

The Beach BIA

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REQUEST FOR QUOTE: LANDSCAPE AND MAINTENANCE 2025-2026

The Beach BIA Summer & Winter Planter Program (2025-2026)

EXECUTIVE SUMMARY

The Beach BIA is seeking proposals for the design, supply, installation, maintenance, and removal of vibrant seasonal arrangements to enhance the streetscape within the BIA boundary. Proposals should reflect creativity, durability, and sustainability, ensuring visually appealing displays that withstand seasonal elements while capturing the unique character of The Beach community.

THE SCOPE OF WORK INCLUDES:

- **Summer Season:** May 23, 2025 – October 31, 2025
- **Winter Season:** November 17, 2025 – April 2, 2026

KEY DATES

- **RFQ Submission Deadline:** 8:00 AM - February 27, 2025
- **Notice of Winning Submission:** March 13, 2025

- **SUMMER PLANTERS & PERENNIAL PARKETTE**
 - **Installation Period :** May 19-29, 2025
 - **End-of-Season Removal Summer :** October 31, 2025 **NO LATER THEN**

- **WINTER PLANTERS & PERENNIAL PARKETTE**
 - **Installation Period:** Nov 17-25, 2025
 - **End-of-Season Removal Winter:** April 2, 2026 **NO LATER THEN**


ATTACHMENTS

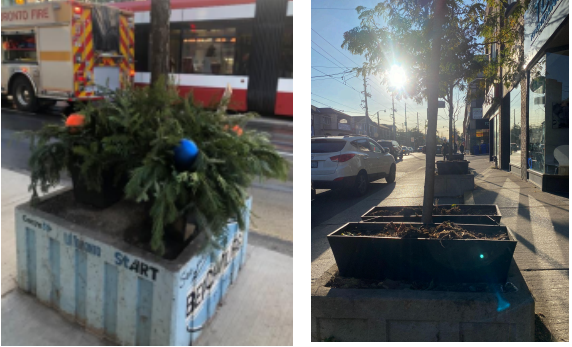
- **The Beach BIA Boundary:** [Click Here](#) [Boundary Map](#)
- Picture of standard Tree Pit - see below
- Picture of standard Urban Vase - see below


OVERVIEW

This RFQ covers the design, installation, maintenance, and removal of winter arrangements for **50 Urban Vases** and **47 tree pits**. Each tree pit will hold two secured identical planter boxes surrounding a tree for a total of **94 planters**. Each Urban Vase has a perennial centerpiece surrounded by a seasonal arrangement. **One parkette** location with two planter beds. The Beach BIA's boundary spans Queen Street East, from Coxwell Avenue to Neville Park Boulevard.

PLANTER SPECIFICATIONS

<p>Urban Vase</p> <p>Model: EPMV-41, Urban Vase</p> <p>Number = 50</p>	<p>Specifications:</p> <ul style="list-style-type: none"> ● Dimensions: 41" Top Outside Diameter x 36" H ● Planting Tray Depth: 19" ● Water Capacity: 40 Gallons ● Watering Cycle: N/A ● Product Weight: <ul style="list-style-type: none"> ○ 45 lbs (ship weight) ○ 550+ lbs with water and wet soil ● Soil Capacity: 5.7 cubic feet ● Material: LLDPE, Linear Low-Density Polyethylene ● Winterized: Yes. <ul style="list-style-type: none"> ○ Draining recommended at end of the season 	
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<p>Tree Pit Planters</p> <p>Number = 47 (94)</p>	<p>Specifications:</p> <ul style="list-style-type: none"> ● Dimensions: <ul style="list-style-type: none"> ○ 28.5" L x 12" W x 13" H ● Planting Tray Depth: 11" ● 2 Planters per Tree Pit ● Material: Plastic 	
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<p>Perennial Parkette</p> <p>Number of parkettes = 1</p> <p>Number of planter beds = 2</p>	<p>Located at NE corner of Hammersmith & Queen St E.</p> <p>Specifications: Already has an abundance of perennials that were viable in November 2024 but will need to be assessed in Spring 2025</p> <p>Dimensions</p> <p>1= Irregular Shape: Approx 12'x5'</p> <p>2= Irregular Shape: Approx 20'x3'</p>	
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SCOPE OF WORK

DESIGN

These arrangements should remain vibrant throughout both the summer and winter seasons.

- **Summer Planters & Parkette:** The contractor will create a consistent street-wide look using a limited number of plant and flower species, including potato vines or other climbing vines. Summer planters must feature mature, dense, and vibrant flowers with height, breadth, and cascading elements. Chosen species **Street Planters** should be resilient, colourful, vibrant and capable of withstanding traffic and weather on a busy street . **The Parkette** is currently planted with pollinator-friendly, sustainable, street-hardy perennial species and should be maintained in a consistent fashion.
- **Winter Planters & Parkette:** Designs should avoid excessive cut branches or cedar that dulls by January, with an emphasis on colourful, long-lasting materials. Displays should include festive, long-lasting materials and simple decorative elements to enhance their vibrancy. The BIA will provide in August 2025 the colour and theme of our Holiday street decor to be incorporated into the planters. Final design proposals must be submitted to The Beach BIA for approval prior to installation.

Proposals should include detailed descriptions of plants, materials, and design specifications for both seasons, along with images or design mockups where possible. Preference will be given to creative, colourful, and sustainable designs.

The contractor must submit proposed designs, including detailed descriptions of plants, materials, and mockups, for approval by The Beach BIA prior to procurement and installation. Vendors must propose a detailed watering schedule, which will be reviewed and approved by The Beach BIA.

SUPPLY

The contractor will supply all plants and materials necessary to execute the proposed designs for both summer and winter.

- **Summer Planters & Parkette:** Plants and flowers must be mature, healthy, and ready for immediate installation upon delivery. All species should be selected for density, vibrant colour, cascading features, and the ability to thrive in urban conditions. Pollinator-friendly and sustainable options are required for the Parkette.
- **Winter Planters & Parkette:** Materials should include hearty, colourful elements capable of remaining vibrant throughout the winter season. Supplies must avoid excessive cut branches or materials that quickly degrade.
- **PLANT GUARANTEE:** Upon request, the successful bidder will replace all planter materials that decline for any reason other than vandalism, from install to uninstall date. Replacements will be made within 10 business days of notification from the BIA.

INSTALLATION

- **Summer Planters & Parkette:** Installation must be completed between May 19-29, 2025.
- **Winter Planters & Parkette:** Installation must be completed between November 17-26, 2025 and **NOT BEFORE Remembrance Day on November 11th, 2025.**

All necessary materials, labour, and tools for the preparation, planting, and installation must be included in the quote. Installation should minimize disruption to local businesses and residents.

MAINTENANCE

- **Summer Planters & Parkette:** The contractor shall provide a maintenance service for approximately 5 months, from **May 19, 2025 to October 31, 2025.**

Maintenance includes, but not limited to, watering, pruning, weeding, dead heading, trash removal and the replacement of damaged or vandalized plants if required.

The contractor shall provide all labour, materials, tools, equipment, and services as required to maintain flowers and other plant materials in a healthy, vigorous growing condition while keeping planting areas neat, tidy, and free of weeds. All planted areas should be cultivated every week to maintain prime soil conditions, and any dead heads, leaves, weeds, and debris should be removed. Any dead plants must be removed and promptly replaced. Maintenance will include the topping off soil and fertilizer in all planters as needed throughout the maintenance service period.

Trash removal includes periodic checks to ensure planters remain free of debris throughout the season.

Any required plant replacements due to decline or damage (excluding vandalism) must occur promptly.

The contractor shall ensure the adequate watering of all planters at minimum of 3 times per week, including Statutory Holidays, with the exception of the self-watering planters, which only need watering once every three weeks. **Vendors must propose a detailed watering schedule, which will be reviewed and approved by The Beach BIA.** Watering and maintenance should be performed efficiently and respectfully to minimize disruption, especially noise, to local businesses, residents, and visitors to the area. The Beach BIA will provide the required permits for access to city water.

- **Winter Planters & Parkette:** Maintenance of the winter program will be minimal, as installations must be hearty and survive between installation date and removal, **November 17, 2025, to April 2,**

2026. The contractor will be responsible for the upkeep of planters, including plant replacement due to damage and trash removal during installation and end of season removal.

REMOVAL

The contractor shall remove all annual plant matter from all planters. Perennials in the planters should be cut back as required (if applicable), and all planter beds shall receive final care to prepare for the next season.

- **Summer Planters & Parkette:** The contractor shall remove all plant matter from all planters no later than **October 31, 2025**.
- **Winter Planters & Parkette:** The contractor shall remove all plant matter from all planters no later than **April 2, 2026, BEFORE the Beaches Easter Parade on Sunday April 5, 2026**.

REFERENCES

Please provide images or references of similar projects you have completed, if available.

PRICE SCHEDULE

Price shall include the supply of all labour, materials, equipment, products, tools, services, overhead, supervision, profit, incidentals, delivery, assembly, installation, removal of all debris and all other charges, excluding harmonized sales tax. The Beach BIA will provide the required permits for access to city water.

For your quotation to be considered, pricing must be provided on all items listed in the Price Schedule.

Pricing shall be held firm for the full duration of the purchase order and no increases will be accepted.

Note: 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 by The Beach BIA. Contingency allowances may be reduced or deleted at time of award based on budgetary requirements.

Description	Estimated Quantity	Price per Unit		Total Price	
Supply & install tree pit plant materials as per approve arrangement	47 Tree Pits (94 Planters)	\$	_____	\$	_____
Supply & install standing urban vase plant materials as per approved arrangement	50	\$	_____	\$	_____
Maintenance: Summer: Watering 3-4x/week, Weeding, Trash Removal, Deadheading Winter: Care & Upkeep	#	\$	_____	\$	_____
End of season removal and cleanup Summer: Remove by October 31, 2025 Winter: Remove by April 2 or prior to Easter Parade (April 5).					
Contingency	Lump Sum			\$	_____
Total allocated budget		TOTAL		\$	_____

PERENNIAL PLANTER REPLACEMENT & MAINTENANCE

Description	Estimated Quantity	Price per Unit		Total Price	
Spring cleanup, fertilize, remove dead plants, add soil as necessary, remove trash	1	\$	_____	\$	_____
Maintenance Summer = Watering 3-4x/week, Weeding, Deadheading, Remove trash Winter preparation (deadheading, cutback, removal of annual matter) should be completed no later than Oct 31, 2025		\$	_____	\$	_____
Contingency	Lump Sum			\$	_____ 100.00
		TOTAL		\$	_____

EVALUATION AND AWARD

It is the intent of The Beach BIA to award a purchase order to one bidder only. Evaluation criteria will include design creativity, adherence to specifications, detailed watering and maintenance schedules, and overall cost-effectiveness. The BIA reserves the right to reject any proposals and adjust quantities based on budget constraints. We will contact the contractor providing the winning submission by **March 13, 2025**.

Quantities provided are estimates only and should not be interpreted as indicating a minimum or maximum order quantity. All bidders therefore acknowledge that The Beach 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.

A list of final locations will be provided by the Beach BIA upon award of a purchase order.

INSURANCE AND INDEMNIFICATION

The successful contractor must submit the following information upon receipt of purchase order:

Insurance Requirements:

- Provide to The Beach BIA a certificate of Comprehensive General Liability insurance comprising third party bodily and personal injury and property damage coverage in an amount of not less than \$2,000,000.00, per occurrence, and also stating The Beach BIA as ‘additional named insured’ and

containing a cross liability and/or severability of interest clause protecting each insured to the same extent as if they were separately insured.

- Provide proof of insurance that your firm's policy contains non-owned automobile liability and contractual liability coverage.

Workplace Safety and Insurance Board (WSIB):

- The successful contractor shall pay all assessments for protection of all parties against claims under the Workplace Safety and Insurance Act.

SUBMISSION INSTRUCTIONS

Proposals must be submitted as a single PDF to Office@thebeachbia.com & Lori@thebeachbia.com with the subject line **"Planters RFQ Submission"** by **8:00 AM - February 27, 2025**

Please include

- Detailed design description & proposed plant material
- Price schedule
- Reference Materials (where applicable)

COMMUNICATION

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

CONTACTS

Should Bidders have any questions about any aspect of this Request for Quotation, they should direct their inquiries in writing by email, to the attention of:

Lori Van Soelen

Coordinator

The Beach BIA

Email: Lori@thebeachbia.com