

JANUARY 2025

REQUEST FOR PROPOSAL

DUE: JANUARY 15, 2025



SMALL TOWN
BIG CHARM

80 GORE STREET EAST
PERTH ON, K7H 3C6
BIA@PERTH.CA
613-267-3311 X 2240

Table of Contents

Information for Bidders	03
General Conditions	06
Scope of Work	09

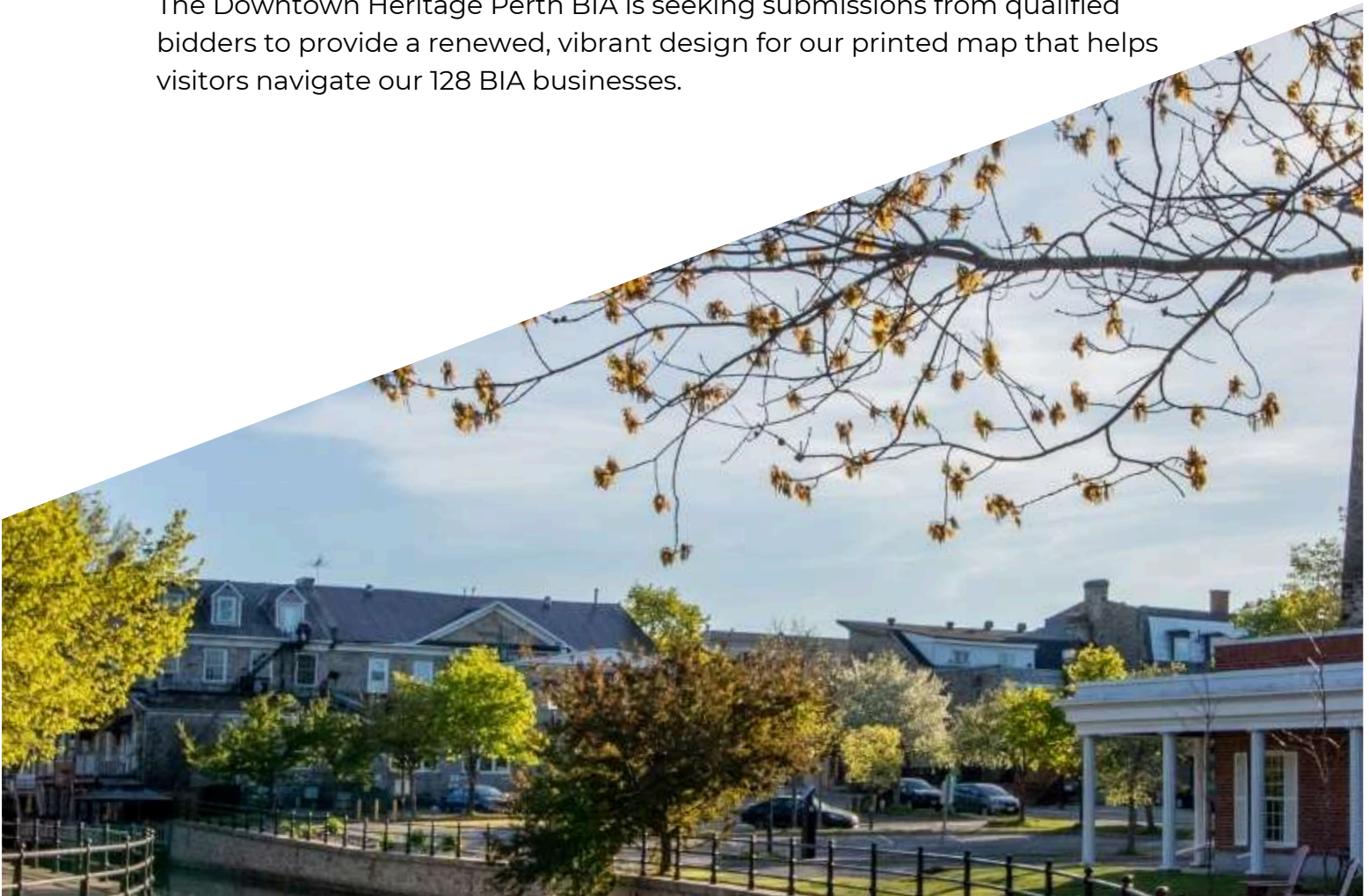
Information for Bidders

OVERVIEW

Heritage Perth is beautifully situated along the Tay River in Lanark County. It is very well known for its heritage buildings and picturesque downtown.

The Downtown Heritage Perth BIA (Business Improvement Area) functions to promote the downtown area as a desirable business destination to shop, dine, stay and play. This mandate is performed through various committees responsible for the beautification of the downtown area, promotional events, advertising, and more.

The Downtown Heritage Perth BIA is seeking submissions from qualified bidders to provide a renewed, vibrant design for our printed map that helps visitors navigate our 128 BIA businesses.





CLOSING DATE AND SUBMISSION REQUIREMENTS

- Submissions for this request for proposal are to be submitted via email to **bia@perth.ca** with the email titled **“RFP Submission BIA Map - [Bidder Name]”**.
- Manual, mailed or facsimile submissions will NOT be accepted.
- All submissions must be received no later than **11:00am EST - January 15, 2025**
- **Late submissions will NOT be accepted and will be deleted, no exceptions.**
- The Downtown Heritage Perth BIA and Town of Perth accept no liability for the costs and expenses incurred by the Bidder.
- The Bidder shall be solely responsible for the delivery of their Request for Proposal in the manner and time prescribed.
- The Downtown Heritage Perth BIA reserves the right to:
 - cancel the Request for Proposal call and not accept any Proposals at all and/or re-issue the Request for Proposal in its original or revised form;
 - cancel the Request for Proposal call and not accept any submissions at all if the costs exceed the budget amount;
 - reject any submission that fails to comply with the response requirement.
- The lowest or any Proposal will not necessarily be accepted.
- The Downtown Heritage Perth BIA may select one or more Bidders from the submissions received for an interview/presentation session prior to making a final selection.
- Bidder submissions in response to the RFP will be incorporated into the final agreement between the Downtown Heritage Perth BIA and the selected Bidder.

SUBMISSION PACKAGE

All Bidders must include the following in their submission:

- Background and qualifications
- Relevant experience
- References
- Sample works that reflect the desired final product outlined in the Scope of Work
- Quote for work (please reference Prices and Taxes in General Conditions section)
- Estimated turn around time.

QUESTIONS/ DISCREPANCIES

- Bidders who find any discrepancies or omissions in this RFP, or who have any doubt as to the intent or meaning of anything contained therein, shall direct questions by email to the following:

Nancy Wing
BIA Coordinator
Email: bia@perth.ca

- All questions/discrepancies identified must be sent to the BIA at least five (5) business days prior to the proposal due date (11:00am, January 8, 2025).
- Copies of all questions and answers and any addenda will be sent to each Bidder no later than three (3) business days prior to the proposal due date (11:00am, January 10, 2025).
- Only formal written responses to properly submitted questions will be binding on the Downtown Heritage Perth BIA.
- All responses by the Downtown Heritage Perth BIA (addenda) must form part of the Request for Proposal submission by the Bidder.
- Bidders may be advised by addenda, or required additions, deletions or alterations in the requirements of the Request for Proposal documents and shall be allowed for in arriving at the total submission price.

GENERAL CONDITIONS

WITHDRAWAL

A Submission may be withdrawn at any time prior to the closing date and time at the Bidder's discretion. Withdrawal notification must be via email to Nancy Wing, BIA Coordinator bia@perth.ca. No telephone calls, text messages or posted mail will be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

AWARD OF CONTRACT

The award of this contract is subject to approval by the Board of Directors of the Downtown Heritage Perth BIA. The selected vendor will be notified by email following the February BIA Board of Directors meeting.

ASSIGNMENTS AND SUB-BIDDERS

The successful Bidder shall not assign, transfer or sublet this contract or any part thereof without the written consent of the Downtown Heritage Perth BIA. This contract and everything therein contained shall be binding upon the parties, their respective successors and assigns.



VERBAL ARRANGEMENT

In all cases of misunderstandings and disputes, verbal arrangements will not be considered. The successful Bidder must produce written authority in support of their contentions and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Downtown Heritage Perth BIA.

AGREEMENT

Should the Bidder's submission be acceptable to the Downtown Heritage Perth BIA, then the Bidder shall enter into an agreement with the Downtown Heritage Perth BIA.

PRICES AND TAXES

All prices submitted shall be FIRM and shall include, without limitation, all required labour, materials, tools, supplies, equipment and other services as described in this document. The quoted prices must clearly show the Harmonized Sales Tax (HST) as a separate item.

WARRANTY

The Bidder shall correct at their own expense, any defects in the service. Further, the Bidder shall provide a name and cellphone of the assigned personnel that will affect this warranty.

NON-PERFORMANCE

The Downtown Heritage Perth BIA reserves the right to withhold any payment in the event of non-performance. The Downtown Heritage Perth BIA will give reasonable notice in writing prior to taking such action.

DISQUALIFICATION OF BIDDER

A Bidder offering products/services to the Downtown Heritage Perth BIA certifies that it has not communicated directly or indirectly their Request for Proposal to any competitor or any other person engaged in such line of business. Any or all submissions may be rejected if the Downtown Heritage Perth BIA believes that collusion exists among the Bidders. Submissions in which the prices are obviously unbalanced may be rejected.

FREEDOM OF INFORMATION

Any personal information collected by or on behalf of the Downtown Heritage Perth BIA under this Request for Proposal is subject to the Municipal Freedom of Information and Protection of Privacy Act. The information provided to the Downtown Heritage Perth BIA may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Downtown Heritage Perth BIA's decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the BIA Coordinator.

TERMINATION

The Downtown Heritage Perth BIA may terminate the agreement for breach of contract with thirty (30) days' notice in writing to the other party. The Downtown Heritage Perth BIA may terminate the contract if the successful Bidder does not fulfill any part of the terms and conditions or requirements of the agreement.

In case the Bidder defaults or delays in executing the work satisfactorily, the Downtown Heritage Perth BIA may give notice to the Bidder in writing that the Bidder has made such default. Should the Bidder fail to remedy satisfactorily such defaults without delay, or should the Bidder become insolvent or abandon the work or otherwise fail to observe the provisions of the agreement, then and in any part of such cases, the Downtown Heritage Perth BIA may immediately take the work or portions thereof out of the Bidder's hands and employ person or persons such as he may see fit to complete the work so taken over. In any case, the Bidder shall be chargeable with and remains liable for all loss or damage, which may be suffered by the Downtown Heritage Perth BIA reason of such default.

SCOPE OF WORK

The Downtown Perth Heritage BIA map is printed annually for display and use in the BIA by visitors. This RFP is for the redesign and delivery of print-ready documents for our 2025 BIA map. The Downtown Perth Heritage BIA will hold responsibility for printing of the maps.

SPECIFICATIONS

- Document size: 8.5"x11"
- Front and back design
- Full bleed
- Full colour
- Final printed product - Tri-fold brochure

BRANDING GUIDELINES

The Downtown Heritage Perth BIA is a committee of the Town of Perth and therefore adheres to the branding guidelines outlined by the municipality. The Branding Guidelines will be supplied to the successful Bidder along with appropriate logo files.

AI GENERATED IMAGES

Images used for this product are to accurately reflect the BIA and will therefore be supplied by the BIA Coordinator to the successful Bidder. Images may be altered to enhance the colour or quality however, images generated wholly through AI are NOT permitted and will result in a breach of contract.



CURRENT MAP DESIGN

Events

IN DOWNTOWN PERTH

JUNE 8, 2024
Kick-Off To Summer
 Join us for a day filled with family-friendly fun and cap the evening with the Stewart Park Festival fundraiser concert!

JULY 19-21, 2024
Stewart Park Festival
 A celebration of music, art and community. A diverse lineup of musical acts, for every music enthusiast.

SEPTEMBER 14, 2024
Perth Night Market
 An enchanting evening downtown: Over 80 artisans, crafters, makers, and more from the area.

NOVEMBER 12-DECEMBER 31, 2024
Shop Stamp & Win!
 Discover the excitement of Downtown Perth with our Shop, Stamp, and Win shopping event!

NOVEMBER 23, 2024
Once Upon A Christmas
 Step into a magical world of holiday wonder: vendors, performers, horse drawn wagon rides, Santa Claus, and so much more!

Cover wedding Photo by Ruth Stenson Photography.

Small Town Big Charm

DOWNTOWN HERITAGE PERTH

LEGEND

- FREE CAR CHARGING Station (4 Spots)
- PUBLIC PARKING
- PUBLIC WASHROOMS With Wheelchair Access
- TOURIST INFORMATION & Museum
- PLAYGROUND
- PICNIC AREAS

CELEBRATING 10 YEARS!

Open Late!

THE IDEAL CANDY SHOPPE

ICE CREAM · COTTON CANDY · HANDMADE CANDY IMPORTS

OPEN 7 DAYS A WEEK
73 FOSTER STREET | 613-795-6203

Aromatherapy

Lidia Burns

- Massage
- Facials
- Reiki
- Sound Healing
- Fitness
- Nutrition
- Access Bars
- Access Facilitator
- Healy
- Holistic & Wellness Retreat

Contact Us
613-264-7741
68 Foster Street Perth ON
amethystspa8@gmail.com
www.amethystspa.ca

BACK ON GORE STREET

kelly's

Breads & Pastries

94 GORE STREET E. PERTH ON
613-267-1111

joydom

the art of joyful living.

94 Gore Street E.
joydom.ca

Perth Chocolate Works

17 Wilson Street E (Inside Code's Mill)
613-466-0248 | perthchocolate.ca

ESCAPE IN LUXURY

Unwind at Perth's premier destination.

www.hotelperth.com | 613-264-2882

Conway's Menswear

Serving Perth for Over 90 Years

Casual Wear | Tailored Clothing | Weddings | Prom | Styling Services

43 Gore St E | conwaymenswear.ca | 613.267.1835

MICHAEL'S TABLE

110 GORE STREET EAST
PERTH ON
WWW.MICHAELSTABLE.CA

DINE WITH US!

LAMBDA AWARDS WINNER
SERVING LUNCH AND DINNER
DINE IN OR TAKEOUT
GLUTEN FREE AND VEGAN OPTIONS
FULLY LICENSED
INDOOR AND PATIO SEATING
PARKING PROVIDED

PROUDLY SERVING PERTH SINCE 2007

Map

[@downtownperthBIA](https://www.facebook.com/downtownperthBIA)

[@downtownperth](https://www.instagram.com/downtownperth)

DowntownPerth.ca



2025 MAP

The desire for the 2025 BIA map is to have a complete redesign that keeps within the branding guidelines but reflects a more modern graphic approach. The design should be eye-catching and functional.

Items to include in design:

- Map with legend clearly showing parking, washrooms, information centers and other key landmarks.
- Logo
- Social media handles
- Website: Downtownperthbia.ca

SAMPLE FROM OTHER BIAS

