

# Weston Village Business Improvement Area: Request for Proposals – 2025 Landscaping

## **INTRODUCTION**

Since 1979, the Weston Village BIA has been activating its 1.3km boundary with streetscape elements, special events and beautification. We are located in the north-west end of Toronto, our major intersection is Weston Rd/Lawrence Ave W.

The Weston Village BIA is accepting proposals for its 2025 landscaping, which includes supply/install of plant materials for hanging baskets and planters. Proposals will be reviewed by the Board of Management and a bid will be awarded as per our purchasing policy.

## **ENGAGEMENT TIMELINE**

The Engagement shall commence on March 31<sup>th</sup> 2025, whereupon the BIA shall provide our self-watering hanging baskets to the Landscaper. The baskets are currently in storage at the BIA's office at 4 John St Unit 3 Toronto M9N1J3. The Landscaper will fill the hanging baskets at their greenhouse to establish the root system prior to install.

1. The pre-filled hanging baskets shall be installed on the BIA poles between May 26-30, 2025.
2. The planters shall be filled with soil, flowers, and plant materials between May 26-30, 2025
3. Water and maintenance as per the schedule below shall commence within two days of installation date.
4. Water and maintenance as per the schedule below shall end on Tuesday September 30<sup>th</sup> 2025.
5. End of summer season clean-up shall commence within October 13-30, 2025.
6. Winter arrangements are installed in planters within November 3-14, 2025.
7. End of winter season clean-up shall be completed by April 10<sup>th</sup>, 2026.

## **DESCRIPTION OF ENGAGEMENT**

There are a total of 49 self-watering hanging baskets which fasten to BIA-owned poles, the water reservoir of these baskets is 8L.

- The Landscaper shall fill the 49 hanging baskets with plant material for summer season (June-Sept).
- The maintenance schedule shall be twice per week. Maintenance is defined as; cleaning up any detritus and filling the water reservoir.
- Water for this service will be supplied by the Landscaper



There are a total of 28 self-watering planters located on the sidewalk, the water reservoir of these planters is 227L.

- The Landscaper shall fill the planters with plant material for both the summer and winter season.
- Summer maintenance schedule shall be once every four weeks. Maintenance is defined as; cleaning up any detritus or garbage and filling the water reservoir. The first watering service shall be upon install.
- There is no maintenance required for winter season.
- Water for this service will be supplied by the BIA through hydrant permit.



There are eight large planter beds located at the intersection of Weston/Lawrence.

- Landscaper to plant the following herbs and plants into the beds; peppermint, garlic, onion/chive, chrysanthemum, and other hardy & complimentary shrubs, grasses and perennials as per the proposal that are drought tolerant.
- Maintenance shall be twice per week; including weeding, cleaning up any detritus 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 planter beds: disposal of any annual plant material, add wood chips

End of winter season clean-up is defined as;

- removal and disposal of plant materials and decorative items and unusable soil including roots in preparation for 2026 summer planting

## RFP REQUIREMENTS

To be considered, proposals shall include;

1. A cover letter introducing the landscaper and expression of interest for the project.
2. Itemized estimate based on the description of the engagement with the following;
  - a. Summer plant material supply/install rate per hanging basket
  - b. Summer plant material supply/install rate per planter
  - c. Summer planter material supply/install for all planter beds
  - d. Winter plant/décor material supply/install per planter
  - e. Maintenance rate for hanging baskets per visit
  - f. Maintenance rate for planters per visit
  - g. Maintenance rate for planter beds per visit
  - h. End of summer season clean up rate
  - i. End of winter season clean up rate
3. Full list of plant species proposal to be installed, including their pictures and size.
4. Examples of previous work, or links to website where photos are posted.

*Proposals may include supplemental information that strengthens submissions.*

Responses or questions to this call for proposal submission should be addressed to WVBIA and sent electronically in PDF format **by 11:59 PM, March 2, 2025** to [admin@westonvillagebia.com](mailto:admin@westonvillagebia.com).

## COMPENSATION

The Weston Village BIA is seeking a landscaper who can complete the 2024 Landscaping Engagement within a budget of \$35,000 + HST or less.

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

## GENERAL CONDITIONS

Conflict of Interest: Proponents must disclose to 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 Proponent's firm. If such conflict of interest does exist WVBIA may, at its discretion, refuse to consider the Proposal.

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

Bidder Incurred Costs: All costs incurred in the preparation and presentation of proposals 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 in-person interviews with the 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 this RFP, 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 the 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.

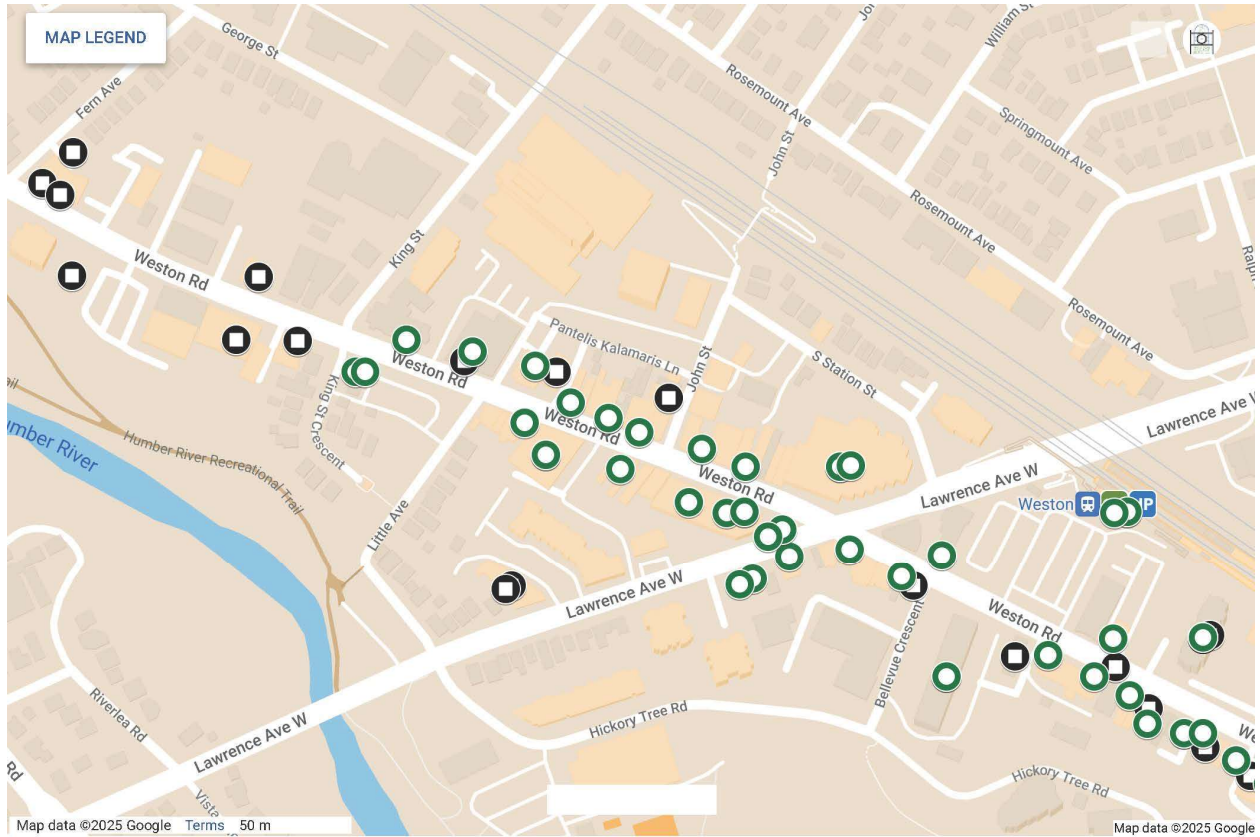
**SCHEDULE "A"**

Locations of: 28 self-watering planters, 49 18" self-watering hanging baskets, hanging basket hardware. Note there is only one basket per pole.

Planters		Hanging Baskets			
1	2160 Weston Road	1	2017 Weston Road	29	1865 Weston Road
2	10 Church Street	2	2000 Weston Road	30	1865 Weston Road
3	2159 Weston Road	3	2000 Weston Road	31	1836 Weston Road
4	1 Fern Avenue	4	1995 Weston Road	32	1825 Weston Road
5	2105 Weston Road	5	1974 Weston Road	33	1826 Weston Road
6	2101 Weston Road	6	1979 Weston Road	34	1775 Weston Road
7	2088 Weston Road	7	1971 Weston Road	35	1814 Weston Road
8	2050 Weston Rd	8	1966 Weston Road	36	1806 Weston Road
9	2047 Weston Road	9	1955 Weston Road	37	1775 Weston Road
10	2030 Weston Road	10	1946 Weston Road	38	1798 Weston Road
11	1995 Weston Road	11	1943 Weston Road	39	1775 Weston Road
12	1995 Weston Road	12	1935 Weston Road	40	1794 Weston Road
13	1975 Weston Road	13	1924 Weston Road	41	1786 Weston Road
14	1966 Weston Road	14	1912 Weston Road	42	1775 Weston Road
15	1955 Weston Rd	15	1921 Weston Road	43	1772 Weston Road
16	2 John Street	16	1906 Weston Road	44	1766 Weston Road
17	1901 Weston Road	17	1901 Weston Road	45	1775 Weston Road
18	2100 Lawrence Avenue W	18	1901 Weston Road	46	1775 Weston Road
19	2100 Lawrence Avenue W	19	2075a Lawrence Ave W	47	1758 Weston Road
20	2 Bellevue Cres	20	1906 Weston Road	48	Clocktower (Weston/Lawrence)
21	1844 Weston Road	21	2079 Lawrence Ave W	49	Clocktower (Weston/Lawrence)
22	1808 Weston Rd	22	2083 Lawrence Ave W		
	Planters continued		Hanging baskets continue		
23	1798 Weston Road	23	1894 Weston Road		
24	1811 Weston Road	24	1874 Weston Road		
25	1775 Weston Road	25	1871 Weston Road		
26	1775 Weston Road	26	5 Bellevue Crescent		
27	1792 Weston Road	27	1865 Weston Road		
28	1780 Weston Road	28	5 Bellevue Crescent		

## SCHEDULE "A"

Locations of: 28 self-watering planters (black icons), 49 18" self-watering hanging baskets (green icons), hanging basket hardware. Note there is only one basket per pole.



## SCHEDULE "B"

Locations of: Plant beds at the intersection of Weston and Lawrence.

