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## **Eglinton Hill BIA Floral Program 2026**

### **Request For Proposal**

#### **Organization Overview**

Founded in 1997, the Eglinton Hill Business Improvement Area (BIA) is a collection of over 60 commercial property owners and business owners along Eglinton Avenue West, between Bicknell Avenue and Glenhaven Street in Toronto's Keele'sdale neighbourhood, who work in partnership with the City of Toronto to create a welcoming, attractive, and prosperous business district that aims to draw shoppers, diners, tourists, and new businesses to the local area.

As a Local Agency of the City of Toronto, our funding is received through a special levy on commercial real estate within the BIA's boundaries. Membership includes all commercial properties and non-residential tenants in the Eglinton Hill BIA.

#### **Project Overview**

The BIA's vision is to create and maintain a vibrant, inviting, and visually distinctive neighbourhood. To support this objective, the BIA secured member approval at its 2025 Annual General Meeting to invest in seasonal horticultural installations designed to enhance the pedestrian environment, strengthen local identity, and foster a more distinctive sense of place.

The Eglinton Hill BIA is seeking proposals from experienced and qualified suppliers for the provision of a summer and winter floral program beginning on May 22, 2026 to April 30, 2027, with the potential for renewal based on performance and budget approval.

The program must adhere to the following schedule:

- Spring/Summer plantings – beginning May 22, 2026
- Fall/Winter plantings – beginning November 13, 2026

The Contractor must choose flowers that are bright and flourishing with the outcome of making the BIA appear attractive during the day and night.

#### **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:

1. Supply forty five (45) 16"- diameter, spring/summer/winter established hanging baskets.
2. Delivery and installation of forty five (45) 16" diameter, spring/summer/winter established hanging baskets onto existing hardware. Single or double baskets per pole. (Existing hardware already installed on poles by others).

3. Provide a sample hanging basket for the BIA's approval prior to installation.
4. Each hanging basket insert shall fit into a 16" diameter hoop to be secured to the hardware to prevent the baskets from falling or theft. Contractor to determine method to secure baskets to existing hardware to ensure safety to pedestrians and prevention of vandalism or theft.
5. Supply, arrange, and install spring/summer hanging baskets by May 22, 2026.
6. Supply, arrange, and install winter hanging baskets by November 13, 2206.
7. Watering and care of spring/summer hanging baskets from installation to October 30, 2026. Contractor to assume increased watering service on weeks where the weather is extremely hot, to protect the baskets from drying out/dying, at no extra cost to the BIA.
  
8. Care of winter hanging baskets from installation to February 28, 2027.
9. Submit weekly/bi-weekly watering log upon request. Watering log shall indicate watering times and days.
10. Remove and dispose (if required) of spring/summer hanging baskets by November 1, 2026, subject to the BIA's intention to either proceed with winter basket installation or terminate spring/summer baskets for the year.
  
11. Coordinate installation of hanging baskets with the BIA.
12. A list of permitted installation locations for hanging baskets will be provided to the Contractor. Final hanging basket locations and quantities to be verified at the on-site meeting among the Contractor and the BIA prior to manufacture or installation.
13. Upon award of a purchase order, supply a detailed time schedule outlining the anticipated dates and time frames for supply, install and delivery/removal of hanging baskets.
14. Summer and winter mockups shall be provided by the successful vendor at least 2 weeks prior to installation.
15. Obtain and pay for all necessary inspections and permits where required.
16. Carry out all work by experienced staff fully competent and licensed to perform installation of hanging baskets.
17. All proposed items to be handled and installed as per manufacturer's recommendations.
18. Provide photo documentation of floral displays upon installation

**Plant Guarantee:** The Contractor will replace all annual and winter planting materials that die, wilt or are displaced due to winter weather or for any reason, from final installation to October 30, 2026 for spring/summer baskets, and to February 28, 2027 for winter baskets. Replacements will be made within 5 business days of notification from the BIA, to ensure baskets continue to appear in the same condition from when they were installed, at no extra cost to the BIA.

The BIA has the right to change, add or delete items or 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 Successful bidder shall take note that no claims will be entertained for any such changes.

List of final locations will be provided by the BIA's Operations Coordinator upon award of a contract release order.

The BIA is not liable/responsible for any additional cost(s) unless otherwise approved in writing via a change order through the BIA's Operations Coordinator.

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.

## **Specifications**

All materials and incidentals necessary to supply, deliver and install proposed hanging baskets, including, but not limited to:

1. Established hanging baskets are to be 12” high x 16” diameter with a plastic liner.
2. Soil mix as per standard potting soil mix
3. All baskets to contain well established plants to thrive in both sunny and shaded areas and/or winter weather conditions.
4. Basket to be installed into hanging basket hardware as per manufacturer’s recommendations.
5. Supply initial deep watering of spring/summer hanging baskets.
6. Flower baskets are to have a maximum load of approximately 40 lbs. each wet.

All measurements, locations, and quantities are to be verified by the Contractor prior to manufacture and installation. The BIA will not be responsible for any additional cost(s). Only the items listed above will be considered for this request for quotation.

### **Installation**

The Contractor is responsible for the following:

1. Obtain road occupancy, traffic control, or construction activity permits, if necessary, as well as ensuring that all other necessary permits are in place. All associated costs to be carried by the Contractor.
2. Prior to manufacture or installation, the Contractor shall coordinate a site walk with the BIA’s Operations Coordinator to determine and mark final placement of proposed items.
3. All items shall be installed as per manufacturer’s recommendations.
4. All work is subject to inspection by the BIA.
5. 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.
6. 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.
7. The Contractor shall protect finished surfaces and parts, against possible soil spill or 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 BIA locations. The Contractor shall without extra compensation, refinish and/or clean such spaces where such surfaces prove to have been inadequately protected and are soiled or damaged.
8. The Contractor shall restore all property temporarily removed damaged, or destroyed during the supply, delivery, setting-in-place, installation, and removal of any debris related to this project, to the satisfaction of the BIA and at no extra cost to the BIA. For greater certainty, the Contractor 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 Contractor fails to clean up at the completion of the supply, delivery, setting-in-place, installation, and removal of any debris related to this project, the BIA may do so and charge the Contractor for the costs thereof or deduct said costs from any monies still owing to the Contractor.
9. The Contractor 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.

10. A complete list of plants, including quantities, sizes and other requirements will be provided by the Contractor prior to delivery/installation, including instructions on watering schedule and care/maintenance.
11. The Contractor shall give the BIA's Operations Coordinator written notice of delivery and installation time seven to ten days prior to installation.
12. The Contractor shall guarantee all plant material and perennials to be healthy and flourishing condition upon installation, and up to and including the warranty period.
13. Prior to payment of the final invoice, a final inspection will be conducted once plant material is laid out and installation had been completed. The BIA reserves the right to reject any plants that do not appear to be in very good to excellent condition or that have been damaged at the time of delivery.
14. The Contractor will at his/her cost replace plants deemed to be of insufficient quality any time during the warranty period. Replacements shall be made as soon as conditions permit and subject to all requirements stated in this specification at the Contractor's expense. Any alternate plants or substitutions used in the baskets are to be of equal value to those plants that are being replaced.

### **Quotation Submission Requirements**

1. Company contact information (name, position, address, phone number, email).
2. Provide detailed pricing for the supply, delivery, installation, maintenance, and disposal of floral baskets (product costs, labour, maintenance).
3. Proponents shall submit their floral arrangement proposals in a format that clearly and effectively communicates the proposed design approach and intent. The submission format is at the discretion of the proponent and may include, but is not limited to, photo collages, photographs with descriptions of plant materials, planting palettes, sketches, or digital models/renderings.
4. Clear description of floral program execution plan (installation, maintenance, frequency of watering, seasonal change over).
5. Share photo examples of past floral programs/landscaping projects, preferably with City of Toronto BIAs (photos and descriptions).
6. Provide a minimum three references of previous clients with similar projects, including name, company/organization, phone, and email.

### **Warranty**

The Contractor shall guarantee that labour, materials and workmanship of product(s) offered, including removal and reinstallation, shall be warranted for 90 days, after the date of installation.

The Contractor will be required to complete a final inspection prior to the expiry of the warranty period to identify deficiencies and make corrections, at no extra cost to the BIA.

### **Pricing**

The BIA expects annual costs for the full scope of services to fall between \$35,000 and \$40,000 (HST included). Vendors able to deliver a complete suite of services within this range will be viewed favourably. While pricing discussions are possible, proposals aligned with this range will be prioritized during evaluation.

### **Insurance and Indemnification**

Without restricting the generality of any provision of this Agreement, the Supplier agrees to purchase and maintain in force, at its own expense the policies of insurance and coverages set out for the duration of

this Agreement unless specified otherwise. Such insurance shall be provided by an insurer licensed to carry on the business of an insurer in Ontario or satisfactory to the BIA in its sole and absolute discretion.

The Supplier agrees to purchase and maintain in force:

- a. Commercial General Liability provided that the policy:
  - (i) is in the amount of not less than Two Million Dollars (\$2,000,000.00), per occurrence;
  - (ii) adds the BIA as an additional insured;
  - (iii) includes, non-owned Automobile Liability, Employer's Liability and/or Contingent Employer's Liability, Contractual Liability, Personal Injury, Advertising Injury, Cross Liability and Severability of Interest, and any other provision relevant to the Services;
- b. Professional Liability (errors and omissions) coverage, if providing professional or design services, and/or cause any subcontractor engaged by the Supplier in relation to the services, where such subcontractor is under a professional obligation to maintain the same, and with proof of such insurance to be provided to the BIA, provided that the policy:
  - (i) is in the amount of not less than Two Million Dollars (\$2,000,000) per claim;
  - (ii) includes professional services pollution liability insurance if the Supplier is an environmental specialist;
  - (iii) will extend to infringement of copyright and other intellectual property, including misuse of trade secrets, if applicable;
  - (iv) shall be maintained for a period ending no sooner than twenty-four (24) months following the date of the earlier of the termination or expiry of this Agreement as the case may be.
- c. Automobile Liability insurance with a minimum limit of Two Million Dollars (\$2,000,000), per occurrence, for all owned or leased licensed motorized vehicles used in the performance of Services.
  - (a) Prior to commencing services, and twenty (20) days prior to the expiration, amendment or extension of any then current insurance or any part thereof, the Supplier shall provide the BIA with certificates of insurance as proof of such coverage, in a form acceptable to the BIA, signed by the insurer or its authorized agent, without notice or request by the BIA.
  - (b) The Supplier agrees that the insurance requested shall be primary and shall not call into contribution any insurance available to the BIA, and the insurance policies may be subject to reasonable deductible amounts, which deductible amounts shall be borne by the Supplier.
  - (c) It is understood and agreed that the coverage and limits of liability noted are not to be construed as the limit of liability of the Supplier in the performance of Services.
  - (d) The Supplier is responsible for any loss or damage whatsoever to any of its materials, goods, equipment or supplies and will maintain appropriate all-risk coverage as any prudent owner of such materials, goods, supplies and equipment. The Supplier shall have no claim against the BIA or the BIA's insurers for any damage or loss to its property and shall require its property insurers to waive any right of subrogation against the BIA.
  - (e) Each policy (except for the policy of automobile liability insurance) shall require the insurer(s) to notify the BIA in writing, by registered mail, at least thirty (30) Calendar Days (fifteen (15) Calendar Days if cancellation is due to non-payment of premium), prior to any cancellation of the Supplier's insurance.

### **Submission instructions**

Please submit your detailed quote and proposal to the BIA's Operations Coordinator, Ravi Upadhyay at [e.hill.info2024@gmail.com](mailto:e.hill.info2024@gmail.com) Please contact this email with any questions. No phone calls please.

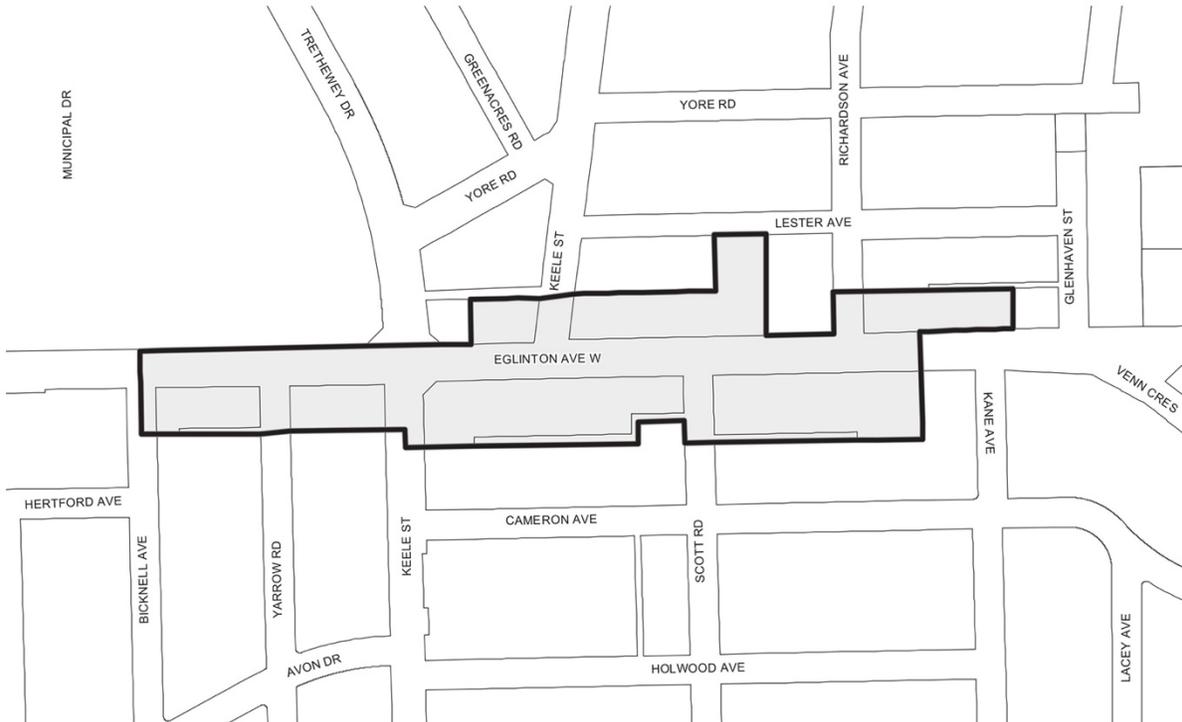
**Submission Deadline: Thursday, March 19, 2026**



## Eglinton Hill BIA Boundaries



## Eglinton Hill Business Improvement Area



Map File: web\EglintonHill.mxd  
Created by: Survey and Mapping Services (WS), March 2006

**Hanging Basket Examples (Summer and Winter)**

