

To: David Creery, Chief Administrative Officer
From: Brian Connors, Director of Parks & Recreation
Re: 2025 Annual Bedding Plant Order

AIM

To seek Council’s authorization to proceed with the process of selecting a supplier for bedding plants for the 2025 spring planting and to authorize staff to commit funds for their payments.

BACKGROUND

Every year the Parks Department purchases and plants annual flowers in high impact locations throughout the City of Woodstock including downtown, Vansittart Avenue, and Southside Park. In 2024 the City purchased 18,976 plants and spent \$45,901.50 including H.S.T. on the annual floral purchasing contract.

COMMENTS

Suppliers require us to make a commitment to purchase early enough to allow them time to order seed and plugs that can be started in their greenhouse in February, so they are grown and ready to be planted at the end of May. Due to the large quantity of bedding plants that we purchase, the order must be placed with a selected grower in early January to ensure delivery when needed. Staff is seeking Council’s authorization in advance of revenue budget approval in order to proceed with this purchase.

The lowest bidder for the floral tender in 2025 is Floral Express Inc. at \$53,767.43 including H.S.T.

RECOMMENDATION

That Woodstock City Council gives notice of a commitment of \$53,767.43 including H.S.T. in the 2025 budget for payment for the supply of floral materials from Floral Express Inc.

Authored by: Brian Connors, Director of Parks and Recreation

Approved by: David Creery, M.B.A., P.Eng., Chief Administrative Officer