



**City of Kingston
Report to Council
Report Number 21-094**

To: Mayor and Members of Council
From: Sheila Kidd, Commissioner, Transportation & Public Works
Resource Staff: Bill Linnen, Director, Public Works
Date of Meeting: March 23, 2021
Subject: Award of Contract – 2021 Tree Purchase

Council Strategic Plan Alignment:

Theme: 1. Demonstrate leadership on climate action

Goal: 1.2 Enhance and expand green spaces, protect wetlands, and increase the tree canopy through greening initiatives.

Executive Summary:

The purpose of this report is to seek Council approval to award the tree order contract for the City's annual tree planting program and provide a summary of the new program for planting trees on private property. The term of the contract is one year plus an option for a second year at the same unit prices at the City's discretion.

The Council Strategic Priorities 2019-2022 included an initiative to add trees to private property under the Demonstrate Leadership on Climate Action priority. This initiative has been named the "Neighbourhood Tree Planting Program" and will include the sale of trees for planting on private property. Up to 1,800 trees will be purchased by the City in each 2021 and 2022 and sold at a discounted rate. This program had been scheduled to begin in 2020, however the trees sales had to be postponed to 2021 due to restrictions created by COVID-19.

Public Works issued a Request for Quotation (RFQ) F18-TPW-PW-2021-06, Tree Purchase 2021 for the supply and delivery of trees that will be planted and sold in 2021. Council approval is required as staff received only two submission for this project. Section 3.4 iv) of the Purchasing By-law requires that approval be sought by separate report to Council when less than three valid submissions are received.

Recommendation:

That Council authorize the Mayor and Clerk to enter into a contract, in a form satisfactory to the Director of Legal Services, with Dutchmaster Nurseries Limited, for the 2021 Tree Order.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Sheila Kidd, Commissioner,
Transportation & Public Works**

ORIGINAL SIGNED BY CHIEF
ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Community Services	Not required
Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The annual tree purchase RFQ set out the species of trees to be supplied, the quantity of each species and the size of the trees to be supplied. Upon delivery, trees are inspected for acceptance by the City's Tree Inspector.

The 2021 RFQ includes:

- 43 separate tree species
- 1,000 trees for planting on City property (50 millimetres to 60 millimetres caliper for deciduous trees and 1.5 metres in height for coniferous trees)
 - 260 trees for the spring planting
 - 740 trees for the fall planting
- 1,800 trees to be sold for planting on private property in the fall (20 millimetres caliper for deciduous trees and 100 centimetres height for coniferous trees)

The up to 1,800 trees for the City's Neighbourhood Tree Planting Program will be purchased under this RFQ and sold to property owners at a discounted rate. The sale of these trees will take place from April 1, 2021 to June 30, 2021 and will be available for pick up and planting in September. Public Works, Communication & Customer Experience and Recreation & Leisure have worked together to develop a communications plan outlining the new tree planting program, with information on the sale of trees, species information and tree planting/care information. Information on the program will be available on the city website and a pamphlet will be available for property owners.

For the first year of the new Neighbourhood Tree Planting Program, it was important to establish manageable goals such as limiting the purchase to two (2) trees per property from a selection of ten (10) species. The success of the Neighbourhood Tree Planting program and any feedback received will be reviewed and considered prior to year two of the program.

Two complete submissions were received for RFQ F18-TPW-PW-2021-06, Tree Purchase 2021.

Uxbridge Nurseries Limited submitted a bid for a total price of \$298,315, plus applicable taxes.

Dutchmaster Nurseries Limited submitted a bid for \$226,736, plus applicable taxes.

Dutchmaster is a reputable firm that has completed numerous tree purchase contracts with the City of Kingston in the past.

Staff is recommending the contract be awarded to Dutchmaster Nurseries Limited who submitted the lowest bid for the work.

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Existing Policy/By-law:

By-law 2000-134, a By-law to Establish Purchasing Policies and Procedures.

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

There is adequate funding to support this contract in the approved 2021 Public Works capital budget.

Contacts:

Troy Stubinski, Operations Manager, Public Works Department, 613-546-4291 ext. 2183

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

None