

Request For Proposal (RFP)

Procurement Reference Code: PrideTent005

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 supply, install and manage all tent requirements for the Pride Toronto Festival. This includes assisting with load in and load out schedules, installation and tear down, suggesting best practice to ensure safety is of top priority and ensuring that deadlines are met so the space is returned to its natural state.

Qualifications

We are seeking a proven, high performing contractor/organization with experience in supplying and managing tenting needs for large scale events. The contractor should have extensive knowledge in proper procedures and public safety.

Milestones

The following are key milestones for solicitation.

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

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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.

Scope of Work

- The contractor will be required to expertly manage all tenting needs including supply/inventory, labour, setup and teardown. Specific areas and estimated quantities can be identified in Annex A.
- The contractor will be required to consult and provide insight on public safety measures to ensure that tents are properly ballasted and secured.
- The contractor will be required to provide all necessary materials, equipment and needs to complete the job, including but not limited to vehicles, forklifts, etc.)
- The contractor will be responsible for managing their team and schedules to ensure delivery and tear down at all locations.
- The contractor will be required to ensure the removal of all tents and ballasts 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, damaged or missing items or any other mishaps that could result.
- The contractor understands that the festival footprint is large in scope and will require tents to be placed on multiple surfaces/terrain which include asphalt,

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cement, and grass. All tents must have appropriate ballasts. We are not permitted to use stakes.

Evaluation

The evaluation criteria for proposal includes:

- 1) Proposal Requirements (required)
- 2) Bidders qualifications (40%)
 - a) Corporate experience and performance in tent supplies and installation 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 public safety.
- 3) Service (45%)
 - a) The ability to provide the scope of services requested
 - 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 and necessary insurance documents with a minimum coverage of 2 million liability.
- 2) Provide an overview of your management strategy and estimates of materials as per the scope (estimate on rental costs for multiple tent sizes [10'x10', 10'x15', 10'x20', 10'x30', 10'x40', 10'x50', 10'x6', 20'x20'] estimated number of team members,

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- 3) options and costs for ballasts and additional estimates and information of materials needed.)
- 4) Describe your process and approach to managing the tenting needs on the festival footprint. Include the estimated number of staff and scheduling that you would employ logistically during festival run times.
- 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.

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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.)

Specific Areas that will require tents during the Pride Festival weekend:

Area	Location	Estimated Quantity, Frame Tents
Wellesley Stage	15 Wellesley St E, Toronto, ON M4Y 1G2	<ul style="list-style-type: none">● 6 X 10'x10' with walls● 4 X 10'x10'● 1 X 10'x30'● 1 X 10'x60'● 1 X 20'x20'
South Stage	On Gould St, about 150' West of Church St.	<ul style="list-style-type: none">● 3 X 10'x10' with walls● 2 X 10'x15'
Garden Stage	241 Church St E (former gas station south east corner.)	<ul style="list-style-type: none">● 2 X 10'x10' with walls
Main Stage	TBD	<ul style="list-style-type: none">● 2 X 10'x10' with walls
Church St. Public School	83 Alexander St, Toronto, ON M4Y 1B7	<ul style="list-style-type: none">● 2 X 10'x10' with walls
Alexander Street Parkette	16 Alexander St, Toronto, ON M4Y 1B4	<ul style="list-style-type: none">● 1 X 10'x10' with walls

****Please note that quantities are subject to change and locations may be added to or removed. This is just to give you reference of the geographical space and estimated quantities.***

Festival Information:

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- The Pride festival runs from Friday June 28th – Sunday June 30th, 2024. Load in will begin as early as Thursday June 27th, 2024.
- The Pride festival attracts about 2 million unique visitors over the festival weekend.
- Please be advised that sensitivity training may 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.