



York-Eglinton Business Improvement Area
 1704 Eglinton Ave. | Toronto, Ontario | M6E 2H5
 416.789.1835 | info@yorkbia.com
www.yorkbia.com

REQUEST FOR PROPOSALS (RFP): 2024 FLOWER AND MAINTENANCE

The York-Eglinton Business Improvement Area (YEBIA) is a Toronto-based not-for-profit organization created to support the commercial district along Eglinton Avenue West from Dufferin Street to Marlee Avenue. We are proud to be the heart of the new Little Jamaica Cultural District designated by the City of Toronto. To enhance our area during the summer months the BIA facilitates the installation and maintenance of summer planters along the corridor.

The BIA is inviting proposals from qualified contractors in urban landscaping and/or gardening and related maintenance and services in a contracted program for spring/summer 2024. The contractor will be responsible for the design, installation, end-of-season removal, and ongoing quality care of plantings in the designated area.





1. SCOPE & SPECIFICATIONS

Proposal 1

- 86 planter baskets (*owned by BIA*) pre-planted and installed in 46 cement street planters. There are two baskets per cement planter, to be bolted/secured (*stainless steel bolts and tie wraps*) to prevent theft.
 - Additional planter baskets in cement street planters may be requested. To be confirmed and ordered by the BIA office at the start of the contract.
- Backfill of concrete planter boxes with either soil or wood chips.
- Maintenance of planter boxes over the course of five months (*May – September*).
 - **Watering every other day or as needed**
 - **Removal of garbage/debris two to three times weekly as needed**
 - **Removal/replacement of dead/damaged flowers weekly as needed**
- Bi-weekly report of project status and issues/concerns sent to the BIA Manager.
- Removal and cleaning of cement street planters at end of season (*September*).
- Clean and return baskets to the BIA at the end of the season.

Proposal 2

- 86 planter baskets (*owned by BIA*) pre-planted and installed in 46 cement street planters. There are two baskets per cement planter, to be bolted/secured (*stainless steel bolts and tie wraps*) to prevent theft.
 - Additional planter baskets in cement street planters may be requested. To be confirmed and ordered by the BIA office at the start of the contract.
- Backfill of concrete planter boxes with either soil or wood chips.
- **30 Floral hanging baskets with plant materials**
- Provide floral hanging basket hanging hardware
- Provide storage of floral hanging baskets prior to/ during installation
- Provide transportation of floral hanging baskets to each installation location
- Safe installation of 30 floral hanging baskets in May 2024
- Safe removal of 30 floral hanging baskets in September 2024
- Provide transportation and or storage of 30 floral hanging baskets prior to / during removal
- Disposal of 30 floral hanging baskets and hardware



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- Maintenance of planter boxes & floral hanging baskets over the course of five months (*May 2024 – September 2024*).
 - **Watering every other day or as needed**
 - **Removal of garbage/debris two to three times weekly as needed**
 - **Removal/replacement of dead/damaged flowers weekly as needed**
- Bi-weekly report of project status and issues/concerns sent to the BIA Manager.
- Removal and cleaning of cement street planters at end of season (*September*).
- Clean and return baskets to the BIA at the end of the season.

Proposal 3

- 30 Floral hanging baskets with plant materials
- Provide floral hanging basket hanging hardware
- Provide storage of floral hanging baskets prior to/ during installation
- Provide transportation of floral hanging baskets to each installation location
- Safe installation of 30 floral hanging baskets in May 2024
- Safe removal of 30 floral hanging baskets in September 2024
- Provide transportation and or storage of 30 floral hanging baskets prior to / during removal
- Disposal of 30 floral hanging baskets and hardware
- Maintenance of planter boxes & floral hanging baskets over the course of five months (*May 2024 – September 2024*).
 - **Watering every other day or as needed**
 - **Removal of garbage/debris two to three times weekly as needed**
 - **Removal/replacement of dead/damaged flowers weekly as needed**
- Bi-weekly report of project status and issues/concerns sent to the BIA Manager.
- Removal and cleaning of cement street planters at end of season (*September*).
- Clean and return baskets to the BIA at the end of the season.

Proposal 4

- Plant spring, summer and fall perennial flowers in 46 concrete planter boxes
- Backfill of concrete planter boxes with either soil.
- Maintenance of planter boxes over the course of 7 months (*March – September*).
 - **Watering every other day or as needed**
 - **Fertilizing**
 - **Removal of garbage/debris two to three times weekly as needed**
 - **Removal/replacement of dead/damaged flowers weekly as needed**
- Bi-weekly report of project status and issues/concerns sent to the BIA Manager.
- Clean and prepare planter boxes at the end of the season



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2. DESIGN CONCEPTS

- All proposals should include a list of plants expected to be included in the planter boxes, hanging baskets or concrete planters.
- A rough diagram of how the plants will be installed and expected growth is helpful.
- Any references, experience working with BIAs in the past would be considered an asset.
- Please feel free to provide more than one option for planter/hanging basket design / contents.
- We encourage you to get creative in your flower selection to celebrate the Caribbean flavour and cultural diversity of our neighbourhood while using resilient and easy to maintain flowers.
- ***Please include any photos and references of other work with BIAs.***

3. STIPULATIONS

The contractor agrees to provide the York Eglinton BIA with the required services noting the following terms and conditions:

1. *The York-Eglinton BIA agrees to pay the agreed upon price in three installments subject to review of contractor reports and approval of the BIA Board of Directors (see payment schedule below).*
2. Water and debris clearing of the planter boxes/ floral baskets will occur two to three times weekly as needed. Please note that there is NOT A water hook-up source available in the BIA. Maintenance includes clean up and disposal of litter, removal of weeds/dead foliage, and watering of planters.
3. Replacement/Repair of any damaged, vandalized or stolen planter boxes/hanging baskets is the responsibility of the BIA.
4. *Replacement/Repair of any damaged, vandalized or stolen plants is the responsibility of the contractor (up to 10% of total project or 10 planter baskets)*

4. TIMELINE

- Proposals accepted October 2, 2023 - November 30, 2023
- Planter Installation: May 23, 2024
- Maintenance: May 2024 – September 2024
- Removal and Cleaning: September 30, 2024 (*weather permitting*)

5. PAYMENT SCHEDULE

First payment 50%: Second payment 35%: Third payment 15%:



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The initial installment will be paid once the contract has been signed. The second installment will be paid July 30, 2024

The third installment will be paid following the removal of plants and cleaning of the cement planter boxes on September 30, 2024.

**Payment is contingent on the BIA Board's review of monthly reports at each interval*

6. EVALUATION CRITERIA

The Board of Management of the BIA will review qualified proposals and use the following criteria to select the successful company:

- Examples of past work
- References for past and/or current work
- Explanation of expertise/technical ability
- Cost of services

The awarded company will be notified no later than Friday December 15, 2023, at 5:00PM.

8. CONTACT AND SUBMISSION

All completed submissions should be emailed in a pdf file to the attention of **Mario Palmer** at email mario@yorkbia.com with the subject line "**2024 Flower and Maintenance RFP**" by **Monday October 2, 2023 at 5:00pm.**



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**SCHEDULE A
 2023 FLOWER AND**

Flowers	Description of Plant types	Price Per Unit	Cost Per Season
Soil	Description	Price Per Unit	
Hanging Baskets			
Watering/ Garbage Removal/ Fertilizing	Frequency	Price Per Unit	
Removal/Dumping			
		Sub-Total	
		HST	
		Total	

MAINTENANCE COST BREAKDOWN

Please include any renderings/images of proposed flowers/plantings for this project.

Thank you for your time and proposal.