

361A Old Finch Ave. Toronto, ON M1B 5K7 www.torontozoo.com

Tel: 416-392-5900 Fax: 416-392-5934

Chair

Councillor Paul Ainslie

Chief Executive Officer
Dolf DeJong

Chief Operating Officer

2018-11-20

PUBLIC SALE PANDA MASCOT COSTUMES PS 01 (2018-10)

The Toronto Zoo is offering for sale four (4) separate Panda Mascot Costumes, which have been declared surplus. The Panda Mascot Costumes have been used by Toronto Zoo's Public Relations team and are **approximately five** (5) years old, pictures attached.

The costumes are available for inspection/viewing at the Toronto Zoo, Purchasing & Supply Unit Administrative-Support Centre, 361A Old Finch Ave., Scarborough, Ontario, M1B 5K7 between the hours 8:00 to 4:30, Monday to Friday.

<u>Due Date:</u> The Seller prefers electronic submissions of Offer as follows:

The Purchaser should submit the Offer to the Seller by email at: purchasing@torontozoo.ca.

Or your hard copy of sealed offer to purchase must be completed, and received by Supervisor, Purchasing & Supply, Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Scarborough, Ontario, M1B 5K7 by:

Tuesday, 2018-12-04, 1200 hours (noon, local time)

The Board of Management of the Toronto Zoo reserves the right to reject any or all offers or to negotiate partial sales, pricing, terms and conditions with any prospective buyer(s) without the duty to inform other prospective buyers.

If you have any queries regarding this request for proposal, please contact Mr. Peter Vasilopoulos, Supervisor of Purchasing & Supply at pvasilopoulos@torontozoo.ca or by telephone at (416) 392-5916..

Yours truly,

Paul K. Whittam Manager of Financial Services

1.0 INSTRUCTIONS

- 1. The Panda Mascot Costumes have been declared surplus by the Toronto Zoo and are therefore being offered for sale.
- 2. Use the attached submission label when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo. An Offer should be submitted in the form attached to this Request for Offer.
- 3. The Seller prefers electronic submissions of Offer as follows:

The Purchaser should submit the Offer to the Seller by email at: purchasing@torontozoo.ca.

4. PDF emailed Offers are preferred and the Seller will confirm receipt of emails. Note that the maximum file size the Seller can receive is 10Mb. If sending large email attachments, Purchasers should phone to confirm receipt. A Purchaser bears all risk that the Seller's equipment functions properly so that the Seller receives the Offer.

2.0 RESERVE BIDS IN EFFECT

- 2.1 The reserve or minimum offer to purchase amount that will be considered is shown on the offer to purchase form included with this package.
- 2.2 No offer for a lesser amount will be considered.

3.0 TERMS AND CONDITIONS

- 3.1 Offers are invited for the purchase and removal of four (4) separate Panda Mascot Costumes at the above address. Offers shall be on an "as is- where is" basis and subject to the conditions of sale set forth herein. Except, as to title, the Toronto Zoo makes no representation or warranties, expressed or implied, as to merchantability, fitness for purpose, or any other condition or quality.
- 3.2 Inspection prior to submitting an offer is the responsibility of the prospective buyer.
- 3.3 The Toronto Zoo reserves the right to reject any or all offers or to negotiate partial sales, pricing, terms and conditions with any prospective buyer(s) without the duty to inform other prospective buyers.
- 3.4 The Toronto Zoo reserves the right to withdraw the equipment for sale at any time.
- 3.5 A deposit is not required with any Offer submitted.
- 3.6 The successful buyer will be responsible for the provision of insurance to protect the Toronto Zoo, City of Toronto, and the Toronto & Region Conservation Authority interests and Workplace Safety and Insurance Board (WSIB) coverage for their workers and any subcontractor while working on Toronto Zoo property. The successful buyer shall also ensure

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compliance with Occupation and Health and Safety Act, safety and environmental regulations, for the protection of their workers, Toronto Zoo staff in the surrounding areas and Toronto Zoo property.

- 3.7 The successful buyer releases the Toronto Zoo, City of Toronto and the Toronto & Region Conservation Authority from any liability for personal injury, death, property loss, damage or destruction or economic loss resulting from the successful buyer's entry onto Toronto Zoo premises and/or removal of the equipment or subsequent use or operation of the equipment or any items associated with it. The successful buyer also agrees to save the Toronto Zoo, City of Toronto and the Toronto & Region Conservation Authority harmless from any or all claims arising from such events.
- 3.8 Full payment in favour to the Toronto Zoo shall be made within five (5) working days of written acceptance of the offer by the Toronto Zoo. Certified cheque, money order, or bank draft that are recognized in Canada, are acceptable payment methods, for the Toronto Zoo. Cheque to be delivered onto the hand of the Supervisor, Purchasing & Supply, prior to or at the time of removal.
- 3.9 The successful bidder is responsible to pay all taxes, costs of transfer and any other costs associated with the sale, purchase and removal of this equipment
- 3.10 The Provincial Sales Tax will be charged unless an exemption certificate is provided or the successful buyer is able to comply with regulations for an out of province sale. Harmonized Sales Tax will be payable.
- 3.11 Pricing should be in **Canadian dollars**. The exchange rate for any foreign currency will be determined using the Bank of Canada daily rate.
- 3.12 The Toronto Zoo will not be liable for loss, damage or destruction from any cause whatsoever of the equipment sold, but should any equipment be lost or destroyed during the period allowed for removal and prior to actual removal thereof, the Toronto Zoo will refund to the successful buyer any monies paid as the price of, or an account of, the equipment so lost or destroyed.
- 3.13 The successful buyer shall not assign or transfer this contract without the written consent of the Toronto Zoo.
- 3.14 In the event that the successful buyer fails to remove the equipment within the time specified in the agreed upon work schedule, the Toronto Zoo may without the prejudice to any other remedies, cancel the contract and resell the equipment at such price and on such terms as the Toronto Zoo may deem advisable and hold the successful buyer responsible for any loss including all expenses incurred by the Toronto Zoo through the default, but without any obligation on the part of the Toronto Zoo to account to the successful buyer for the proceeds of such resale. The Toronto Zoo shall be entitled to retain any amount paid on the account of the equipment until the amount of any such resale (including the expenses referred to) shall have been ascertained.
- 3.15 To ensure standardization of offer to purchase responses, Toronto Zoo response forms will be supplied in the bid package and must be used. Failure to submit the information on the forms provided may result in rejection of the bid.

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- 3.16 The Purchaser will be deemed to have carefully examined this Offer prior to preparing and submitting an Offer with respect to any and all facts which may influence the purchase.
- 3.17 All offers to purchase will be irrevocable for a period of ninety (90) days from the date of the Public Sale submission deadline.

4.0 OFFER TO PURCHASE FORM

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- 4.1 I hereby submit the Offer to Purchase and will comply with all terms, conditions, specifications and drawings (when provided) as set out herein.
- 4.2 This form must be completed, properly signed and received on or before the date and time specified or your Offer to Purchase will not be considered. Offer to Purchase prices shall remain in effect for a period of ninety (90) days from the Public Sale due date.
- 4.3 The Toronto Zoo reserves the right to reject any or all offers or to negotiate partial sales, pricing, terms and conditions with any prospective buyer(s) without the duty to inform other prospective buyers.
- 4.4 By signing and submitting this Offer to Purchase, you are agreeing to the release of your Offer to Purchase information, as deemed necessary by the Toronto Zoo, in order to conduct business associated with this Public Sale.

COMPANY INFORMATION		
Company Name:		
Contact Name:	Title:	
Signature:	Date:	
Address:		
Telephone #:	Fax #:	
Email:	Web Site:	
HST #:		

4.5 Offer to Purchase Pricing (Canadian currency): The Bidder hereby quotes and offers to enter into the Contract, execute the Contract documents and agree to make full payment in accordance with all of the items part of this Public Sale.

OFFER TO PURCHASE

Description		Offer to Purchase Price, excluding HST
QTY	DESCRIPTION	
	One (1) Panda Mascot Costume on "as is "basis	
	Reserved Price - \$750	
	One (1) Panda Mascot Costume on " as is " basis	
	Reserved Price - \$750	
	One (1) Panda Mascot Costume on "as is "basis	
	Reserved Price - \$750	
	One (1) Panda Mascot Costume on " as is " basis	
	Reserved Price - \$750	
	Canadian currency	Sub-Total
		HST
		Total price of Offeror

SUBMISSION LABEL

This address label should be printed and affixed to the front of your sealed tender, quotation and proposal envelope/package submission. Toronto Zoo will not be held responsible for envelopes and packages that are not properly labelled or submitted to an address other than the one listed on this label.

Vendor Name

PS 01 (2018-11)- Public sale – Panda Mascot Costumes Closing: <u>Tuesday</u>, 2018-12-04, 12:00 local time

TO BE RETURNED TO

TORONTO ZOO
C/O SUPERVISOR, PURCHASING & SUPPLY
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7





