nurseries, Verbinen's Nursery, 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;

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, and with fixed pricing. Staff may contact a vendor on the list to provide various plant material goods, 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 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 vendor(s) is/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 www.biddingo.com, on February 11, 2020, and closed on March 3, 2020. Vendors were asked to provide unit pricing

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including delivery on 201 individual plant items. A total of eight firms downloaded the documents and six proposals were received from the following vendor(s):

- Neil Vanderkruk (NVK) Holdings Inc.
- Dutchmaster Nurseries LTD
- Sheridan Nurseries
- Verbinnen's Nursery
- Hillen Nurseries LTD
- Baker Forestry Services

An Evaluation Committee comprised of staff from Restoration and Resource Management reviewed the proposals. Three criteria were used to evaluate and select the recommended Proponents based on availability and quality of their material. These criteria are listed in the following table:

Criteria	Weight (%)	Minimum Acceptable Score (%)
Organizational Experience and Servicing Locations	20	10
Availability of Plant Material (201 plant items)	10	1
Site Visit/ Plant Inspection	10	5
Total	40	16

All vendors achieved above minimum scores in each of the three evaluation categories for availability and quality of plant material.

Therefore, prospective vendors were permitted to provide unit pricing for each of the 201 plant items and were scored individually using a ranking measure. Rarely does any one vendor stock all plant material required by TRCA and therefore, were permitted to submit unit pricing only for those items in which the vendor can supply. Based on this, the vendor with the lowest unit price for a species, size, and format received a score of 10 points, the second lowest unit price a score of 9 points, the third lowest unit price a score of 8 points and so forth. This resulted in a possible maximum score of 10 points for each of the items that a Proponent bid on was then converted to a score of 60.

Through the evaluation process it was determined that all vendors who submitted a bid met the qualifications and requirements set out in the RFP at a competitive price. Staff recommends the award of contract No. 10022885 to Neil Vanderkruk (NVK) Holdings Inc, Dutchmaster Nurseries LTD, Sheridan Nurseries, Verbinnen's Nursery, Hillen Nurseries LTD, and Baker Forestry Services. Proponents' 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 1 – Green the Toronto region's economy

Strategy 3 – Rethink greenspace to maximize its value

Strategy 10 – Accelerate innovation

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FINANCIAL DETAILS

Based upon a review of previous work completed for 2017– 2019, the anticipated costs for the requested goods and/or services are approximately \$2,250,000. 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 quantities guaranteed.

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

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