

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

**TO:** Chair and Members of the Executive Committee  
Friday, April 01, 2022 Meeting

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

**RE:** **VENDOR OF RECORD ARRANGEMENT FOR THE SUPPLY AND DELIVERY OF NATIVE SEED**  
RFP No. 10037306

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**KEY ISSUE**

Award of Request for Proposal (RFP) No. 10037306 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 require the supply and delivery of native 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 Vendor of Record arrangement with St. Williams Nursery & Ecology Centre and Native Plant Source 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 arrangement for native seed, vendors are authorized to provide these goods and/or services for a defined period of time and at a quoted price.

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

Furthermore, where vendors on the VOR list are not able to provide the type and quantity of seed for a particular project/program within required timelines to meet deliverables, staff are authorized to procure the goods/services through a separate competition subject to TRCA's Procurement Policy.

Vendors are required to provide all resources necessary to service projects/ programs in accordance with applicable laws, codes, standards, terms and conditions of the VOR agreement.

## Item Clerk to insert #

The VOR arrangement is for a two (2) year period (2022-2024) with an option to extend the contract for an additional one (1) year period, pending further Board of Director and TRCA staff approvals at a later date.

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](http://www.biddingo.com) as well as by direct invitation (email) on February 2<sup>nd</sup>, 2022 and closed on February 16<sup>th</sup>, 2022. A total of ten (10) firms downloaded and received the documents and three (3) proposals were received from the following vendor(s):

- St. Williams Nursery & Ecology Centre
- Native Plant Source
- Graham Turf Seeds Ltd. The proposal from Graham Turf Seeds Ltd. did not meet the minimum score of 65 for Total Points and was not evaluated further.

An Evaluation Committee comprised of staff from Restoration and Resource Management reviewed the proposals on March 1, 2022. The criteria used to evaluate and select the recommended Proponents included the following:

<b>Criteria</b>	<b>Weight</b>	<b>Minimum Score</b>
Organizational Experience and Servicing Locations	20	15
Quality of seed	40	30
Variety of available quality seed	20	10
Cleaning method	20	10
<b>Total Points</b>	<b>100</b>	<b>65</b>

Through the evaluation process it was determined that Native Plant Source and St. Williams Nursery & Ecology Centre are the highest scoring vendors, at 90 and 87 respectively, meeting the qualifications and requirements set out in the RFP. Therefore, staff recommends the award of contract No.10037306 be awarded to Native Plant Source and St. Williams Nursery & Ecology Centre. 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 2 – Manage our regional water resources for current and future generations**

**Strategy 3 – Rethink greenspace to maximize its value**

**FINANCIAL DETAILS**

Based upon a review of programs/projects scheduled for implementation during the contract period, 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 quantity of native seed having to be ordered.

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

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**Date: March 23, 2022**