

UPPER VILLAGE BIA CARETAKER

STREET PLANTING, WATERING & MAINTENANCE & GENERAL BIA CARETAKER

1.0 INTRODUCTION

1.1 Invitation

Quotations are invited for the delivery and installation of free-standing planters and associated plants/soil at various locations, general street maintenance, garbage removal, snow removal, graffiti removal and small business support as needed throughout the Upper Village Business Improvement Area (BIA) within the City of Toronto, for the period ending December 31st 2024, all in accordance with the City of Toronto's Purchasing Policies, the Specifications, and City of Toronto Fair Wage Policy and Labour Trades Contractual Obligations in the Construction Industry.

1.2 Background and General Scope of Work

Under the Upper Village BIA Board of Directors approval, the selected contractor shall perform a full array of duties assigned. We are soliciting quotations for the maintenance and installation free-standing Planters (or approved equivalent) including plants, planting materials, and all other components needed to complete the installation of planters, together with the ongoing watering of plants and general street maintenance of Eglinton Avenue West (North and South) between Bathurst Street and Strathearn Road as needed, including basic occasional garbage removal (as needed), graffiti removal (as needed), raking and leaf removal from sidewalks (as needed), snow removal (as needed from pavement) and quotation shall comply with Ontario Building Code and CSA standards, where applicable.

2.0 SCOPE OF WORK

The Contractor will be responsible for providing all the necessary resources to carry out, but not limited to, the following activities related to this project (Paid by BIA):

1. Supply, deliver and install plants, planters, soil as needed at various locations in the Upper Village BIA.
 1. The planters and plants selected shall be appropriate for the season and will require the approval of the BIA board of directors or committee ahead of any planting.
 2. The supply of soil, plants and related material shall be budgeted by the BIA board of directors
 3. All materials and work shall be budgeted and subject to approval by the BIA board of director's approval.
 4. The installation of soil and plants and watering shall be the sole responsibility of the Contractor.
 5. The Contractor shall be responsible for recommending perennials and annual plants within given BIA budget.

6. The supply, deliver and install planters and plants/soil shall occur in a timely manner.
7. Care and watering of plants shall be the sole responsibility of the Contractor. All dead plants shall be removed and replaced after reporting to the BIA.
8. Upon award of a purchase order, the successful bidder is to supply a time schedule outlining the anticipated dates and time frames for ordering supply and install.
9. The Contractor shall be responsible for all necessary inspections and ensure permits are in place if required in consultation with the BIA.
10. Carry out all work by experienced staff fully competent and licensed to perform installation of planters and soil. All proposed items to be handled and installed as per manufacturer's recommendations.
11. Attend BIA meetings if Invited
12. Report and remove garbage, street cleaning and snow removal if required
13. Call 311 whenever required

Bidders to reference attached drawings and specifications for further details.

1. Upon award of a purchase order, the successful bidder is to supply a detailed time schedule outlining the anticipated dates and time frames for supply and install.
2. The Contractor shall be solely responsible for all necessary inspections and ensure permits are in place if required.
3. Carry out all work by experienced staff fully competent and licensed to perform installation of planters and soil. All proposed items to be handled and installed as per manufacturer's recommendations.

Bidders to reference attached drawings and specifications for further details.

The BIA has the right to add or delete items and/or change item quantities included in this Request for Quotation, to fit budgetary or permitting needs, or as site conditions require; and by accepting this Request for Quotation, the Contractor shall take that no claims will be entertained for any such changes.

The Contractor shall take note that no claims will be entertained for any delays due to changes in the scope of work, or interference with work as caused by other Contractor's work.

List of final locations will be provided by the BIA or City's Capital Project Coordinator upon award of a purchase order.

The successful bidder will ensure that all necessary permits have been obtained with a list of approved locations and a copy of all approved permits prior to commencing with manufacture and installation. In particular, the successful bidder may be required to obtain a Street Occupancy Permit.

3.0 SPECIFICATIONS

All materials and incidentals necessary to manufacture and install proposed planters, including:

TBD

3.1 Prepare Planters for Planting:

Refer to Product Information, Materials, Care and Maintenance supplied if any

3.3 Supply and Install Plant Material:

1. Example of plants/soil before to be placed no later than May 15 2024 Example of types of plants to include:
 - a. Orange/yellow Canna Lily (*Canna*) or Caladium at approx. 18" for centre height;
 - b. Mix of white, pink Begonia and Coleus for middle layer ;
 - c. Mix of Sweet Potato Vine (*Ipomoea batatas*), Creeping Jenny (*Lysimachia nummularia*), Dust Miller (*Senecio cineraria*) and purple/blue/red Petunia for lower layer;
 - d. Tulips, peonies, and other perennial flowers & cedars etc.
2. Soil mix as per standard potting soil mix
3. Initial deep watering of planter
4. Watering, container cleaning (including immediate adjacent area), organic fertilizing, pest control (manual) weeding and debris removal from the time all plant materials are planted. Assume weekly visits, depending on watering requirements.
5. The annual plants specified may not be available in sufficient quantity and quality to the successful bidder. In that case, the successful bidder will advise the City/BIA and propose alternate materials of equal value; at no extra cost to the City or BIA, to be approved for replacement.

Plant Guarantee: The successful bidder will replace all planter materials that decline for any reason other than vandalism. Replacements will be made within 5 business days of notification from the City/BIA. Plants purchased should have a vendor warranty for a reasonable period of time of 3 months to one year.

The contractor will make arrangements for care and upkeep of planters and associated plant material.

See materiality/planter drawings for further detailed specifications.

Only the items listed above will be considered for this request for quotation.

4.0 LITERATURE

Bidders should submit complete literature on product(s) offered, at no additional cost to the City of Toronto, with Quotation documents.

Prior to final payment/invoicing, the successful bidder shall submit a **Report of Final Inspection** to the BIA

5.0 INSTALLATION

1. Contractor is responsible for obtaining Road Occupancy permit, if necessary, as well as ensuring that all other necessary permits are in place;
2. All items shall be installed in accordance with all applicable regulatory codes, including, but not limited to: City of Toronto standards, the Occupational Health and Safety Act and Regulations, etc.
3. Existing or surrounding area to be protected during installation of items. Ensure that new asphalt road and granite surfaces are protected from damage and marking.
4. All areas surrounding new proposed items to be secured prohibiting public access during construction. All construction areas including staging for construction of items are to be protected with continuous plywood sheathing.
5. While under construction, site area to be secured no greater than half the width of the City boulevard with fencing.
6. The successful bidder shall protect finished surfaces and parts, against possible damage resulting from conduct of work by subcontractors and trades. Finished surfaces, including factory-finished and job-finished items shall be clean and not marred upon delivery to City of Toronto, BIA locations. The successful bidder shall without extra compensation, refinish such spaces where such surfaces prove to have been inadequately protected and are damaged.
7. The successful bidder shall restore all property temporarily removed damaged, or destroyed during the supply, delivery, setting-in-place, installation, and removal of any debris to the satisfaction of the BIA at no extra cost. For greater certainty, the successful bidder shall, before final payment, remove all surplus materials and any debris of every nature resulting from its operation and put the site(s) in a neat, orderly condition; thoroughly clean. If the successful bidder fails to clean up at the completion of the supply, delivery, setting-in-place, installation, and removal of any debris, the BIA may do so and charge the successful bidder for the costs thereof, or deduct said costs from any monies still owing to the successful bidder.
8. The successful bidder shall furnish all labour, materials, services, supplies, tools, equipment, apparatus, transportation, facilities and incidentals required and perform all operations necessary to accomplish the complete supply, delivery, setting-in-place, installation, and removal of any debris related to this project.

6.0 PLANTS/SOIL DELIVERY & INSPECTIONS

All plants/soil are subject to inspection by the BIA prior to and after installation. The contractor shall keep the BIA Board or Directors informed of all inspections. Written approval to begin installation shall not begin until after all plants are inspected and accepted by the BIA.

The contractor shall furnish a written list of proposed sources of nursery stock..

The Contractor shall ensure all plants are in a very good to excellent condition and have not been damaged at the time of delivery. The contractor shall inform the BIA Board and vendor if plants deemed to be of insufficient quality.

The contractor shall ensure all plant material to be healthy and in flourishing condition from date of installation.

The contractor shall remove and replace, at no extra cost to the BIA any plantings not in a healthy and flourishing condition, as determined by the BIA, any time during the guarantee period. Replacements shall be made as soon as conditions permit and subject to all requirements stated in this specification.

7.0 EVALUATION

If requested, bidders shall submit to the BIA, a sample of product(s) offered for evaluation purposes within five (5) business days of such a request, at no additional cost to the BIA or City of Toronto.

8.0 ORDER QUANTITY

Quantities provided are estimates only and should not be interpreted as indicating a minimum or maximum order quantity. All bidders therefore acknowledge that the BIA is not obligated to place any minimal orders and cannot be held responsible for any potential losses in anticipated revenue by any contractor or supplier.

9.0 SCHEDULE

All planters to be supplied shall be manufactured, delivered, and installed in a timely manner, unless otherwise agreed upon, after award of a purchase order, by the BIA, and the successful bidder.

10.0 WARRANTY

The Successful Bidder shall guarantee that labour, and workmanship of product(s) offered, including removal and reinstallation.

11.0 CHANGE ORDERS

Any changes to the scope of work and value of the purchase order are to be directed in writing, via a change order, to be approved by the BIA Board of Directors prior to the commencement of any additional work.

12.0 CONTINGENCY

Allowances are estimated allowances for any additional unforeseen work, if required, for the duration of the project, and will be spent only as authorized in writing by the City of Toronto. Contingency allowances may be reduced or deleted at time of award based on budgetary requirements.

13.0 COMMUNICATION

The successful bidder is requested to identify one senior individual by name, address, telephone number and email, who will act as the primary liaison/contact with the BIA, for post- submission communication and on-going consultation with regard to the purchase order.

Please forward your application with details of experience and qualifications together with your understanding of the position.

Contractor annual range \$50,000

Submit your interest to:



Upper Village BIA Hiring Committee

hello@uppervillageto.com