

Request for Proposal

2018 CBRM Blossoming – Terms of Reference

The concept for the CBRM Blossoming project is to purchase hanging baskets, promotional banners and Canadian flags (flags to be provided by BCB) to be utilized in communities throughout the CBRM. This is crucial to the expanded development of the downtown business cores as nearly 100,000 cruise ship passengers enter the Port of Sydney each year and thousands of tourists pass through the downtown business cores in other communities. Making tourists and area residents feel welcome while presenting a clean, appealing space to explore is paramount to capitalizing on the opportunities presented. Mayor Clarke and CBRM Council have endorsed a CBRM Action Plan dedicated to having our region open for business and to beautifying our downtown cores.

Business Cape Breton (BCB) is implementing and managing this process on behalf of the CBRM. BCB has a focus on small business development. Through this process BCB assists potential and existing entrepreneurs creating a vibrant entrepreneurial culture in the Cape Breton region. Many of our new businesses are looking at downtown as an option for the location of their new start-ups. Established business may give some consideration to expanding into these areas as well.

The CBRM Blossoming program will attempt to boost civic pride through beautification. When tourists visit our communities, we want our pride to be self-evident; committing to making our downtown communities clean and aesthetically pleasing will encourage tourists and locals alike to visit their business hubs. This program directly relates to the Roger Brooks Tourism Strategy with recommendations to improve our collective image and economic growth.

Invitation to Tender

Business Cape Breton is requesting confidential tenders for the 2018 CBRM Blossoming Project.

The enclosed terms of reference will provide a complete list of requirements for this tender.

Instructions

- All tenders are subject to negotiation and are not considered binding contracts.
- The lowest bid will not necessarily be accepted.
- Separate pricing on all components under the Scope of Work is required.
- All applicable costs, expenses and HST are to be included in total pricing for all components.
- Project will be implemented pending funding approval.
- The proposals should be submitted in a sealed package, clearly marked "2018 CBRM Blossoming" and delivered to:

Business Cape Breton
77 Kings Rd.
Sydney, NS
B1S 1A2
Attention: Eileen Lannon Oldford, CEO

Please note:

Closing date for submissions is 12pm November 14th, 2017.

To submit a written quote for units based on the following scope of work:

- Business must be registered with the Nova Scotia Joint Stocks registry and company to identify that it has worker's compensation coverage.
- Provide 158 new 30" hanging baskets with flowers and install 162 banners to be dispersed throughout the CBRM on previously installed brackets on the existing infrastructure.
- CBRM Blossoming has 8 participating communities: Sydney Mines, North Sydney, Sydney, Whitney Pier, Dominion, Glace Bay, and Port Morien.
- A consistent, uniform theme in the selection of floral arrangements with vibrant, attractive colours. Theme to be developed in collaboration with BCB.
- **Floral arrangements** need to have a shelf life of at least 90 days from June 29th to October 1st, 2018. All hanging baskets to be installed by June 29, 2017.
- **Banner/flags** to be installed in **mid-June** and removed by October 1st, 2018.
- Replace any dead flowers in hanging baskets as necessary at no cost to the client.
- Install/maintain the hanging baskets in the designated area in a non-obtrusive manner. Preferably watering the flowers at night to avoid disruptions in the business districts.
- Follow guidelines for inventory installation from CBRM and utility pole owners (NS Power/Bell Aliant).
- Contractor to have proof of liability insurance. This will be necessary for the installation of the inventory. The owners of the utility poles as owners and client will not accept any liability.
- Several designated areas are in close proximity to salt water and most areas will experience some wind issues throughout the season. All floral arrangements will have to be customized to their environment to ensure a healthy display until end of project date.

- Color coordination for all floral arrangements will be a priority to ensure consistency (except for those regions where weather conditions may be a factor).
- Current infrastructure repair will be required. Up to 150 brackets for the hanging baskets may need repair or replacement.
- Each submission should demonstrate a clear understanding of the project and must demonstrate a proven track record of their skills/capacity to complete this project by providing examples/references prior to work completed.
- Identification of a Project Manager and Key Personnel to participate in the project. Please provide a description of the team including a discussion of their experience.
- Submissions must include samples of similar projects that have been completed by the bidding company.
- Include a detailed work plan plus costing that outlines when your company would be available to develop each component and the time it will take to complete each including dismantling of banners/baskets/flags leaving the brackets in place for the following year (unless damaged) at the end of project contract (October 1st, 2018).

Guidelines

- Companies must be registered businesses – registered with Nova Scotia Joint Stocks.
- Estimate must reflect only the terms of reference outlined within this tender package.
- Payment to successful bidder will be required to follow BCB's protocol as designated by BCB for delivery and invoicing.
- All information collected will be the property of BCB. BCB will request from the successful company all source files for all information collected during this project for future updates.
- BCB to provide contract with terms of engagement. Signatures of both parties will be required.

BCB reserves the right to reject any or all submissions or to accept any submission or part thereof considered to be in its best interest. We thank all inquiries in advance and advise that only those submissions selected will be contacted.

Closing date for submission is at **12pm (noon) on Tuesday, November 14, 2017.**

Locations for Banners/Baskets

Commercial St., Dominion

Reserve St., Reserve Mines

Commercial St., Glace Bay

Highway 255, Port Morien

Charlotte St., Sydney

George St., Sydney

Esplanade, Sydney

Victoria Rd., Sydney (Whitney Pier)

Blowers St./Commercial St., North Sydney

Fraser Ave./Main St., Sydney Mines

Total – 158 baskets & 162 banners

Flags

100 Canadian flags to be attached with plastic ties to lampposts in 5 areas of the CBRM. Flags to be provided by BCB.

Selection Process

The submissions will be evaluated by representatives of BCB. The estimates with the lowest cost may not necessarily be selected. BCB retains the right to accept or reject any part or all of the submissions received.

Project to proceed pending funding approval.

Inquiries

Inquiries concerning this project shall be directed to:

Mrs. Eileen Lannon Oldford
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Sydney, NS B1S 1A2
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Fax: 902-562-2866
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