



ISSUING ORGANIZATION:

Sparks Street Mall Authority (SSMA)

SOLICITATION TYPE:

RFP - Request for Proposal

TITLE:

Landscape and Services Contract

PUBLICATION:

September 26th, 2025 at 12:00pm

QUESTION ACCEPTANCE DEADLINE:

October 15th at 4:00pm

QUESTIONS ARE SUBMITTED ONLINE:

Yes

CLOSING DATE:

October 27, 2025 at 12:00pm

COMPETITIVE PROCUREMENT STRATEGY:

Best Overall Proposal

CONTRACT DURATION:

Five Year Contract (April 1st, 2026, to April 15th, 2031)

CONTACT INFORMATION:

Kevin McHale
Executive Director, Spark Street Mall Authority
kevin@hellodowntown.ca
613-230-0984

DESCRIPTION:

The Sparks Street Mall Authority (SSMA) is seeking proposals for Landscape Services for a five (5) year period beginning April 1st, 2021, on built facilities and assets as described in this RFP.

The scope of work will include the annual removal, storage, maintenance, and reinstatement of benches, picnic tables, bike racks, and planters; planting and care of tulips in the spring, annuals for the duration of the summer season, removal of unwanted vegetation from Site, maintenance of inground planters, planting of Mums in the fall, and monitoring and maintenance of shrubs and trees. The SSMA will continue to provide planning and overall management of the pedestrian promenade of this important area within the City of Ottawa.



BID SUBMISSION TYPE:

Electronic Bid Submission

PAYMENT DELAY:

30 Days

PRICING:

Invoices are to be dated the 15th of each month, starting May 15th and ending December 15th. The first invoice will be 50% of the overall contract amount with the remaining seven (7) months split equally for the outstanding contract amount.

ADDITIONAL INFORMATION / REQUIREMENTS:

Interested vendors are encouraged to attend a site inspection meeting on October 7th at 11:00am. Meeting will start at the entrance of 56 Sparks Street. Please confirm with Kevin McHale that you will be attending

Winning bidder must be in good standing with the Sparks Street Mall Authority and the City of Ottawa.

Bid submissions may include services and materials subcontracted to other companies. Partner firms of the winner bidder must be approved of by the SSMA before contract(s) may be awarded. The successful bidder will be held accountable for the work of the subcontractor(s).