

# Request For Proposal (RFP)

**Procurement Reference Code: PrideSanitization002**

Procurement Contact Reference: [lee@pridetoronto.com](mailto:lee@pridetoronto.com)

Date of issue: **January 5, 2023**

Deadline for submitting inquiries: **January 24th, 2023**

Deadline for bid submissions: **February 1st, 2023**

## Who We Are

Founded 1981, Pride Toronto continues a legacy that is deeply intertwined with the rich, progressive history of Toronto's queer community. From a small gathering of dedicated activists fighting for their right to love and be seen, to the vibrant celebration we know today, Pride has been a long time in the making. Today, Pride Toronto supports our communities in the pursuit of our unequivocal rights to be known, be heard, be understood, be accepted, be respected, and to celebrate the beauty of who we are. Our Vision is that, no matter who you love or how you identify, you will be safe, valued, equal, and proud.

## Bid Information:

This RFP seeks interested and qualified bidders who are committed to proactively partnering with Pride Toronto to ensure the implementation and best practices to oversee the delivery and management of portable restrooms, sanitation stations and portable fencing for the Pride Toronto Festival. This includes providing knowledge and solutions to create and maintain a safe, clean and hygienic festival and return the space to its natural state.

## Qualifications

We are seeking a proven, high performing contractor/organization with experience in managing waste for large scale events. The contractor should have extensive knowledge in sanitization and proper procedures that align with municipal/provincial regulations.

## Milestones

The following are key milestones for solicitation.

- An information session will take place on January 18th, 2023 from 1:00pm-3:00pm. **Attendance is strongly recommended.** Please register to attend [here](#).
- Questions & clarifications must be submitted by Jan. 24th, 2023.
- Proposals are due on February 1st, 2023 in PDF format.  
All proposals must be electronically sent by 11:59 pm to [lee@pridetoronto.com](mailto:lee@pridetoronto.com).  
**Please include the Procurement Reference code in the subject line.**
- The contract will be awarded on February 8th, 2023.

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## Confidentiality

- The terms of this RFP and all information provided are to be treated by your company as strictly confidential and proprietary. All data and information is to be used solely for the purpose of responding to this inquiry. At any point, should Pride Toronto feel that there is or has been a breach of this request, they reserve the right to eliminate the bidder for consideration of this RFP.
- All proposals submitted will become the property of Pride Toronto and will be held confidential. Any copies of the proposal will be provided to Pride Toronto employees and contractors on a need-to-know basis only.

## Project Description/Scope of Work

- The contractor will be required to expertly manage all portable restrooms, fencing, and sanitization stations on the festival footprint, including the delivery, regular maintenance and removal of portable items. A map of the festival footprint with associated estimates and operating hours can be identified in Annex A.
- The contractor will be required to suggest and provide insight on best practice in regards to creating and confirming delivery schedules, placement or infrastructure, maintenance schedules and sanitization options to ensure that health and safety is maintained at all times.
- The contractor will be required to provide an appropriate amount of portable washrooms, sanitization stations and fencing on site and manage accordingly to avoid overflow.
- The contractor will be required to provide all necessary materials and needs, including but not limited to vehicles, staffing, and any other items needed to support the bid.
- The contractor will be responsible for managing their team and schedules to ensure that all items and infrastructure secured are placed within the timeframes designated. It is very important that deadlines are met.

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- The contractor will be required to ensure the removal of all portable infrastructure from the festival footprint prior to 5:00am Monday June 26<sup>th</sup>, 2023 and ensure the space is returned to its natural state.
- The contractor should ensure backup services are available and suitable in the event of equipment failure, additional health and safety protocols, excess waste, or any other sanitization or waste-related mishaps that could result.
- The contractor is responsible for the removal and disposal of all portable infrastructure secured and waste generated.
- The contractor should be able to also provide accessibility options for portable washrooms and sanitization needs.
- The contractor understands that municipal and provincial regulations should be followed at all times and that information can change at any point between being awarded this contract and the actual festival dates.
- The contractor understands that Pride Toronto reserves the right to only commission certain items/infrastructure from the bidder and may opt to work with multiple companies/organizations to fulfill festival needs and goals.

## Evaluation

The evaluation criteria for proposal includes:

- 1) Proposal Requirements (required)
- 2) Bidders qualifications (40%)
  - a) Corporate experience and performance in bar service and management for large-scale events and contracts of a similar size.
  - b) Experience working with the Agco and knowledge of all alcohol and service-related bylaws
- 3) Service (45%)
  - a) The ability to provide the scope of services requested
  - b) Capability to support large-scale events (staffing, inventory, scheduling, transportation, sales/finances, etc.)
- 4) Financial Benefit (10%)

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- a) The lowest price bid will not be the determining factor in awarding the contract. Rather, Pride Toronto may award the contract to the bidder whose proposal, in our opinion, represents the lowest and best value bid.
- 5) Support towards the 2SLGBTQ+ (5%)
  - a) How has your organization supported the community, whether past, present or future.

## Proposal Requirements

- 1) Company Bio and key personnel
- 2) Provide an overview of your management strategy and estimates of materials as per the scope included on Annex A and necessary insurance documents with a minimum coverage of 2 million liability.
- 3) Describe your process and approach to managing the infrastructure and its removal on the festival footprint. Include the preliminary amount of staff and scheduling that you would employ logistically during festival run times and/or off-hours.
- 4) Provide case studies and references from 3 client contracts that are similar in scope.
- 5) Provide a budget breakdown with associated costs and your billing structure. Items to quote on include:
  - a) Portable washrooms
  - b) Portable accessibility washrooms
  - c) Handwashing stations
  - d) Sanitization stations
  - e) 4' Fencing (include dimensions)
  - f) 6' Fencing (include dimensions)
  - g) Gates with wheels (include dimensions)
  - h) Screening (include dimensions)
  - i) Delivery/Pick-up & Maintenance schedules (flush-outs, etc.)
  - j) Staffing

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- k) Any other items/suggestions that bidder recommends be considered to assist in finding solutions to maintain sanitization on the festival footprint.

**Pride Toronto is committed to the principles of employment equity. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialized people, Indigenous people, disabled people, queer and trans people, and women. If you require any form of accessibility throughout this application, please let us know.**

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## Annex A:

Pride Toronto Festival Footprint reference can be found [here](#) (Please note this is a draft based on 2022 and items are subject to change. A final CAD will be provided to vendors for reference.)

## Festival Information

- The Pride festival runs from Friday June 23<sup>rd</sup> – Sunday June 25<sup>th</sup> 2023.
- Load-in will begin as of Thursday June 22<sup>nd</sup>, 2023. All items must be removed by 5:00am Monday June 26<sup>th</sup>, 2022.
- The Pride festival attracts about 2 million unique visitors over the festival weekend.
- Please be advised that sensitivity training will be required at the discretion of Pride Toronto. Should this be an issue, please do not bid on this contract.
- Please be advised that you will be required to follow all provincial/municipal health and safety regulations that might include but are not limited to wearing masks/protective gear at all times and ensuring that all staff associated can provide proof of vaccination upon entering the space.
- Please be advised that this RFP is for an physical, in-person festival. Should public health regulations restrict Pride Toronto from hosting a physical festival, Pride reserves the right to cancel this RFP.
- The festival is comprised of key areas which include:
  - 1) StreetFair – Runs along Church St. from Hayden St. to Dundas. The StreetFair features vendors, artisans, organizations and DJ stations that are meant to engage with the public. StreetFair hours of operation are:
    - a. Friday June 23<sup>rd</sup>, 2023 – 7:00pm – 1:00am
    - b. Saturday June 24<sup>th</sup>, 2023 – 1:00pm – 1:00am
    - c. Sunday June 25<sup>th</sup>, 2023 – 1:00pm – 11:00pm
  - 2) Staging Areas – Multiple stages and entertainment areas exist along the festival footprint that appeal to a wide variety of individuals. Some of these areas are licensed. Please see table 1.1 for further reference.

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- 3) Pride Parade Staging Area – Sunday June 25<sup>th</sup>, 2023 will feature the Pride Parade. The staging areas for floats will be along Rosedale Valley Rd. from Park Rd. to Bayview Ave. Marching staging area will run along Bloor St. from Church St. to Ted Rogers Way, continuing south on Ted Rogers Way to Mount Pleasant. \*Fencing will be needed along Bloor St. to encase flower beds and portable washrooms and sanitization stations will need to be deployed Saturday night/Sunday AM. Pride Toronto will work with the bidder to confirm the final delivery times.
- 4) Pride Parade Route – Sunday June 25<sup>th</sup>, 2023 at 2:00pm – approx. 6:00pm. The Parade route runs W. on Bloor St., S on Yonge St. and turns W. on Dundas St.

Table 1.1 – Contains an estimated scope for reference based on 2022 with slight adjustments. Please be advised that Pride Toronto is seeking your professional input on current proposed estimates and items that would assist in a successful festival for 2023. Quantities, locations, and items are subject to change. This is just a reference so you understand the scope of inventory and labour.

\*Legend:

Portable Restroom (Pr)

Accessibility Restroom (Ar)

Handwash Station (Hw)

Sanitization Station (Ss)

Activation	Location	Est. Fencing Lft (6' & 4')	Est. Restrooms & Sanitization
StreetFair	Along Church St. from Hayden St. to Dundas St.		Pr – 55 Ar – 10 Hw – 22 Ss – 20
Stages & Activations	Main Stage Nathan Phillips Square (NPS) 100 Queen St. W	6' – 445 4' – 525	Pr – 8 Ar – 3

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				Hw – 5 Ss – 10
	Wellesley Stage	Green P - 15 Wellesley St E.	6' – 830 4' – 516	Pr – 20 Ar – 3 Hw – 10 Ss – 15
	South Stage *No alcohol	Gould St. about 150' W. of Church St.	4' – 740	Pr – 2 Ar – 2 Hw – 4 Ss – 6
	South stage beer garden	Approx. 310-322 Church St. (just south of Gould St.)	6' – 120	0
	Family Pride	Church St. Public School - 83 Alexander St.	0	Pr – 2 Ar – 1 Hw – 3 Ss – 4
	Sober Space *No alcohol	Paul Kane Parkette - 58 Wellesley St. E. <b>*To BE PLACED ON WELLESLEY ST. OUTSIDE OF THE PARK SPACE</b>	6' - 120	Pr – 1 Ar – 1 Hw – 2 Ss – 2
	Allan Gardens *No alcohol	160 Gerrard St. E.	6' – 110' 4' – 36'	Pr – 2 Ar – 2 Hw – 4 Ss – 6
	Yonge Dundas Square	1 Dundas St. E	0	Pr – 4 Ar – 2 Hw – 2 Ss – 3



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	George Hislop Parkette	20 Isabella St.	6' - 155' 4' - 7'	Pr - 3 Ar - 1 Hw - 2 Ss - 2
	Norman Jewison Parkette	15 Isabella St.	6' - 66' 4' - 62'	Pr - 3 Ar - 1 Hw - 2 Ss - 2
Parade Staging Areas & Parade Route *Sunday Only	Float Staging area	Rosedale Valley Rd. from Park. Rd. to Bayview Ave.	0	Pr - 6 Ar - 3 Hw - 6 Ss - 10
	Marchers Staging Area	Bloor St. from Church St. to Ted Rogers Way, south on Ted Rogers Way to Mount Pleasant	6' - 1,650 (flower beds on Bloor St. from Yonge St. to Ted Rogers Way)	Pr - 5 Ar - 4 Hw - 6 Ss - 15
	Parade Route	Yonge St. between Bloor St. and Dundas (placed on side-streets)	0	Pr - 0 Ar - 8 Hw - 8 Ss - 8
	Lawren Harris Parkette	145 Rosedale Valley Rd	0	Pr - 1 Ar - 1 Hw - 2 Ss - 4
	Honour Pen	Church St. just south of Bloor St	6' - 950	
	Media Pen	Grenville St. just W. of Yonge St.	6' - 775	

**\*Screening estimates will also be requested for some barricades. This will be determined at a later time. Please be advised that quantities are subject to change at Pride Toronto's discretion.**