

# Request For Proposal (RFP)

**Procurement Reference Code: PrideWaste001**

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 waste management of the Pride Toronto Festival. This includes assisting with reducing the waste footprint and providing services to eliminate, reduce and recycle materials that are generated in an effort to host a more sustainable festival and return the space to its natural state. For the duration of the festival weekend, Pride will provide 3 lodging rooms close to the festival as well as 1 dedicated utility golf cart for the sole use of the awarded bidder. This includes assisting with deploying tents, tables, fencing, general items and infrastructure as need to different areas of the footprint. Essentially this team will be responsible to ensure activation spaces are built, setup and maintained as needed to support a successful festival. Physical labour will be required at all hours the festival is active throughout the duration of the event. This team will work really closely with the Operations team to be given directions on what is required.

## 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 of sustainable efforts and proper procedures for disposal.

## 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](#).

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- Questions & clarifications must be submitted by Jan. 24th, 2023.
- Proposals are due on February 1, 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 waste generated by the festival including disposal and all fees associated. Specific areas and operating times can be identified in Annex A.
- The contractor will be required to suggest and provide an appropriate number of garbage and recycling totes to be placed along the Festival footprint and manage accordingly to avoid overflow. See Annex A for Festival footprint and estimated amount of attendance.
- The contractor will be required to provide an appropriate amount of roll-off bins to support waste management on-site and manage accordingly to avoid overflow. Designated areas where these bins can be placed will be advised.
- The contractor will be required to provide all necessary materials and needs, including but not limited to vehicles, garbage bags, scoops, brooms, etc.)
- The contractor will be responsible for managing their team and Annex A to ensure cleanup at all locations.
- The contractor will be required to ensure the removal of all waste totes and bins from the festival footprint prior to 5:00 am 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, excess waste, or any other waste-related mishaps that could result.

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- The contractor is responsible for the disposal of all waste generated ensuring that ethical and sustainable measures are taken where possible to recycle and/or compost in order to reduce the amount of waste going to landfills.
- The contractor will be required to measure waste and recyclables destined for disposal, maintain accurate records of each pickup's weights and volumes, and provide cost breakout for transportation and disposal fees (and any container rental fees, if applicable.)
- The contractor will be required to recruit a series of individuals to provide general labour throughout the festival. This would include tasks such as helping with set up, take down, vendor management and organization, , tent placements, inventory, infrastructure deployment, organizing rooms as designated, driving materials to stages, providing general labour where/when needed at all festival operating hours, and being available for anything miscellaneous.
- The contractor must have WHIMIS and ensure all contracted parties are working safely.
- The contractor will be required to provide all necessary materials and needs of their employers including but not limited to gloves, steel toe boots, etc..
- Must be able to lift up to 50lbs
- Must have employees who have a G license and comfortable driving large utility vehicles

## Evaluation

The evaluation criteria for proposal includes:

- 1) Proposal Requirements (required)
- 2) Bidders qualifications (40%)
  - a. Corporate experience and performance in waste management and sustainable efforts for large scale events and contracts of a similar size.
  - b. Experience working with City of Toronto divisions and a strong knowledge of City of Toronto bylaws
  - c. Proven experience in ethical waste management and sustainable/recyclable measures
- 3) Service (45%)
  - a. The ability to provide the scope of services requested

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- b. Capability to support large scale events (staffing, materials, scheduling, transportation, etc.)
- 4) Financial Benefit (10%)
  - 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 staffing needed and necessary insurance documents with a minimum coverage of 2 million liability.
- 3) Describe your process and approach to managing the waste management on the festival footprint. Include the preliminary amount of staff and scheduling that you would employ logistically during festival run times.
- 4) Identify your financial management tools including how you would manage the inventory, cash/credit transactions, deposits, cashouts, etc.)
- 5) Provide case studies and references from 3 clients contracts that are similar in scope.
- 6) Provide a budget breakdown with associated costs and your billing structure.

**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.)

## **Specific Areas of Waste Management:**

- StreetFair (Runs on Church St. from Bloor St. to Dundas.)
  - Friday June 23<sup>rd</sup> – 7:00pm – 1:00am
  - Saturday June 24<sup>th</sup> – 1:00pm – 1:00am
  - Sunday June 25<sup>th</sup> – 1:00pm – 11:00pm
- Wellesley Stage (Green P Parking Lot on Wellesley St. just West of Yonge St.)
  - Friday June 23<sup>rd</sup> – 7:00pm – 2:00am
  - Saturday June 24<sup>th</sup> – 1:00pm – 2:00am
  - Sunday June 25<sup>th</sup> – 1:00pm – 11:00pm
- Parade Route (Rosedale Valley Rd. from Bayview to Park Rd., Bloor St. from Ted Rogers Way to Yonge St., Yonge St from Bloor to Dundas)
  - Sunday, June 25<sup>th</sup> – 6:00 pm to completion.

## **Specific Areas of Labour Management during active Festival times:**

- StreetFair (Runs on Church St. from Bloor St. to Dundas.)
  - Friday June 23<sup>rd</sup> – 7:00pm – 1:00am
  - Saturday June 24<sup>th</sup> – 1:00pm – 1:00am
  - Sunday June 25<sup>th</sup> – 1:00pm – 11:00pm
- Wellesley Stage (Green P Parking Lot on Wellesley St. just West of Yonge St.)
  - Friday June 23<sup>rd</sup> – 7:00pm – 2:00am
  - Saturday June 24<sup>th</sup> – 1:00pm – 2:00am
  - Sunday June 25<sup>th</sup> – 1:00pm – 11:00pm
- Parkette spaces that are part of the festival footprint that include Paul Kane Parkette, Allan Gardens, Norman Jewison and George Hislop.
  - Friday June 23<sup>rd</sup> - 7:00pm - 12:00am
  - Saturday June 24<sup>th</sup> - 1:00pm - 12:00am
  - Sunday June 25<sup>th</sup> - 1:00pm - 12:00am

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- Parade Route (Rosedale Valley Rd. from Bayview to Park Rd., Bloor St. from Ted Rogers Way to Yonge St., Yonge St from Bloor to Dundas)
  - Sunday, June 27<sup>th</sup> – 6:00 pm to completion.

**\*Please note that shifts may have to exceed StreetFair operating times to ensure proper maintenance occurs and additional areas may need to be serviced pending.**

## Festival Information

- The Pride festival runs from Friday, June 23<sup>rd</sup> to Sunday, June 26<sup>th</sup> 2023.
- 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.