

October 19, 2015

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: Supply of 2016 PARKS & CEMETERY FLOWERS

The usual practice for the Town is to give a purchase order in December prior to the new budget being finalized to the supplier of the flowers for the upcoming planting season. However based on information received from one (1) of the suppliers during the 2011 process, Administration started the quotation process early this year (Mid-September) for the supply of the 2016 flowers.

For 2015 a report was approved on October 28, 2014. The Town ordered 5292 dozen flowers for planting in 2015 at a cost of \$14,292.00 (taxes extra). The average cost per dozen is \$2.70 (taxes extra).

For 2016 the Town obtained quotations from two (2) businesses for the supply of 5292 dozen flowers to be available during the third week in May 2016. See attached spreadsheet outlining the quotes from Lowey's Greenhouse and Hammond's Landscaping Ltd.

It is recommended by the Operations & Facilities Executive Committee that the Town approve the purchase of 5292 dozen flowers from Hammonds Landscaping Ltd. at a cost of \$19,262.88 (taxes extra) or \$3.70 (taxes extra) per dozen for the 2016 season prior to the 2016 operating budget being finalized.

Respectfully submitted,
Operations & Facilities Division

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, P. Eng.
Manager Operations & Facilities

Council approval of this report will authorize Administration to purchase 5292 dozen flowers from Hammonds Landscaping at a cost of \$19,262.88 (taxes extra).

2015OctFlowers2016