

### Section I – Items for Board of Directors Action

**TO:** Chair and Members of the Executive Committee  
Friday, March 05, 2021 Meeting

**FROM:** Anil Wijesooriya, Director, Restoration and Infrastructure

**RE:** **REQUEST FOR PROPOSAL FOR VENDORS OF RECORD FOR SUPPLY AND DELIVERY OF VARIOUS EROSION AND SEDIMENT CONTROL MATERIALS**  
RFP No. 10035552

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#### KEY ISSUE

Award of Request for Proposal (RFP) No. 10035552 for a Vendors of Record (VOR) arrangement for supply and delivery of various erosion and sediment control materials from May 6, 2021 to May 6, 2023.

#### RECOMMENDATION

**THE EXECUTIVE COMMITTEE RECOMMENDS THAT WHEREAS** Toronto and Region Conservation Authority (TRCA) is engaged in a variety of programs/projects that require the installation of erosion and sediment control materials in order to operate;

**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** Request for Proposal (RFP) No. 10035552 - Vendors of Record for Supply and Delivery of Erosion and Sediment Control Materials be awarded to Devron Sales Ltd., Erosion Solutions Ltd., Layfield Canada Ltd., Nilex Inc., Organic Express Inc., and Terrafix Geosynthetics Inc. for two (2) years at a total cost not to exceed \$635,333, plus applicable taxes, to be expended as authorized by TRCA staff;

**THAT** TRCA staff be authorized to approve additional expenditures to a maximum of \$95,300 (approximately 15% of the anticipated expenditures), plus applicable taxes, in excess of the contract cost as a contingency allowance if deemed necessary;

**THAT** should TRCA staff be unable to negotiate a contract with the above-mentioned Proponents, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted proposals, beginning with the next highest ranked Proponent meeting TRCA specifications;

**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 various erosion and sediment control (“ESC”) materials while completing a variety of engineering, habitat restoration, and trail building projects throughout TRCA’s jurisdiction. These materials are crucial for preventing erosion and sediment deposition in the waterways adjacent to, and within TRCA’s construction projects.

## Item 7.1

By establishing a Vendors of Record ("VOR") arrangement for the supply and delivery of erosion and sediment control materials, Vendors are authorized to provide these goods and services for a defined period of time and with fixed pricing.

In accordance with the contract documents for this VOR arrangement, staff may contact a Vendor on the list with the material and delivery turn-around times required for their project with a value up to \$25,000 per project, per annum. Goods and services above this threshold will be procured through a separate competition and are subject to TRCA's Procurement Policy. Vendors will provide all resources required to service the divisional or 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 Vendors are providing an adequate level of service and to update any applicable insurance, certifications, or policies of the Vendors.

The term of this Vendors of Record arrangement is for two (2) years. TRCA has the option to extend for an additional two (2) years, pending further Board of Director and TRCA staff approvals at a later date.

### RATIONALE

RFP documentation was posted on the public procurement website [www.biddingo.com](http://www.biddingo.com) on January 20, 2021 and closed on February 4, 2021. A total of thirty-seven (37) firms downloaded the documents and eight (8) proposals were received from the following Proponent(s):

- Devron Sales Ltd.
- Erosion Solutions Ltd.
- Gray's Landscaping and Snow Removal Inc.
- Layfield Canada Ltd.
- Nilex Inc.
- Organic Express Inc.
- Silt Sock Environmental
- Terrafix Geosynthetics Inc.

An Evaluation Committee comprised of senior staff from the Restoration & Infrastructure division reviewed the proposals on February 9, 2021. The criteria used to evaluate and select the recommended Proponents included the following:

Criteria	Maximum Score	Minimum Score
Proponent Information and Executive Summary	15	
Scope of Work Capabilities	15	
<b>Sub-Total</b>	<b>30</b>	<b>15</b>
Pricing	70	
<b>Sub-Total</b>	<b>70</b>	
<b>Total Points</b>	<b>100</b>	

## Item 7.1

Proponents had the option to provide pricing for up to six (6) different categories of ESC materials. The three (3) highest scoring Proponents for each material category are recommended for contract award.

Through the evaluation process it was determined that Devron Sales Ltd., Erosion Solutions Ltd., Layfield Canada Ltd., Nilex Inc., Organic Express Inc., and Terrafix Geosynthetics Inc. are one of the three (3) highest scoring Vendors for each category, meeting the qualifications and requirements set out in the RFP. Therefore, it is recommended that contract No. 10035552 be awarded to Devron Sales Ltd., Erosion Solutions Ltd., Layfield Canada Ltd., Nilex Inc., Organic Express Inc., and Terrafix Geosynthetics Inc. at a total cost not to exceed \$635,333, plus 15% contingency, plus applicable taxes, over the initial two (2) year term.

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 strategies set forth in the TRCA 2013-2022 Strategic Plan:

**Strategy 7 – Build partnerships and new business models**

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

### **FINANCIAL DETAILS**

Based upon expenditures during the previous VOR contract (2019-2021), the anticipated value of the requested goods and services under this contract is anticipated to be approximately \$635,333, plus applicable taxes for the two (2) year term.

Vendors may increase unit rates on a per annum basis, to a maximum of the preceding year's [Ontario Consumer Price Index \(Toronto – All Items category\)](#) as published by Statistics Canada. The value being proposed for this contract assumes a 2% increase of unit rates per annum for all Vendors.

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. Goods and services will be provided on an "as required" basis with no minimum orders guaranteed.

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

**Report prepared by: Alex Barber, extension 5388**

**Email: [alex.barber@trca.ca](mailto:alex.barber@trca.ca)**

**For Information contact: Alex Barber, extension 5388**

**Email: [alex.barber@trca.ca](mailto:alex.barber@trca.ca)**

**Date: February 9, 2021**