

Weston Village BIA

Request for Quote: 2026 Landscaping

Introduction:

The Weston BIA area is located in the north-west end of Toronto. It's main intersection is Weston Rd. & Lawrence Ave. The majority of our streetscape focus is a 1.3 km stretch along Weston Rd. The call for RFQs includes supply/install plant materials for self-watering hanging baskets, self-watering castle planters, and 9 in ground planters.

Submitted quotes will be assessed by the Board of Management, and a bid will be awarded as per our purchasing policy.

RFQ Deadline:

Interested parties must submit a detailed RFQ to the Weston Village BIA no later than December 29, 2025 to be considered. Guided site visits are encouraged.

Engagement Timeline:

The Engagement will begin on March 30, 2026, whereupon the BIA will provide 26 self-watering hanging baskets to the Landscaper. The Landscaper will fill the hanging baskets at their greenhouse to establish the root system prior to site installation.

- The pre-filled hanging baskets shall be installed on the BIA poles between May 19-22, 2026.
- The planters shall be filled with soil, flowers and plant material between May 19-22, 2026.
- Water and maintenance as per the schedule below shall commence within two days of installation date.
- Water and maintenance as per schedule below shall end on September 29, 2026.
- End of summer clean-up shall commence within October 13-23, 2026
- Winter arrangements in 12 castle planters, 9 in-ground planters and Weston Clock Tower within November 23-30, 2026.
- End of winter season clean up shall be completed by March 29, 2026.

Description of Engagement:

There are a total of 26 self-watering hanging baskets which fasten to BIA-owned poles. The water reservoir capacity for each basket is 8L.

- The Landscaper shall fill the 26 baskets with plant material for the summer season (June-September).
- The maintenance shall be twice per week. Maintenance is defined as; cleaning up any debris and filling the water reservoir.
- Water for this service shall be supplied by the Landscaper.

There are a total of 12 self-watering castle planters located on the sidewalk. The water reservoir capacity of each planter is 227L.

- The Landscaper shall fill the planters with plant material for both summer and winter seasons.
- Summer maintenance schedule shall be once every four weeks. Maintenance shall be defined as; cleaning up debris or garbage, weeding and filling the water reservoir. The watering

service shall be upon install.

- There is only one (1) maintenance visit required with two weeks of install to replace any missing plant or decorative material (baubles, ribbons etc.).
- Water for this service will be supplied by the BIA through hydrant permit.

There are 12 in-ground planter beds (5 on South Station St., 4 on Lawrence Ave., 3 on Weston Rd.)

- Landscaper to remove any existing plant material or other material needed to achieve the new design of planters.
- Landscaper to augment where necessary additional soil.
- Landscaper to provide a design (with plant selections and layout) to the BIA for approval prior to install. Timeline to be determined collaboratively with the BIA and Landscaper (to ensure timelines are met).
- Summer install will also include string lighting of all existing trees in planters. These lights will remain installed for the Winter 2026 season.
- Where power source is not available, battery powered lights will be used. All string lighting will be set to a dusk-dawn protocol.
- Maintenance shall be twice per week; including weeding, cleaning up any debris, replacing any missing plant material (only for the first 4 weeks), and watering.
- Water for this service will be supplied by the BIA through hydrant permit.

End of summer season clean-up is defined as;

- For baskets: removal of baskets from poles, disposal of plant material and soil, cleaning of baskets and return to the client for storage.
- For planters: disposal of plant material and soil including roots
- For in-ground planters beds: disposal of any annual plant material, add black wood mulch.

End of winter season clean-up is defined as;

- removal and disposal of plant material and decorative items and unusable soil including roots in preparation for 2027 summer planting.

Weston Village Clock Tower

- As part of the winter installation, the clock tower located in front of the RBC branch at Weston Rd. & Lawrence Ave. Will be decorated to coordinate with the castle planters design.
- Materials will include; garland, bows, pine cones, seasonal decorative elements, string lights.
- Power source is available.
- The clock tower install and clean-up will follow the winter season schedule.

RFQ Requirements:

- A cover letter introducing the landscaper and expression of interest in the project.
- Itemized estimate based on the description of engagement with the following;
 1. Summer plant material supply/install rate per hanging basket
 2. Summer plant material supply/install rate per castle planter
 3. Summer plant material supply/install for all in-ground planters

4. Summer installation of string lights on trees in in-ground planter beds. (battery power and or available on site power draw).
 5. Winter plant/decor material supply/install per castle planter
 6. Winter plant supply/install (Christmas trees) for (4) four in-ground planters.
 7. Winter maintenance /supply of existing string lights (on trees) and on added Christmas trees.
 8. Winter plant decor supply/install of the Weston Clock tower at the RBC site (including string lights)
 9. Maintenance rate for hanging baskets per visit.
 10. Maintenance rate for castle planters per visit.
 11. Maintenance rate for in-ground planters
 12. Maintenance rate for Weston Clock Tower Christmas decor/lighting
 13. End of summer season clean up.
 14. End of winter season clean up.
- Full list of plant species proposal to be installed, including their pictures and size.
 - Visual rendering of castle and in-ground planters.
 - Examples of previous work, or links to website where photos are posted.

*Proposal from Landscaper may include suggestions on tailoring scope of work to better achieve the BIA's goals. Responses or questions to this call for RFQ submission should be addressed to the WVBIA and send electronically in PDF format **by 11:59 PM, December 29, 2025.***

All submission to be sent to manager@westonvillagebia.com

Compensation:

The Client shall be billed monthly for services rendered, payable Net 30 days. All payments are made via cheque or E-transfer.

General Conditions:

Conflict of Interest: Proponents must disclose to the WVBIA in their Proposal any potential conflict of interest, including any which may involve WVBIA employees, membership or members/employees of agencies, boards, or commissions who may have a financial interest in the Proponents firm. If such a conflict does exist, WVBIA may, at its discretion, refuse to consider Proposal.

Right to Amend RFQ Guidelines: WVBIA reserves the right to amend or supplement the scope of the RFQ, giving equal information and cooperation by way of issued addendum to all proponents through the WVBIA website.

Bidder Incurred Costs: All costs incurred in preparation and presentation of proposals/quotes in any way whatsoever shall be wholly absorbed by the bidder(s).

Indemnity: The bidder(s) will indemnify and save harmless WVBIA from and against all claims, demands, losses, damages costs and expenses made against or incurred, suffered or sustained, done or omitted by WVBIA at any time before or following termination of the agreement.

Acceptance of Proposals: WVBIA is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria specified above.

Evaluation & Selection of Proposals: At least three (3) members of the WVBIA Board will evaluate all complete proposals and may request to conduct an in-person interviews with top proponents. The right is reserved to make an award based directly on the proposals submitted or to negotiate further with one or more proponents. By responding to the RFQ, proponents will be deemed to have agreed that the decision of the Selection Committee will be final and binding. The selection of the proponent will be based on the cost as well as the following criteria: Proponent Profile, Experience and Qualifications of then Proponent, Proposed Staff Team and Resources, Creativity and Innovation and Work Plan and Deliverables.

Ownership: The proposal shall be the property of WVBIA and shall not be published or released without the written consent of WVBIA.