

Request For Proposal (RFP)

Procurement Reference Code: PridePower003

Procurement Contact Reference : laura@pridetoronto.com

Date of issue: **December 1st, 2023**

Deadline for submitting inquiries: **January 12th, 2024**

Deadline for bid submissions: **January 18th, 2024**

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 power systems for the Pride Toronto Festival and Special Events. This includes employing safe, reliable measures at all times and providing knowledge and options that could reduce emissions in an effort to host a more sustainable festival while also ensuring power needs are met.

For the duration of the festival weekend, Pride will provide 3 dedicated utility golf carts for the sole use of the awarded bidder.

Qualifications

We are seeking a proven, high performing contractor/organization with experience in managing power allocation, supply and management for large scale, outdoor events. The contractor should have extensive knowledge in power systems, electrical procedures, health, safety, governmental compliance and environmental/sustainable options.

Milestones

The following are key milestones for solicitation.

- An information session will take place on January 10th, 2023 from 1:00pm-3:00pm. **Attendance is strongly recommended.** Please register to attend [here](#).
- Questions & clarifications must be submitted by Jan. 12th, 2024.

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- Proposals are due on January 18th, 2024 in PDF format.
All proposals must be electronically sent by 11:59 pm to laura@pridetoronto.com.
Please include the Procurement Reference code in the subject line.
- The contract will be awarded on February 1st, 2024.

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 power systems on the festival footprint, including the delivery, setup, regular maintenance and removal of items. A map of the festival footprint with associated power needs can be identified in Annex A.
- The contractor will be required to suggest and provide an appropriate number of power systems and types of power systems to be placed along the festival footprint.
- The contractor will be required to provide insight on creating and confirming delivery schedules, maintenance schedules and overall practice to ensure that safety is maintained at all times.
- The contractor will be required to suggest more ethical, sustainable options that can be utilized to assist in reducing emissions and the carbon footprint to assist Pride Toronto in hosting more sustainable festivals.
- The contractor will be required to provide all necessary materials and needs, including but not limited to vehicles, staffing, fuel, solar panels if applicable, power
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systems, adaptors, cables, matts, permits and any other items needed to support the bid and ensure safety and compliance for the operating times.

- 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.
- The contractor will be required to ensure the removal of all portable infrastructure and material from the festival footprint prior to 5:00am Monday July 1st, 2024 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, or any other power-related mishap that could result.
- 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, power-systems suggested, 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 during festival timelines and its removal on the festival footprint. Include 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) Suggest sustainability options that could potentially be employed to reduce emissions where possible.
- 6) Provide a budget breakdown with associated costs and your billing structure. Items to quote on include but are not limited to:
 - a) Types of power-systems and locations
 - b) Fuel estimates and options
 - c) Transportation/Delivery costs
 - d) Cables and matts
 - e) Electrical adaptors
 - f) Staffing
 - g) Additional supplies/necessities the bidder recommends to be included and considered for execution

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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 2023 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 28th – Sunday June 30th, 2024.
- Load-in will begin as of Thursday June 27th, 2024. All items must be removed by 5:00am Monday July 1st, 2024.
- 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 a 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 that will require power which include:

1) StreetFair

- i) Runs along Church St. from Hayden St. to Dundas.
- ii) The StreetFair features approximately 250 vendors, artisans, organizations and DJ stations that are meant to engage with the public. Each vendor should receive a dedicated 15-amp quad box.
- iii) There is a “Food Zone” that will comprise 15-20 food trucks. It will span on Church St. south of Gerrard St. to Dundas (or between Mc Gill & Gould St. as per current. Final placement TBD.)
- iv) StreetFair hours of operation are:

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- b) Friday June 28th, 2024 – 7:00pm – 11:00pm (Vendor load in begins as of 3:00pm)
 - c) Saturday June 29th, 2024 – 1:00pm – 11:00pm
 - d) Sunday June 30th, 2024 – 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.
- 3) **Pride Parade Staging Area** – Sunday June 30th, 2024 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.
*Power has not been needed in the past and will likely not be needed this year as well.

Table 1.1 – Contains an estimated scope for reference based on 2023 with a few changes. 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 2024. Quantities, locations, and items are subject to change. This is just a reference. Sustainable efforts, suggestions and substitutions are welcome.

Activation		Location	Details	Est. Power Needs
StreetFair		Along Church St. from Hayden St. to Dundas St.	Approx. 250 Vendors, 15 food trucks	4 x 125kW, 1 x 175kW or equivalent to power estimated amount of vendors noted in details.
Stages	Wellesley Stage	Green P - 15 Wellesley St E.	Large mobile stage, AV equipment, Food Trucks, 15 amp drops in green rooms & for bars.	200kW

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	Central Stage	Target Park 512 Church St.	Smaller mobile stage, minimal AV, 15 amp drops for bar and green room	100kW
	South Stage *No alcohol	Gould St. about 150' W or E. of Church St. Exact location TBD.	Smaller mobile stage, minimal AV equipment, 15 amp drops in green rooms.	100kW
	Family Pride	Church St. Public School - 83 Alexander St.	Riser stage with minimal AV equipment.	6 kW
	Sober Space *No alcohol	Paul Kane Parkette - 58 Wellesley St. E.	Riser stage with minimal AV (microphone, amp)	120V spider box (pulling from generator on StreetFair)
	Garden Stage *No alcohol	241 Church St. (Former Gas station on the south east corner.)	Small mobile stage with minimal AV equipment	10kW
	Norman Jewison Parkette *No alcohol	13 Isabella St. TBD pending construction.	12'x12' Riser for DJ setup	
	George Hislop Parkette *No alcohol	20 Isabella St. TBD pending construction.	12'x12' Riser for DJ setup, Projector for Film screenings	6kw
Marchers/ Parade	Rally Riser	Church St. just S. of Hayden St.	Small riser with mic and speaker to rally people prior to marches.	2kW or 120V spider box (pulling from generator on StreetFair)

****Areas are subject to change. If additional activations are added, the bidder will be advised in order to provide additional quotes.***