

REPORT FROM THE DIRECTOR OF RECREATION AND CULTURE

Re: 2025 Hanging Baskets and Bedding Flowers

RECOMMENDATION

That council approves the Purchase order agreement to purchase flowers from Ontario Oasis for a total of \$30,263.52 (plus HST)

And that funds be drawn from the 2025 Parks – Leisure Parks Operating Budget,

And that the appropriate by-law be passed.

BACKGROUND

The City purchases flowers annually for flower beds and hanging baskets in the City's parks and downtown core. Staff are actively working to incorporate more perennial plants and flowers into gardens throughout the community to reduce the reliance on annual flower purchases each year.

In addition to flowerbeds, the City installs and maintains 134 hanging baskets around the downtown core from June-September.

ANALYSIS

A Request for Proposal (RFP-Parks-11-24) was issued through Bids and Tenders for the supply of flowers for flowerbeds and hanging baskets for Summer 2025. The RFP outlined requirements for specific flower types (annuals and perennials), colours, and quantities, with a particular emphasis on a blue and white colour theme to align with the City's 70th-anniversary celebrations. The RFP also outlined the inclusion of soil for the hanging baskets. Delivery was specified to occur between June 2 and June 13, 2025. The City also included provisions for the supplier to plant the hanging baskets on-site upon delivery, utilizing a space provided by the City. The estimated time for planting the baskets is three days.

In anticipation of the City's 70th anniversary celebrations during the summer, the RFP requested visually appealing, sustainable and cost-effective designs for the hanging baskets. An example of the proposed flower arrangement is shown below:

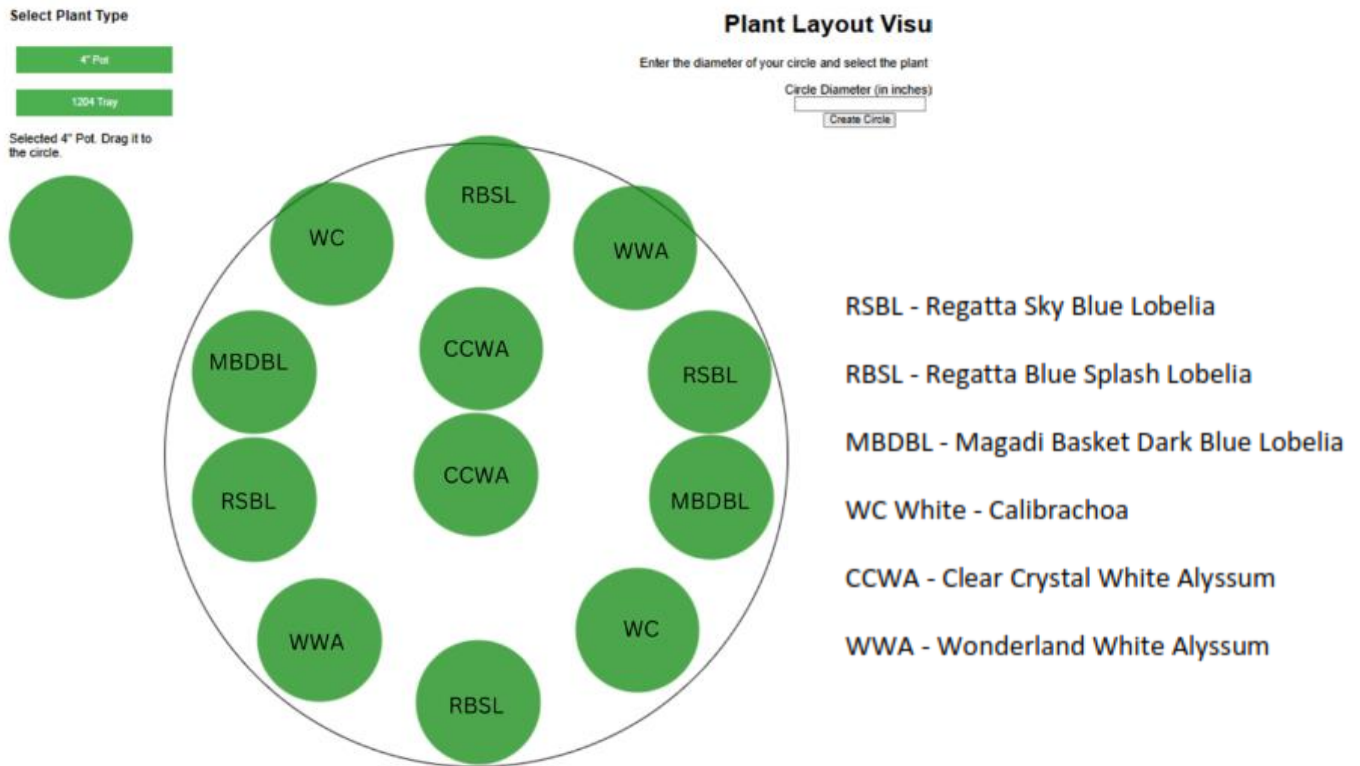


Image 1: Plant Layout for hanging baskets.

Additionally, the RFP called for a design submission for the garden at Symbol Park to incorporate the City's 70th-anniversary. Staff negotiated with the supplier to adapt the design, opting for annual plants and reserving a central space in the garden for an interchangeable display. The centre will feature a white background with a printed logo or design, which can be updated annually. Surrounding the central area, low-height junipers will provide a complementary border. Examples of the proposed design and concept for Symbol Park are provided below:

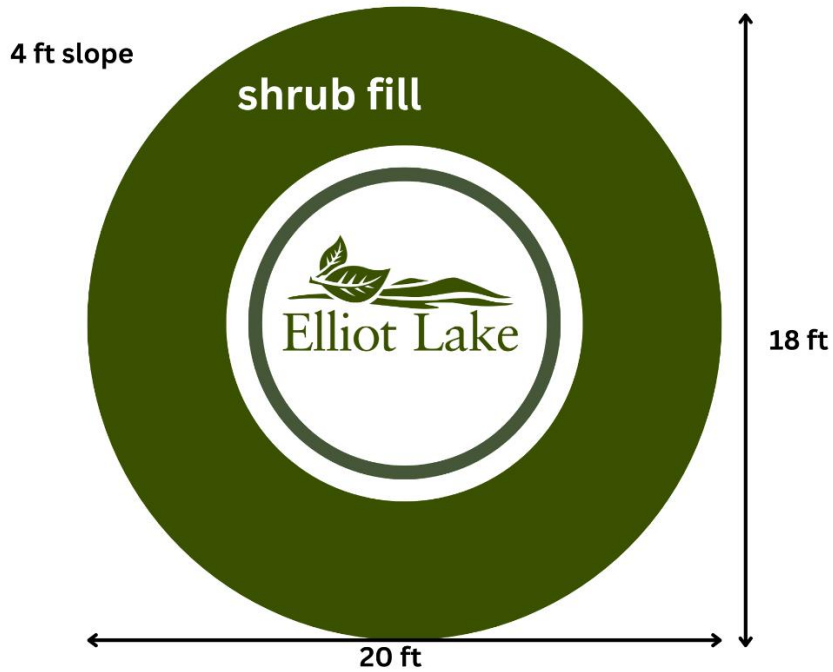


Image 2: City logo design.

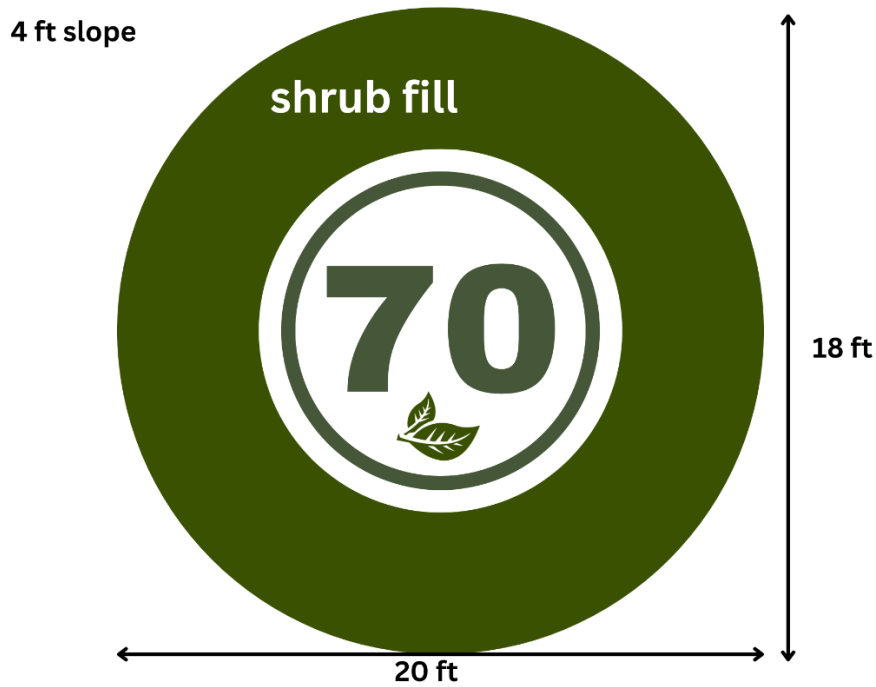


Image 3: Proposed idea for the 70th Anniversary this summer.

The RFP process resulted in one bid submission from Ontario Oasis. The pricing received from Ontario Oasis was \$30,263.52 (plus HST). No irregularities were noted during the review of the RFP submission.

A copy of the posted Purchase Order agreement is attached for Council's review.

FINANCIAL IMPACT

In 2024, the City spent \$24,417.76 (plus HST) on bedding flowers and hanging baskets. This cost did not include the cost of soil for the hanging baskets, which was purchased separately. The proposed cost for flowers in 2025 is \$30,263.52 (plus HST). The funds for this purchase will be allocated from the 2025 Parks – Leisure Parks Operating Budget.

As outlined in the Purchase Order agreement, the City will pay \$30,263.52 (plus HST) if there are no damaged flowers or baskets upon delivery. However, the total amount will be adjusted to account for any damaged items identified at the time of delivery.

LINKS TO STRATEGIC PLAN

The purchase of flowers links to the strategic plan as services to our community.

SUMMARY

To maintain visually appealing hanging baskets and gardens throughout the City, staff issued an RFP for the supply of bedding flowers and hanging baskets, including design submissions for the flower baskets and the Symbol Park garden. Following the RFP closure, staff collaborated with the sole bidder to finalize a design for Symbol Park, featuring a central area that can be updated annually. The RFP received one bid totaling \$30,263.52 (plus HST).