



## MANAGEMENT REPORT

**Date:** December 16, 2024  
**To:** Mayor and Council  
**From:** Quin Malott, Parks, Forestry & Cemetery Manager  
**Report Number:** COU24-151  
**Attachments:** None

**Title:** Bedding Plant Tender Award 2025 - 2028

**Objective:** To authorize the award of Tender T-2024-34 for the supply and delivery of bedding plants for 2025 through 2028.

**Background:** The Community Services Department recently issued a tender to supply and deliver bedding plants for a four-year period of 2025, 2026, 2027 and 2028. The tender closed on November 4, 2024, with three submissions received from the following companies:

- Ontario Oasis
- Floristerra Inc
- Sheridan Nurseries

When the previous tender was issued, no bids were received, so a provider was sourced and a contract entered into for three years. This current supplier did not submit a bid.

**Analysis:** The award of the tender is to one bidder for the entire four-year term. The average number of plants used over the past four years is as follows:

Item	Estimated Quantity
1 – Annuals 4/pack – 48/flat	47,000
2 – Annuals cuttings 4/pack – 48/flat	20,000
3 – Annuals 4" pot – 15/flat	5,000
4 – Perennials 4" pot	5,000
5 – Perennials 1 gal. container	100
6 – Annuals 1 gal. container	400
7 – Plant and Grow Hanging Baskets	270
8 – Plant and Grow Tiered Planters	12
9 – Storage Fee	1

Submissions for the current tender were as follows:

<b>Year</b>	<b>Ontario Oasis</b>	<b>Floristerra Inc</b>	<b>Sheridan Nurseries</b>
2025	\$113,001.60	\$172,053.80	\$1,114,702.40
2026	\$ 113,001.60	\$177,217.90	\$1,169,426.67
2027	\$113,001.60	\$188,340.54	\$1,253,717.80
2028	\$113,001.60	\$188,340.54	\$1,253,717.80
Total (Incl. HST)	\$452,006.40	\$725,952.78	\$4,791,564.67

Sheridan made an error when submitting their unit prices. They provided the cost of an entire flat of flowers as the unit price and not the requested individual plant.

Prices per unit are fixed for four years, but final cost depends on how much and what specific products are ordered.

**Financial Implications:**

**Financial impact to current year operating budget:**

There is no impact to the current year operating budget as this tender is for the period 2025-2028.

**Financial impact on future year operating budget:**

The cost for each year of the four-year contract (2025, 2026, 2027 and 2028) is \$100,001.42 per year plus HST. The preliminary multi-year budget had a projected cost in 2025 of \$110,000, and an annual increase of 3%, however if volumes are consistent with historical levels, this increase is not likely required and will be reviewed in subsequent budget years.

**Insurance considerations:**

The vendor will be required to submit a certificate of insurance naming the City as additional insured for \$5 million.

**Alignment with Strategic Priorities:**

**Work Together For Greater Impact**

This report aligns with this priority to beautify the City of Stratford for both citizens and tourists.

**Alignment with One Planet Principles:**

**Health and Happiness**

Encouraging active, social, meaningful lives to promote good health and wellbeing.

**Staff Recommendation: THAT the Tender (T-2024-34) for the supply and delivery of bedding plants in 2025, 2026, 2027 and 2028 be awarded to Ontario Oasis in the amount of \$113,001.60 per year (including HST).**

**Prepared by:** Quin Malott, Parks, Forestry & Cemetery Manager

**Recommended by:** Tim Wolfe, Director of Community Services

Joan Thomson, Chief Administrative Officer