



REQUEST FOR PROPOSALS STREETScape, ASSET & SNOW MAINTENANCE

Deadline for request for proposals is **5pm EDT on Monday, May 12th, 2025**

The Queen Street West BIA has spent several years and resources to enhance the public realm for all to enjoy, whether it be neighbourhood locals to tourists coming from far and wide. It is the place to see and be seen. From vibrant coloured benches, to honouring Indigenous roots, to creating a place for people to gather to the showstopping “Reflector” sculpture. The BIA prides itself on maintaining a clean, safe, and inviting neighbourhood and we expect a thorough step-by-step maintenance and cleaning program and are seeking a vendor(s) to provide services in the following areas:

Note: All services rendered are to complement base services from the City of Toronto and to enhance the public realm for the Queen Street West BIA, its members and overall neighbourhood.

1. Streetscape Maintenance

Service	Frequency	Requirements	Notes
Graffiti Removal	Weekly On-Demand	Member business BIA assets	Colour matched if painting over Removal within 24 hrs
Sticker & Poster Removal	Seasonal (3 times)	BIA assets	Colour matched if painting over
Tree Pit Cleaning	Monthly	Removal of debris and garbage across all pits within BIA boundary	Including near BIA assets such as at Denison Stage & Ryerson St Arches
Power Washing	3 times a year	BIA boundary	Spring, Summer, Fall

2. BIA Asset Maintenance

Service	Frequency	Requirements	Notes
Reflector (300 Queen Street West)	Weekly On-Demand	Graffiti removal, power washing and debris/garbage clean-up around and on sculpture	Includes electrical box and plaque
Soho to Spadina Benches (North Side)	Weekly On-Demand	Graffiti removal, power washing and debris/garbage clean-up around and on benches	Approximately 30 benches of various length and dimensions
Denison Stage & Arches (486 Queen Street West)	Weekly On-Demand	Graffiti removal, power washing and debris/garbage clean-up around and on stages and arches	Includes planters and building wall



Ryerson Street Arches (522 Queen Street West)	Weekly On-Demand	Graffiti removal, power washing and debris/garbage clean-up around and on arches	
Bronze Bike Racks (314 Queen Street West)	Weekly	Power washing and debris removal	Approximately 10 bike racks
Bronze Clan Markers (North Side between Spadina and John)	Monthly	Power washing and debris removal	Approximately 35 clan markers
Sidewalk Mural (284-294 Queen Street West)	Monthly	Power washing and debris removal	Includes plaque
Concrete Planters (Queen & McCaul & 300 Queen Street West)	Monthly	Graffiti removal and debris removal	Approximately 10 planters

3. Snow Maintenance

Service	Frequency	Requirements	Notes
BIA Assets	5 cm accumulation On-Demand	Reflector, Benches and Bike Racks	Snow clearing required, removal as needed
Pedestrian Flow	5 cm accumulation On-Demand	Removal of snowbanks post City clearing	Key intersections (TBD)

- Off-cycle schedule may be required in the event of time sensitive, or emergency maintenance is needed.

Reporting Requirements:

All service agreements entered with a vendor will require monthly reporting back to the BIA as part of the agreement including detailed cleaning instructions with photos pre and post maintenance as applicable. In addition, on a quarterly basis vendor and BIA meet to review performance and share feedback on services rendered.

Note: A detailed breakdown of special cleaning instructions and service expectations are available in the appendix. All proposals consist of all labour, equipment, and materials (some exceptions may apply upon approval) necessary to provide services for the BIA.

Timeline

- **Deadline for request for proposals:** 5pm EDT on Monday, May 12, 2025.
- **Review and vendor follow-up (as required) of request for proposals:** May 2025
- **Recommendation of vendor made to Board of Directors:** Mid May 2025
- **Selected vendor notified:** End of May 2025.

Duration: June 2025 – 2026 (1 year contract). Services are expected to commence on June 1, 2025, with 30-day cancellation notice by either party who can void the agreement within reason.



Selection Criteria

The successful vendor will be chosen based on the following considerations:

- Examples and references of past work, e.g. pictures of before & after work
- Overall cost of services and value-add services
- Explanation of expertise/technical ability
- Understanding of the Queen Street West BIA area
- Customer service to the BIA

Vendor Next Steps

1. Contact Information

To help determine if this project is the right fit for you or if you have additional questions, please email Simon Wong at simon.wong@queenstreetwest.ca. The BIA is also available to walk through the area for confirmation of required areas of maintenance, on request.

2. Prepare your Request for Proposals

Proposals should be submitted noting and including the following information:

- Vendors may respond to the requirements in parts or in whole
- Contracts should be priced and billed monthly with a flat fee unless pre-approval has been provided for specialized services
- Monthly reporting is required noting the number of instances cleaned with visual references to be submitted no later than the 15th day of the proceeding month. Please submit a sample report as part of your proposal.
- All proposals must include a schedule of which days will be designated for which services.
- Should any services or elements of the work be subcontracted to another vendor, then the vendor shall be disclosed - however please note that all payments will be made to the main vendor awarded this overall contract. Joint partner proposals are permissible.
- All proposals will allow for a cancellation of tender with 30 (thirty) calendar days notice.
- Ad-hoc service fees may be included but should be noted separately from the monthly maintenance fee.

3. Submit your Request for Proposals

Send in your proposals before the deadline of 5pm EDT, Friday, May 5, 2025 to:

Simon Wong
Executive Director
Simon.wong@queenstreetwest.ca

Obligation by either party

Queen Street West BIA is seeking Request for Proposals for information purposes only. There is no obligation on either Queen Street West BIA's part or on the part of an interested party to enter into an agreement at a later date. No remuneration will be provided for proposal development.



About Queen Street West BIA

Art meets commerce on vibrant Queen Street West, the historic area that spearheaded the growth in Toronto's cultural life in the 1980s and '90s. Known then for its mixture of fashion shops, galleries and indie music bars, the eastern part of Queen Street West has become a major shopping district while the western half retains its unconventional roots.

Located just south of the Ontario College of Art and Design and the Art Gallery of Ontario, Queen Street West between Simcoe and Bathurst is the neighbourhood that nurtured young artists for decades. While many of the galleries and artist-run centres are just slightly south of Queen Street West BIA's official boundary line at 401 Richmond, this specific area is still home to bars that showcase independent music and comedy acts. Fashion is another traditional strength of the area and one can shop for designer clothes on Queen Street West – or buy fabrics and create your own.

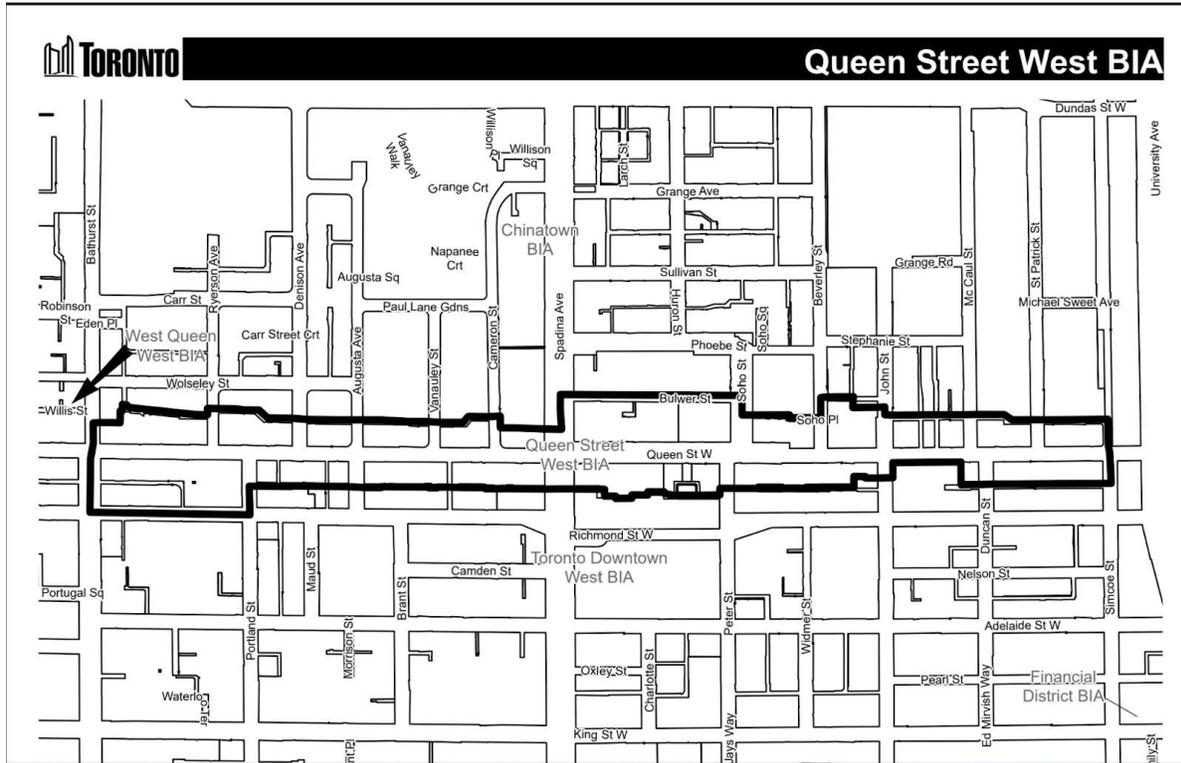
A hub for nightlife fun, Queen Street West is a place where downtown sophisticates meet tourists and other Torontonians at an array of restaurants and bars. During the daytime, shopping rules, with hordes of youths – and the young at heart – buying new hip vinyl, t-shirts and shoes. Embracing the latest in fashion and technology, Queen Street West mixes culture and merchandising together in one dynamic environment.

Established in 2008, the Queen Street West BIA encompasses the area along Queen Street West from Simcoe Street to Bathurst Street.

For more information about the BIA, please review our website at www.queenstreetwest.ca



APPENDIX A: Official Map of the Queen Street West BIA





APPENDIX B: Special Cleaning Instructions

- **Corten Steel elements - incl. "Spine" custom bike racks, tree grates/fences, podiums holding informational plaques**
 - For light cleaning (i.e. minor issues) the Corten surface can be power-washed without damage and scrubbed with an abrasive pad to renew the finish and dislodge any stubborn grime and surface dirt.
 - For more stubborn tagging/ stickers/ grime remove manually by scraping with a metal tool and then sanding off with 80 grit sandpaper by hand, or with a grinder and 80-grit flap wheel if the area is larger. If the sanding removes the patina layer and the material is brought back to a new state, the patina will naturally renew itself over time
- **Bronze Works – incl. Indigenous clan markers, heritage lot markers, bronze plaques on signs (various locations)**
 - Clean inlays to remove excess dirt, silt, or debris using a non-abrasive sponge with warm water and soap.
 - First cleaning should take place after snow has melted in Spring and continue once per month until first snowfall.
- **Sculptural painted benches (approximately 30 benches located between Spadina Ave to Soho St on north side of Queen St W)**
 - Any unwanted tagging on portions of the furniture to be removed in similar method as treatment of Corten Tree Fences (see above).
 - Any unwanted tagging/ graffiti specifically on the painted portions of the furniture, to be painted over as appropriate. Ideally finish touch ups with clear coat as a dispensable coating when cleaning up tagging.
 - Any tagging or vandalism on wood toppers – tagging can be removed with solvents similar to maintenance regime for Corten Steel above but failing that can be sanded down to remove tagging and wait for wood to patina to match the rest of the wood surfacing.
- **Sidewalk Mural (located approximately in front of 284-294 Queen St W)**
 - Clean sidewalk mural with to remove excess dirt, silt, or debris using a non-abrasive broom or sponge with warm water and soap.
 - First cleaning should take place after snow has melted in spring and continue once per month until first snowfall.
- **Reflector Sculpture (near 300 Queen St W)**
 - Fingerprint removal: Windex or similar mirror cleaning product with lint free non-abrasive soft cloth
 - No harsh chemicals should be used in any of the maintenance processes.
 - Monthly salt residue removal is recommended between Dec-Mar.
 - Cleaning: Mild soap w/ water and lint free soft cloth. Dried with lint free soft cloth and Windex or similar to remove any streaks.
 - Use Benjamin Moore brand graffiti remover