



REQUEST FOR PROPOSAL

Manufacture and supply 29' Aluminum Flagpoles for installation in BIA projects

Issued on:
November 15, 2017

Closing date and time:
December 8, 2017, 3pm

Contact:
Al Ruggero, Project Manager
al@emeryvillagebia.ca
416-744-7242

Deadline for questions in writing (email):
Dec. 4, end of day

1. Definitions

“*The BIA*” means the Board of Management, staff and authorized representatives of the Emery Village Business Improvement Area (BIA), and/or the geographic area within which the BIA member businesses are located.

“*Vendor*” means the successful bidder with whom the BIA enters into an agreement.

GENERAL OVERVIEW

2. Invitation

The Emery Village Business Improvement Area is inviting proposals from qualified vendors and manufacturers that have demonstrated capacity and expertise to, manufacture, supply, flagpoles that are long lasting, attractive and easily maintained and meets with both the City of Toronto and the BIA’s design standards. Specifically, we have a standardized design featured in the Emery Village BIA Streetscape Manual as a reference.

All the equipment submitted with this quotation shall comply with the Ontario Building Code and CSA standards, where applicable.

3. Context and Background

The Emery Village Business Improvement Area was formed in 2003 and is Canada’s largest Business Improvement Area with over 2,500 commercial, industrial and retail establishments employing approximately 25,000 people. It is also one of the City of Toronto’s largest designated Employment Zones. The BIA’s mandate is to initiate and oversee community improvements such as beautifying the streetscape, creating a sense of place, instilling civic pride in the neighbourhood, and celebrating the rich cultural history. Further information about the BIA is available at:

<http://www.emeryvillagebia.ca/>.

Over the years, Emery Village BIA has undertaken numerous city led streetscape projects that have involved structural changes to the street and its surrounding environment and the

installation of pedestrian lighting, feature gardens and plantings, flagpoles, planter boxes and benches.

In addition, our mandate includes providing Landowners with direction and information on acquisition and implementation of streetscape design and items including approved street furniture. The winning vendor will have an opportunity to compete for private sector contracts to supply landowners, and others with the flagpoles as specified in the EVBIA Streetscape Manual for Landowners.

4. Scope of Work

The BIA is interested in engaging a reliable and responsive vendor interested in the supply of approved flagpoles. The successful vendor would, as part of this agreement, enter into a minimum 2-year program to supply flagpoles, anchor systems, halyards and other parts, warranty and replacement parts. Quantities would be based on budgetary considerations, and streetscape projects going forward.

5. Specifications

General Criteria

Height and Diameter of Flagpole:

Standard height of 29 feet, a butt diameter of 5" and a top diameter of 3".

Mounting of Flagpole:

The flagpoles are ground mounted and attached to a reinforced concrete footing of a suitable size with anchor bolt assembly. The flagpole and footing (as specified) is constructed to withstand seasonal elements and windspeeds.

Break-away Flagpoles:

Flagpoles should be constructed and installed with a "break-away" feature that will minimize personal injury and property damage in the event of a vehicular impact.

Material and Colour of Flagpole:

The flagpole should be fabricated of aluminum due to its relative low cost and weather resistance. The flagpole is to have a black anodized finish (or equivalent) that is consistent with other streetscape elements (ie. Decorative banner poles, lighting fixtures). The top should have a revolving black cap fabricated of aluminum.

Rigging:

The flagpole should have an internal halyard system with a locking door that will prevent unauthorized tampering, and allow the flag to be easily raised and lowered for half-masting and maintenance.

6. Shop Drawings

Bidders are required to submit detailed drawings of their proposal product including dimensions and material. Successful Bidders shall submit shop drawings/stamped engineered drawings and product data to the Project Manager prior to the final order being placed. Shop drawings to indicate dimensions, sizes, assembly and installation details for the fixture and shall bear the stamp of a professional engineer.

7. Order Quantity

Quantities provided are estimates only and should not be interpreted as indicating a minimum or maximum order quantity. All bidders therefore acknowledge that the EVBIA is not obligated to place any minimal orders and cannot be held responsible for any potential losses in anticipated revenue by any contractor or supplier. Please indicate lead time required in your bid package. All shipments are to be arranged by the supplier in a reliable and secure method including proper wrapping, crating etc.

8. Schedule

Flagpoles ordered shall be delivered by **dates specified in the purchase order** unless otherwise agreed upon, by the BIA, and the successful bidder.

9. Warrantee

The Successful Bidder shall guarantee that materials and workmanship, including removal and reinstallation of product(s) offered, shall be warranted for a minimum of two (2) years after the date of installation

10. Pricing

For your quotation to be considered, pricing must be provided FOB with shipping charges shown (approximate) door-to-door.

Pricing shall be held firm for the full duration of the purchase order and no increases will be accepted.

11. VENDOR'S PROPOSAL

Along with their proposal, interested bidders are invited to attach a brief description of their business, products and project portfolio, web site, length of time in business, relevant experience and competencies, and production capacities (if applicable). References are welcomed.

All communications regarding this project shall be directed to Al Ruggero, Project Manager, via email, al@emeryvillagebia.ca or telephone, 416-744-7242.

**Al Ruggero, Project Manager
Emery Village Business Improvement Area
1885 Wilson Avenue, Suite 209
Toronto, ON. M9M 1A2**

Payments for all goods supplied shall be subject to Harmonized Sales Tax, as applicable, only. The Proponent's GST/HST Registration Number shall be inserted in the space provided on the signature page of the Bid Submission Form.

The Vendor shall maintain such Insurance or pay such assessments as will protect the Vendor and the BIA from claims under Workplace Compensation Acts. And, from any other claims for damage from personal injury, including death, and from claims for property damage which may arise from the Vendor's operations under this contract.

In the event that the Vendor is exempt from WSIB or has opted out, confirmation of Employer's Liability in the amount of \$5,000,000.00 is required. Such coverage can be confirmed on the BIA's Certificate of Insurance form, as an extension under the Commercial General Liability.

Cross Liability & Severability of Interest Clauses, Products & Completed Operations coverage (12 months), Owner's & Vendor's Protective, deletion of the 'XCU' exclusion where the exposure exists, and Standard Non-Owned Automobile endorsement a minimum of \$2 million, including standard contractual liability coverage.

The BIA shall accept in place of the above mentioned insurance coverage, a combination of primary CGL insurance and Excess Liability or Umbrella Liability insurance for which provide the minimum coverage's, aggregate and limits as noted above.

BID SUBMISSION FORM

THIS FORM MUST BE COMPLETED, PROPERLY SIGNED & RECEIVED ON OR BEFORE THE DATE & TIME SPECIFIED, OR YOUR SUBMISSION WILL BE CONSIDERED INVALID. ANY REWRITES TO OR DELETIONS FROM TO THIS CONTRACT WILL DISQUALIFY YOUR PROPOSAL.

FAXED OR ELECTRONIC SUBMISSIONS **WILL NOT** BE ACCEPTED IN RESONSE TO THIS RFP, PROVIDED THAT THEY ARE RECEIVED ON OR BEFORE THE DESIGNATED CLOSING TIME TO THE LOCATION NOTED IN THIS DOCUMENT. MISDIRECTED PROPOSALS, PROPOSALS RECEIVED AFTER THE CLOSING DATE AND/OR TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENDED.

Company Name

Address

Postal Code

Authorized Signature

Print Name

Title

Telephone No.

Facsimile No.

E-Mail

GST/HST Registration Number