



Request for Proposal (RFP)

Old Town Toronto Floral Program

Issued: September 4, 2024

Submission Deadline: October 2, 2024

1. Introduction: Old Town Toronto BIA is seeking proposals from qualified suppliers for the provision of floral services for our 2025 Summer Floral Program. This program includes the supply, installation, and maintenance of floral baskets on telephone and light poles, and landscaping of flower beds and planters throughout the area.

2. Scope of Work: We are looking for suppliers who can deliver the following:

- **Floral Baskets:**
 - Supply and install floral baskets on telephone poles.
 - Ensure proper maintenance, including watering, fertilization, throughout the season.
- **Landscaping Flower Beds and Planters:**
 - Supply and install flowers in designated flower beds and planters.
 - Provide ongoing maintenance, including watering, fertilization, weeding, and seasonal replacement as necessary.

Suppliers are welcome to submit quotes for one or both of the above programs.

3. Proposal Submission Requirements

Please submit your proposal using the provided spreadsheet, which includes two tabs:

- **Tab 1: Floral Baskets**
 - Provide detailed pricing for the supply, installation, and maintenance of floral baskets.
- **Tab 2: Landscaping**
 - Provide detailed pricing for the supply, installation, and maintenance of flower beds and planters.

4. Submission Instructions

- To apply, email stephenm@stlawrencemarketbia.ca to request a personalised quote link with maps, photos, and quote template.

5. Contact:

- Stephen-Thomas Maciejowski, stephenm@stlawrencemarketbia.ca, 416-856-0320
(Please note our office closure Sept 7th - Sept 15th, 2024)