



Request for Quote – Outdoor Holiday Lighting

Organization: The Roncesvalles Village Business Improvement Area (RVBIA) encompasses the commercial properties located on Roncesvalles Avenue in Toronto’s west end, known as Roncesvalles Village. Comprised of commercial property owners and their commercial tenants, we work in partnership with the City to create thriving, competitive, and safe business areas that attract shoppers, diners, tourists, and new businesses.

The RVBIA covers the entirety of Roncesvalles Avenue (approximately 1.8 kms), from the most northern point, intersecting Dundas Street West, South to where Roncesvalles Avenue meets King and Queen Street West and the Queensway.

Initiative: For the 2023 holiday season, the RVBIA is seeking quotes from experienced and reliable contractors for the purchase and installation of outdoor holiday lighting on the commercial blocks along Roncesvalles Ave.

Our aim is to create a festive and visually appealing outdoor atmosphere during the holiday season.

We invite interested contractors to submit a quote for the following services:

1. Design & Planning:
 - Present options for cohesive non-denominational festive lighting along Roncesvalles Ave.
 - Applying the street’s ‘village’ atmosphere, as well as the viable locations for lights as described below, present options for cohesive lighting along Roncesvalles Ave using solid (not flashing) soft white lights.
2. Product Selection & Procurement:
 - Procure approved outdoor holiday lighting for each component of the areas to be lit up (see requirements below).
 - Ensure the lights are energy-efficient, durable, weather-resistant, and safe for outdoor use.
 - Accept delivery and keep secure all products until the time of installation.
3. Installation & Setup:
 - Professionally install the outdoor holiday lighting according to the approved design plan and timing noted below and to function through the period indicated.
 - Ensure proper wiring, secure mounting, and adherence to safety standards.
 - Lights must be programmed to come on at dusk and go off in the early morning and should be sequenced together.

- Coordinate with relevant stakeholders, such as local authorities or utility companies, if necessary.
- 4. Maintenance & Support:
 - Include ongoing maintenance and support throughout the dates provided, including prompt bulb and battery replacements, troubleshooting, and repairs to ensure all lighting is operational from dusk to early morning.
 - Ensure ongoing maintenance is addressed in a timely manner.
 - Provide a point of contact for addressing any lighting-related issues or emergencies promptly.
- 5. Removal & Storage:
 - Thorough removal of temporary lighting and related materials and disposal or delivery to RVBIA storage space (as applicable) located on Roncesvalles Ave. at project completion.

Features & Requirements:

The RVBIA has 3 separate 'locations' where lighting can be installed:

1. 25 Light Standards (see image 2A): these RVBIA assets are permanent posts with lights which have hydro available. Lights should wrap around the posts in an attractive, appealing manner. Note: Lights cannot obscure any TTC / City signage already attached to these poles.
2. 69 Tree Cages (see image 2B): These RVBIA assets are permanent metal encasements surrounding trees along Roncesvalles. Lighting here will require batteries and timers. Similar greenery as shown in the photograph should be included in quote.
3. Planters/Cedars (see images 2C and 2D): for blocks without tree cages and light standards, planters or cedars will be required to ensure consistent lighting along the entire street (primarily the south end of the street). Lights will need to be battery powered in these locations. Cedars will need to be secured. Planters will require filling of some kind (winter plants and soil for example) as well as battery powered lights. PLEASE NOTE: vendors are requested to provide quotations for both options (Cedars and Planters), though only one option will be chosen for execution. The availability of the planters is dependent on procurement from the City. In the event that the planters are not obtainable, the option of using Cedars with lights will be pursued instead. The RVBIA may source cedars from existing vendors to reduce costs (if applicable). Vendors are encouraged to provide a third option which can fulfill this component of the project.

R RONCESVALLES VILLAGE BIA

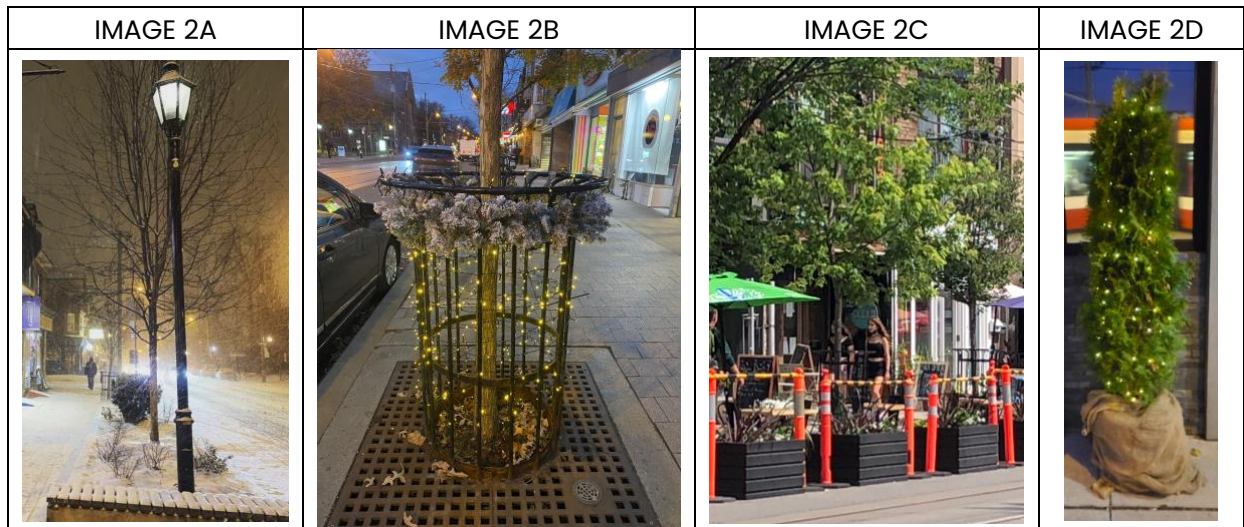
Budget: \$28,000

Installation: Must be installed and functional by November 17th, 2023.

Removal: Begin no earlier than January 8th, 2024, and must be completed by January 15th.

Interested contractors are requested to provide the following information in their quotes:

1. Brief overview of experience in outdoor holiday lighting installation, including similar projects completed. Please note previous experience with non-profit organizations or Business Improvement Areas (if applicable).
2. Proposed lighting design approach/visual options
3. Detailed breakdown of costs, including product costs, installation and removal, and any additional charges.
4. Estimated timeline targets for the project (procurement of lights etc.), including confirmation of installation and removal dates.
5. References from previous clients for whom similar work has been performed.
6. Vendors are reminded that the successful candidate will be required to present a valid Certificate of General Liability Insurance.
7. As required by the province of Ontario, vendor and any of their subcontractors shall fully comply with Ontario WSIB regulations. Vendor is solely responsible for providing WSIB or equivalent coverage to employees and subcontractors.



Please submit your quotes no later than **July 18th, 2023, at 11:59pm** to Daniele Stoddard at manager@roncesvallesvillage.ca. If you have any questions, please email to the contact above.