

Section II – Items for Executive Action

TO: Chair and Members of the Executive Committee
Friday, January 14, 2022 Meeting

FROM: Anil Wijesooriya, Director, Restoration and Infrastructure

RE: VENDOR OF RECORD ARRANGEMENT FOR SUPPLY AND DELIVERY OF NATIVE PLANT SEED
Extension of Contract No. 10022746

KEY ISSUE

Extension of Contract No. 10022746 for Vendor of Record (VOR) arrangement for supply and delivery of native plant seed.

RECOMMENDATION

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

AND WHEREAS TRCA solicited proposals through a publicly advertised process and awarded Contract No. 10022746 to St. Williams Nursery & Ecology Centre, Native Plant Source, and Kayanese for a period of two (2) years ending in April 2022 for a value not to exceed \$150,000.00, plus applicable taxes, plus 10% contingency;

AND WHEREAS staff are satisfied with the goods and services provided to date under the current contract;

THEREFORE LET IT BE RESOLVED THAT TRCA staff be authorized to extend Contract No. 10022746 at a total cost not to exceed \$410,000 plus applicable taxes, plus 10% contingency, to be expended as authorized by TRCA staff;

THAT if a situation is present where the Vendors of Record are not able to supply native plant seed for a particular project, staff be authorized to follow the Procurement Policy to retain a Vendor;

AND FURTHER THAT authorized TRCA officials be directed to take whatever action may be required to implement the contract extension, including the obtaining of necessary approvals and the signing and execution of any documents.

BACKGROUND

TRCA requires native plant seed supplied and delivered for various ecological restoration projects. Through a VOR arranged in April of 2020 for supply and delivery of native seed, vendors were authorized to provide these goods and/or services for a two-year term ending April 2022. Through a VOR arrangement for supply and delivery of native seed, vendors are authorized to provide these goods and services for a defined period of time and at a quoted price. In accordance with the contract documents for the VOR arrangement, staff may issue purchase orders for any vendor on the list with the goods, expertise and experience required for their project or program needs.

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Furthermore, where the native plant seed source companies on the VOR list are not able to provide the type and quantity of seed required for a particular project within the timelines required for TRCA to meet its deliverables, staff are authorized to procure the required goods and services following TRCA's Procurement Policy. Vendors are 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 vendor of record agreement.

RATIONALE

In early December 2021, it was realized that demand for native plant seed exceeded the estimations made in April 2020. As the value and quality of the vendors under this contract are deemed satisfactory, it is recommended to increase the value of the current contract by \$260,000 for a total value not to exceed \$410,000, plus applicable taxes, plus 10% contingency. In April 2022 a new VOR will be initiated, and the estimated value will be informed by known project workload and past expenditures.

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

Strategy 3 – Rethink greenspace to maximize its value

FINANCIAL DETAILS

The anticipated value extension of this contract is approximately \$410,000 plus applicable taxes, plus 10% contingency. An increase or decrease in demand for native seed 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 this demand. The services will be provided on an "as required" basis with no minimum quantity of native seed having to be ordered.

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

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