

Request for Expression of Interest (REOI) Proposals for preferred event suppliers (Audio Visual) at the St. Lawrence Market Complex

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EXECUTIVE SUMMARY

The City of Toronto's Corporate Real Estate Management Division (CREM) is seeking expressions of interest for qualified event suppliers to provide event audio visual services in the St. Lawrence Market Complex, especially the new North Market at 92 Front Street East and St. Lawrence Hall at 157 King Street East.

The City of Toronto will enter into an agreement for event suppliers to provide their event audio visual services directly to clients with preferred rates as a part of a short list of preferred event suppliers. Successful applicants will be a part of a preferred event supplier list for 3 years, with the possibility of a 3-year extension.

BACKGROUND

Since its establishment in 1803, the St. Lawrence Market has been a public asset that brings people together around shared values and experiences of food, community, culture, and heritage. Located in and around the original Market Reserve of the Town of York, the Market has served as an anchor for the St. Lawrence Market neighbourhood, as well as an important social, civic and economic hub for Toronto, for over 200 years. The buildings of the St. Lawrence Market district are key downtown landmarks and are among the most valuable historical sites in Toronto. The district is a place that convenes diverse groups of people, merchants, shoppers, rural and urban, locals and visitors, young and old to exchange goods and ideas and to celebrate community.

The Market is a major tourist destination and is currently listed on Trip Advisor as the most popular attraction in Toronto. The St. Lawrence Market district is a key economic generator for the city and the broader region, creating economic opportunities, jobs, and networks for local independent businesses. The St. Lawrence Market is one of the last strongholds of independent food merchants who provide personalized service and quality merchandise that reflects the diversity of Toronto, Ontario and Canada. These entrepreneurial, independent, and diverse tenants play a strong role in the success of the district.

The St. Lawrence Market District is a public asset managed by the City of Toronto and under the direct jurisdiction of the Corporate Real Estate Management Division, Property Management unit.

The Market district is comprised of four (4) main buildings, being the St. Lawrence Hall, the North St. Lawrence Market (under redevelopment and expected to open later in 2024), the South St. Lawrence Market and the Temporary Market building. The district also includes outdoor public spaces, Market Lane Park (under redevelopment), Market Street and abutting public realm and pedestrian right-of-ways.

The St. Lawrence Market district is the area bound by King Street to the north, Market Street to the west, Wilton Street to the south and Jarvis Street to the east. In addition to the spaces listed above the district includes the office spaces located at 95, 105 & 115 The Esplanade.

Corporate Real Estate Management operates four main programs at the Market Complex:

- Commercial Tenancies – 3 in the St. Lawrence Hall, 1 in the North St. Lawrence Market and 65 in the South St. Lawrence Market.
- Farmers Market – 40 vendors every Saturday.

- Arts and the Market – arts and craft program during summer months.
- Occasional Uses – rental of event facilities in the St. Lawrence Hall, North St. Lawrence Market, Temporary Market, and South Market event spaces such as the Market Kitchen; film shoots and special events.

Preferred event audio visual suppliers will be an important component of the Occasional Uses program and provide enhanced event services at St. Lawrence Market clients in new and revitalized event spaces.

PURPOSE

The purpose of this Request for Expression of Interest (REOI) is to select a qualified businesses to provide event audio visual services directly to clients in St. Lawrence Market Complex event spaces.

The primary event spaces that preferred suppliers will operate in are the new North Market building including the Market Floor event space and 2nd floor event space, St. Lawrence Hall including the Great Hall banquet facility and additional events spaces on the 2nd floor and 3rd floor, the Temporary Market and the Market Kitchen. Events may also take place in ad-hoc indoor and outdoor spaces around the St. Lawrence Market complex.

The successful applicants ("Successful Applicants") will be required to enter into a contract agreement on terms satisfactory to the Corporate Real Estate Management ("CREM") Division and in a form satisfactory to the City Solicitor.

Preferred event audio visual suppliers may be requested by clients to provide sound, lighting and other audio visual equipment, design and set-up audio visual event systems and provide installation, monitoring, operations and logistics staff for the audio visual components of events.

Audio visual supplier should outline base equipment recommendations, set-up suggestion and packages available for clients with base or expanded needs.

THE MISSION AND VISION FOR THE ST LAWRENCE MARKET DISTRICT

In 2022, the City of Toronto developed a new Strategic Plan for the St Lawrence Market. The new plan includes a new vision, a single strategic goal supported by six guiding principles and a series of actions to achieve the goal.

The Market Vision: To be recognized as a community of cultural, social, and commercial places and spaces that inspires, connects and enriches residents and visitors and provides opportunities for merchants, vendors and creators to thrive.

The Market Mission: A welcoming and vibrant destination that offers unique, culturally diverse, and authentic Toronto experiences rooted in history and food heritage.

The Market Goal: To create a Market district in Toronto.

CITY'S STRATEGIC PRIORITIES

The City of Toronto recognizes both the importance of investing in neighbourhoods and that barriers to access and participation exist for many members of Toronto's diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Indigenous peoples, 2SLGBTQ+ communities, and seniors. The City of Toronto expects its suppliers to partner in acting as positive forces in helping to eliminate these barriers, foster greater access and promote Toronto's diversity.

Several City of Toronto strategic documents provide the direction and prioritize the importance of space, access to space for the programs, and equity and accessibility including:

City of Toronto Corporate Strategic Plan: <https://www.toronto.ca/wp-content/uploads/2019/10/9886-DS-19-0438-Corporate-Strategic-Plan-V4-MG1.pdf>

Building Back Stronger: Report of the City of Toronto's Economic and Culture Recovery Advisory Group: <https://www.toronto.ca/legdocs/mmis/2020/ec/bgrd/backgroundfile-159197.pdf>

Economic Development and Culture Divisional Strategy: <https://www.toronto.ca/wp-content/uploads/2020/01/8e45-2019-EDC-Divisional-Strategy.pdf>

Strategic Priorities for Investment in Culture (2020 – 2024):
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.EC8.6>

Reconciliation Action Plan (2022-2032):
<https://www.toronto.ca/legdocs/mmis/2022/ex/bgrd/backgroundfile-222934.pdf>

Confronting Anti-Black Racism: <https://www.toronto.ca/community-people/get-involved/community/confronting-anti-black-racism/>

Equity, Diversity and Inclusion: <https://www.toronto.ca/city-government/accessibility-human-rights/equity-diversity-inclusion/>

Accessibility and Human Rights: <https://www.toronto.ca/city-government/accessibility-human-rights/>

Applicants should demonstrate how they can contribute to advancing the City of Toronto's strategic priorities and help eliminate barriers to access.

PROGRAM

The mission for the St. Lawrence Market is to become a welcoming and vibrant market district that supports a range of cultural, social and commercial activities. The City envisions the Property to be a magnet for people interested in the intersection food, arts, culture and retail as well as a place for tourism and the community to gather in the neighborhood.

The City will consider proposals that offer event audio visual services.

The ideal supplier profile for the St. Lawrence Market (SLM) must meet the following characteristics to ensure an optimal fit:

- I. Be an established event audio visual business.
 - a. Indicate level of experience in the industry.
 - b. Provide examples of event experience at similar venues.
- II. Has demonstrated high standards for audio visual event services.
 - a. Provides audio visual set-up examples across a range of event types and sizes.
 - b. Maintains inventory, staff and logistics support infrastructure for the delivery, installation and execution of event audio visual.
- III. Demonstrates financial sustainability.
 - a. Maintains healthy credit.
 - b. Maintains good relationships with relevant suppliers.
 - c. Outlines payment process for handling client contracts.
- IV. Is prepared to share sales figures, audited financial statements and other sales trending data.
 - a. Retains the services of an accountant and/or bookkeeper to maintain books and records
 - b. Produces audited financials on an annual basis
- V. Exhibits a commitment to the success of the SLM, not just the individual business.

The business must support and enhance the vision for the Property through proposed audio visual event services, programming, and support for the community. The Supplier will work closely with the City of Toronto to deliver on its strategy for the program.

The Successful Applicants must also ensure that they incorporate values of community, collaboration, diversity, equity and inclusion into the business and activities that take place within the Property. As the Property owner, the City will monitor the success of the Property and Tenant to ensure compliance.

Applicants should familiarize themselves with the St Lawrence Market Event Guidelines attached

EVENT SPACE DETAILS

Event suppliers will work in various spaces in the St. Lawrence Market district.

The primary event spaces are:

1. St. Lawrence Market North building
 - a. Main Floor - Market Floor
 - b. 2nd Floor Event Space
2. St. Lawrence Hall
 - a. 3rd Floor
 - i. Great Hall banquet facility
 - ii. Lounges 1, 2 & 3
 - iii. VIP Room
 - iv. East Room
 - b. 2nd Floor
 - i. Flexible event spaces Room 1, 2 & 3
3. Temporary Market
 - a. Market Floor
4. Ad-hoc spaces
May include outdoor spaces such as Market Lane Park (in connection with the North Market main floor), Market Street, etc.

Back-of-house facilities:

The St. Lawrence Market main event spaces share back-of-house facilities for the North Market and St. Lawrence Hall. Back-of-house facilities are limited.

Event audio visual service providers are able to use event facility loading docks. Storage of equipment not permitted in dock areas and storage in general is limited in event spaces. Event audio visual shall be arranged to minimize equipment time on site, outside of event time required.

Audio visual requirements such as power shall be indicated by the event audio visual company. Use of external generators may be permitted with approval and conditions outlined of governing regulations.

Floor plans are included for reference in the Event Organizer Package.

The Property is owned and operated by the City of Toronto.

HOURS OF OPERATION

As is the nature of occasional uses, special events and rentals, event hours of operation can vary and take place any day of the week, at any time of day. Event suppliers must be conscious to work within the parameters of general St. Lawrence Market Complex building operations to ensure regular business is not disrupted by event preparation or execution.

Hours of operation to be aware of include:

North St. Lawrence Market:

Saturday Farmers Market

Retails Hours: Saturdays, 5 a.m. – 3 p.m.

Load-In: Friday afternoons through early Saturday mornings

Court Services

Hours of Operation: Monday-Friday, 9 a.m. – 5 p.m.

South St. Lawrence Market:

Retail Hours:

Tuesday-Friday, 9 a.m. – 7 p.m.

Saturday, 7 a.m. – 5 p.m.

Sunday, 10 a.m. – 5 p.m.

CONTRACT TERM

The City will be issuing a 3-year contract agreement. The City shall have the option, in its sole discretion, to renew the Agreement for an additional 3-year extension term.

BUILDING DETAILS

The premises has several existing amenities that are already designed into the existing space.

North Market building:

These include:

- a. POWER
- b. WATER
- c. HVAC
- d. DRAINAGE

The building has a loading dock located on the north side of the building, with a freight elevator that leads to the main floor.

There is no dedicated parking space(s) for the Property, however there is Green P parking lot with 2200 spots available nearby the Property as well as paid parking underground with 250 spaces.

St. Lawrence Hall:

These include:

- a. POWER
- b. WATER
- c. HVAC
- d. DRAINAGE

The building has a loading dock located on the south side of the building, with a freight elevator that leads to the 2nd and 3rd floors.

There is no dedicated parking space(s) for the Property, however there is Green P parking lot with 2200 spots available nearby to the Property as well as paid parking in the North Market underground with 250 spaces.

FEE STRUCTURE

Preferred Supplier Pricing

Applicants must provide pricing for various audio visual options available to clients. Pricing should be indicated on a suggested full system basis with minimum spends indicated as required.

If audio visual supplier is suggesting a long-term facility fit-out indicate costs associated, details included and plan for revenue and cost recovery.

Pricing options to be provided include:

1. Business Meeting / Conference
 - a. Basic audio visual package pricing and inclusions
 - b. Enhanced audio visual package pricing and inclusions
 - c. Additional product and service add ons
2. Social Event / banquet / Reception
 - a. Basic audio visual package pricing and inclusions
 - b. Enhanced audio visual package pricing and inclusions
 - c. Additional product and service add ons
 - d. Entertainment options available (if applicable)

Event audio visual suppliers should indicate event planning services and entertainment included in their rates or available for additional costs.

Any additional services required for options listed above should also have pricing indicated.

Landmark Fee

Successful applicants will be required to charge clients a landmark fee of 10% on all services provided. The landmark fee is due upon service delivery to the City of Toronto.

External suppliers are discouraged but can be secured with an increased landmark fee of 20%.

Market Target Audience

St. Lawrence Market has identified a general target audience for the St. Lawrence Market district through information including consumer research. A primary target audience has also been identified based on this for event services specifically.

Event Service Specific Target Audience

- Greater Toronto area event planners serving clients for social and corporate events.
- Event and promotional agencies facilitating corporate and public events.
- International event planners and organizations for large scale corporate meetings, conferences and public events.
- Locals residents planning social events and meetings ad-hoc.
- Corporations, charities and non-profit organizations planning public and private events.
- Event organizers and clients with culinary, cultural and community interests.

General St. Lawrence Market Target Audience

First Tier Audience

The St. Lawrence Market audience are culinary explorers who are passionate about food, cooking and seek high quality offerings.

- They are primarily young (under 45) urban dwellers with above average house-hold income and high-disposable income (average income \$112,000 annually).
- They live within 1-3 km of the Market and visit on average 2 times per week.
- Spend above average in the food and culinary category.

Second Tier Audience

- Toronto urban dwellers living within 5km of St. Lawrence Market.
- Men & women, college & university educated, above average HHI, food interest, potentially young families, gen z, millennials & boomers.

Third Tier Audience

- Residents of the GTA interested in food or looking for something to see downtown.
- Toronto culinary tourists – predominantly staycationers.
- Tourists from outside of the GTA, elsewhere in Canada and International visitors.

St. Lawrence Market has approximately 1.7 million visitors annually, on average approximately 30,000 plus visitors per week.

*Demographics based on research conducted in 2019 and 2022.

As of current the St. Lawrence Market Complex hosts approximately 90+ event rentals annually. With the opening of the North Market and reopening of St. Lawrence Hall this number is expected to increase to 195+.

SUPPLIER CRITERIA

The City of Toronto's priority in conducting this REOI process is to find Suppliers to provide audio visual event services on the Property and sustainably operate through the delivery of the contract terms.

The Supplier:

- Must be an incorporated corporation.
- Should have previous experience operating programs similar to what is being proposed.
- Will be responsible for total program(s) delivery and execution.
- Must be in good financial standing, with the capacity to manage operating costs during the term of the agreement.
- Must have the administrative capacity to deliver program and services.
- Must adhere to the City of Toronto's policy of providing a workplace and program and/or service space that is free from harassment and discrimination.

The following are the SLMC's key considerations in reviewing prospective suppliers:

- Prospective applicant's experience, industry knowledge and acumen to provide event services in the St. Lawrence Market Complex environment.
- The applicant's ability and willingness to offer event services in accordance with the requirements of the SLM's ordinance and guidelines.
- The applicant's financial ability to provide services and to pay operating costs, to complete any planned or required event facilitation needs; and/or to purchase and/or rent the necessary equipment and product on an ongoing basis.
- The applicant's credit history and business plan for operating expense, revenues, and cash flow as well as sales projections.
- The cash flow adequacy after debt obligations and operating requirements.
- The prior business experience, credit record and financial strength of the supplier.
- The extent to which the proposed supplier contributes positively to the SLM's event offerings.
- The level of investment in equipment, inventory, and business fixtures the applicant must make.

SUPPLIER RESPONSIBILITIES

Contract Agreement

The Supplier will be required to enter into a contract agreement with the City of Toronto, in a final form satisfactory to the City of Toronto. The City of Toronto retains the right to terminate the agreement in the event that the Supplier violates any terms of the lease agreement.

The Supplier shall also provide examples of the contract agreement that they will enter into with individual clients using their services in St. Lawrence Market Complex event spaces.

APPLICATION PROCESS

REOI PROCESS

This REOI will be a process to identify Successful Applicants who meet the eligibility requirements and have the operating capacity to participate in the competitive selection process.

MAIN CONTACT INFORMATION

The City of Toronto main contact for this REOI is Daniel Picheca, Manager of St. Lawrence Market Complex. REOI submissions, questions or concerns must be sent to Daniel Picheca at daniel.picheca@toronto.ca.

SUBMISSION INSTRUCTIONS

Applicants must include their REOI proposal documents attached in one email to Daniel Picheca at daniel.picheca@toronto.ca.

Applicants must submit their completed REOI proposals as well as the required documents as one compiled document. The REOI should be no more than 50 pages in total. If the file is too large, it can be submitted via a file sharing platform such as WeTransfer.

Submissions will only be accepted electronically and must be clearly labeled as “Applicant Name – REOI St Lawrence Market Preferred Event Supplier (AV Services) “.

Do not submit any documentation that has not been requested in the Required Documents checklist or this REOI form. Documentation not requested will not be reviewed and evaluated. If further information is required, City staff will reach out as appropriate.

Please note, multiple proposal emails from the same Applicant / Corporation, incomplete proposals and documents received after the submission deadline of April 29, 2025, at 5 p.m., Eastern Standard Time, will not be accepted and your corporation will automatically be deemed ineligible. No exceptions.

SUBMISSION DEADLINE

Applicants are required to submit their proposals through email by the submission deadline of **April 29, 2025, at 5 p.m., Eastern Standard Time**. Proposals received after the deadline will not be accepted.

INFORMATION SESSION AND TOUR

Applicants should attend an information session and property tour presented by Corporate Real Estate Management, and other relevant City Divisions on **April 11, 2025, 1 p.m., Eastern Standard Time**. This date is subject to change, and all applicants will be provided 1 week notice of any changes.

Starting location of tour is 157 King Street East, St Lawrence Hall.

The information session will provide further details on the vision for the Property, community and needs, building conditions and preliminary work being conducted by the City of Toronto, the REOI proposals and process, and the evaluation and selection process for selecting a Successful Applicant.

TIMELINE

The following timeline is associated with the REOI. Dates may be subject to change.

Activity	Date
Request for Expression of Interest Release	April 6, 2025
Information Session and Property Tour	April 11, 2025
Submission Due Date	April 29, 2025
Submission Review and Applicant Selection	April 30, 2025
Commencement of Contract	May 2025

SUBMISSION REQUIREMENTS

Applications must submit a business plan that includes the below information to be considered complete.

Proposal Submission Requirements – Expression of Interest Business Plan:

A. Executive Summary

B. Applicant Profile and Proposed Service Offerings

- a. Applicant Overview – a summary of the Applicant (Supplier) corporation, including:
 - i. Applicant information – Corporate name, address, lead contact information
 - ii. Corporation history:
 - 1. Date incorporated.
 - 2. Mission and mandate
 - 3. Total number of employees
 - 4. Business partners information
 - iii. Proof of a current corporation profile
- b. Experience and Qualifications
 - i. Experience – relevant business experience with delivering similar programs and services.
 - ii. High level overview of proposed service offerings – including proposed management structure, team and staffing information to deliver the proposed program and services. (Please include information about skills, experience, and expertise necessary to implement and deliver the program and services)
 - iii. References – provide three (3) references for the purpose of evaluating the Applicant's experience and track record.

C. Concept overview and Proposed Event Audio Visual Offerings

- a. Provide a detailed overview of the intended services and a high-level overview including: vision for the services, goals and objectives, proposed services and programs, product list or services provided, potential or confirmed partnerships. Should describe how the product/service mix complements and/or fills a gap of existing St. Lawrence Market event operations.
- b. Proposed Services and Programs – clearly demonstrate how the Applicant will deliver programs and services. This should include run of events, key contacts, event audio visual package options, service and product list, special offerings/services, event planning/entertainment offerings for clients, price list, proposed event layouts and floorplans, etc.
- c. Community Need – describe how the proposed business services and programs address community needs and what demographics and communities will be served.
- d. Equity Impact – explain how an equity, diversity, and inclusion approach is applied to the development and delivery of programs and services.

- e. Alignment with St Lawrence Market and the City's Strategic Priorities – describe how the proposed services and programs align with the strategic priorities.
- f. Include information on equipment and supplies required to provide services.
- g. Outline what do you required from the St Lawrence Market to support this proposal.
- h. Proposed schedule and timeline.

D. Marketing and Sales Strategy

- a. Provide a marketing, communications, and sales strategy.
- b. Include a market analysis with details about the target market. Could be in the form of a SWOT Analysis.
- c. Include any information and links to websites and social media channels.

E. Financial Plan

- a. Financial forecast (profit and loss statement) for the Applicant's first three years of operation including:
 - 1) sales projections
 - 2) business expenses incurred and expenses passed on to clients
 - 3) investments and /or rental requirements
 - 4) Profit margins
 - 5) Quote samples for various capacities and event audio visual models
 - 6) Sample packages for clients
 - 7) Execution of landmark fee payable to City of Toronto
- b. Current Credit report
- c. Outline of credit facilities to which the proponent has access
- d. Outline any discounted rates for City of Toronto use
- e. All pricing in Canadian dollars

F. Declaration of Conflict of Interest – provide a statement of any conflict of interest, if applicable

G. Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy – review, complete and submit form (<https://www.toronto.ca/wp-content/uploads/2017/10/9670-cc-declaration-anti-harassment-policy.pdf>)

H. Signature Page – see **Appendix D**

EVALUATION AND SELECTION CRITERIA

REVIEW PANEL

The City's Corporate Real Estate Management Division will assess all REOI proposals received by the submission deadline of **April 29, 2025, at 5 p.m., Eastern Standard Time**. A Review Panel consisting of City staff from Corporate Real Estate Management, in consultation with other city departments, as well as external member(s) will review all REOI proposals, as appropriate.

The Review Panel will assess each REOI proposals against the evaluation criteria set out below.

EVALUATION RESULTS

Upon conclusion of the evaluation process, a final recommendation of the corporation will be made by the Review Panel. The Review Panels' decision will be final. Corporate Real Estate Management will inform the Successful Applicant that they have been chosen as the Successful Applicant.

Once an Applicant has been determined to be the Successful Applicant and the provisions of a lease agreement have been mutually agreed upon by the City of Toronto and the Successful Applicant, Corporate Real Estate Management, will approve the terms of the agreement and authorize its execution by the Successful Applicants and the City.

By responding to this REOI, Applicants are agreeing that the decisions of the Review Panel are final and binding.

Proposal evaluation results are the property of the City of Toronto and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Evaluation results may be subject to public release pursuant to the Act. City Council and individual members of Council have the right to view the responses, provided that their requests have been made in accordance with the Act. <https://www.ontario.ca/laws/statute/90m56/v23>

Applicants should identify any portions of their proposals which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence, and which will cause harm if disclosed.

NEGOTIATIONS AND AGREEMENT

The selection of a Successful Applicants will be in the sole and absolute discretion of the City of Toronto. The selection of the Successful Applicants will not oblige the City of Toronto to negotiate or execute a lease agreement with that corporation. Any agreement resulting from this REOI will be in accordance with the by-laws, policies and procedures of the City of Toronto including approval by City Council. The City of Toronto shall have no liability to any person as a result of the REOI and any negotiations which may ensue as a result of it.

SELECTION CRITERIA

The Review Panel will assess the REOI proposals using the below evaluation criteria. If the submission fails in any of the mandatory requirements, the submission will be rejected.

The submission that achieves the highest total score will be ranked first. Feedback can be shared upon request.

Mandatory Eligibility Requirements

To be eligible to enter into a event supplier agreement of the Property, the Successful Applicants must:

- A. Must submit a completed business plan along with **APPENDIX C – ANTI-RACISM POLICIES CHECK LIST** and **APPENDIX D – SIGNATURE PAGE**
- B. Satisfy the City that it is not in default under any existing lease, service agreement, or other agreement with the City, and has limited risk of insolvency or bankruptcy;
- C. Satisfy all requirements outlined in the Request for Expressions of Interest (REOI) and comply with all applicable laws and policies of the City.

Evaluation Criteria

CRITERIA	POINTS AVAILABLE	MINIMUM THRESHOLD (70%)
Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy Form	Pass / Fail	Pass
SIGNATURE PAGE	Pass / Fail	Pass
REOI Submission Package		
A. Executive Summary	5	
B. Applicant Profile and Proposed Service Offerings	25	
C. Concept overview and Proposed Event Audio Visual Offerings	35	
D. Marketing and Sales Strategy	20	
E. Financial Plan	15	
Total Score	100	70

APPENDICES

APPENDIX A – EVENT ORGANIZER PACKAGE

See attached last pages of REOI

APPENDIX B - CONFLICT OF INTEREST

a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontract, may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the EOI. This includes, but is not limited to, involvement by a Proponent in the preparation of the EOI or a relationship with any employee, Proponent or representative of the City involved in preparation of the EOI, participating on the evaluation or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the City contact prior to submitting a proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the EOI.

b) A Proponent must not attempt to influence the outcome of the EOI process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, Proponent or representative of the City, including members of the evaluation committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

APPENDIX C – ANTI-RACISM POLICIES CHECK LIST

Existing Anti-Racism Policies

The City of Toronto recognizes that barriers exist for many members of our City’s diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Aboriginal and Indigenous peoples, 2SLGBTQ+ communities and seniors.

The City expects corporations to act as positive forces in helping to eliminate these barriers. As part of this application, please review, complete, and submit the City of Toronto: [Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy](#).

Please fill in the chart. All existing policies must be attached and included with the proposal. Please include a description of each policy. Please indicate if the below policies are separate or included in the same policy document.

Does your corporation have the following in place?	Yes	Approval Date (yyyy-mm-dd)	No	Planned Completion Date (yyyy-mm-dd)
Anti-racism, access and equity policy				
Anti-racism, access and equity complaints procedures				
Anti-racism, access and equity implementation plans				

Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy FORM

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

Declaration:

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

WHERE LEGALLY MANDATED I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Name of Vendor or Name of Grant Applicant (Organization or Individual):

Complete Address:

E-mail:

Tel. No.:

Postal Code:

Name of Signing Officer or Name of Applicant (Name - please print):

Position:

Signature: _____
Authorized Signing Officer or Individual

Date: _____

APPENDIX D – SIGNATURE PAGE

Please note this signature page is the final page of the REOI proposals. Please review the Submission Requirements section of the REOI to ensure that you have completed and submitted all required documents along with this REOI proposals.

All proposals must be signed by your Corporation's Chair of Board or Designated Signing Authority.

By signature below, the Proponent hereby acknowledges that 1) it understands and agrees with the EOI process described in this document, 2) they have the authority to commit his/her/their firm into this agreement with the City of Toronto, and 3) have thoroughly reviewed the information contained in this EOI and has complied with the documents making up this Proposal, including all drawings and specifications as may be listed in the index, and any amendments or addenda thereto 4) Proponent represents that it does not have a conflict of interest or is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the EOI

Please include this REOI proposals and all of the required documents attached **in one email** to Daniel Picheca, Manager, St Lawrence Market, at danielpicheca@toronto.ca by the REOI **submission deadline of April 29, 2025 by 5 pm Eastern Standard Time.**

Please read the Submissions Instructions section carefully as incomplete applications will automatically be deemed as ineligible for this space rental opportunity.

To the best of my knowledge, information in this proposals is accurate and complete.	
Signature	Date Signed (yyyy-mm-dd)
Name (Print - First, Last or Single)	Position Title

Please note: Request for Expression of Interest Proposals and evaluation results are the property of the City and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Applications will be received in confidence subject to the disclosure requirements under the Act or to disclosure being otherwise required by law or an order of a court or tribunal.

Applicants should identify any portions of their proposals which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence, and which will cause harm if disclosed.

Questions about disclosure requirements under the Act can be directed to the Access and Privacy Unit at 416-392-9684.

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Estimated Attendance Across Event Venues – St. Lawrence Market Complex

Event Type	Estimated Events	Attendance per Event	Estimated Total Attendance	Location
Corporate Meetings	20	100 – 200	2,000 - 4,000	Hall / North Building
Weddings	50	175	8,750	Hall
Gala Dinners	26	400	Up to 10,400	North Building
Conferences	10	150	1500	North Building
Meetings with Lunch	100	20 - 30	2,000 - 3,000	Various Spaces in the Hall
Total (Excluding Conferences)	206		24,650 - 27,650+	

Estimated Attendance Across Event Venues – St. Lawrence Market Complex

Event Types & Attendance Estimates

1. Corporate Meetings

- Estimated: 20 events
- Attendance: 100 - 200 people per event
- Location: Hall or North Building

2. Weddings

- Estimated: 50 events
- Attendance: Approximately 175 people per event
- Location: Hall

3. Gala Dinners

- Estimated: 26 events
- Attendance: Up to 400 people per event
- Location: North Building (Main Floor)

4. Conferences

- Estimated: 10 events
- Attendance: Varies (could be for quick bites, or breakfast, lunch and break buffets)
- Location: North Building Hall

5. Meetings with Lunch

- Estimated: 100 events
- Attendance: 20 - 30 people per event
- Location: Various spaces

Venue Capacities

- **Hall:** 160 - 175 people
- **North Building:** 400 - 600 people.