



## Staff Report

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**Report To:** Dan Best, Chief Administrative Officer  
**From:** **Jo-Anne Fields, Community Services Manager**  
**Date:** March 19 2018  
**Report:** CSD.18.01  
**Subject:** Results of Request for Tender for the Provision of Municipal Flower Purchase

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### Recommendations:

**That** South Huron Council receives the report from Jo-Anne Fields, Community Services Manager re: Results of Request for Tender for the Provision of Municipal Flower Purchase SH-18-RS-03.

### Purpose:

To advise Council of the results for the procurement of municipal flowers for the 2018 season.

### Background and Analysis:

In an attempt to continue to promote partnerships, work in harmony and reap the most effective pricing, the South Huron flower tender was prepared in consultation with the BIA, CIB and the Exeter Cemetery. For the past three years, flower needs have been purchased as a group, rather than individually. This process has proven effective, however with limited response.

In the early spring, staff deliver the planters, barrels and hangers to the successful bidder. This timeline provides the grower ample time to prepare the planters, ensuring appropriate growth and development prior to being delivered to South Huron in early June. At the present time, cemetery floral plantings are provided by the Municipality.

Bids were solicited through the Biddingo process. The Municipality uses Biddingo for issuing tenders, proposals and quotes. The use of Biddingo is aimed at streamlining purchasing and ensures that all suppliers wanting to participate in the bidding process have the opportunity, hence creating a fair, open and transparent approach. Staff also advised local growers and businesses to submit a tender through biddingo for the flower needs of the BIA, CIB and Exeter Cemetery for 2018.

The tender closed on Friday, January 19, 2018. No bid submissions were received. Present at the opening were Angela Shipway, Wayne DeLuca, Dave Atthill and Jo-Anne Fields.

### **Operational Considerations:**

Request for Tender for the provision of Municipal flower purchase was released early to enable the grower time to prepare plant materials and deliver the stock in full bloom. Time is of the essence as the plants require time to develop and grow in the containers provided.

As no submissions were received in the initial request for tender, staff contacted three greenhouse growers to request a bid through the informal quotation process as defined in Section 14 of the procurement bylaw.

Two of the three growers submitted a quote. The third company indicated that they would be interested, however their greenhouses are at capacity for the season and therefore would not be able to supply a bid for this year.

### **South Huron's Strategic Plan:**

There is no direct correlation to the Strategic Plan.

### **Financial Impact:**

The total flower purchase (BIA, CIB, Municipal areas and Cemetery) is identified in the Community Services operating budget in the amount of \$16,300.00. The BIA reimburses the municipality for 50% of the BIA flower portion of this budget.

<b>Contractor</b>	<b>Price (Excluding HST)</b>	<b>HST</b>	<b>Total Cost (Including HST)</b>
Huron Ridge Acres	12,996.00	1,689.48	14,685.48
Greyhaven Gardens	15,870.00	2,063.10	17,933.10

Huron Ridge Acres have been contacted to provide the Municipality with plants for this season.

**Legal Impact:**

There are no legal implications for the Corporation resulting from the proposed recommendation.

**Staffing Impact:**

There are no staffing implications for the Corporation resulting from the proposed recommendation.

**Policies/Legislation:**

No policies, by-laws and or legislation associated with this report.

**Consultation:**

Chief Administrative Officer  
Financial Services Manager/Treasurer

**Related Documents:**

2018 Budget  
BIA Partnership Agreement

Respectfully submitted,

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**Jo-Anne Fields, Community Services Manager**