



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

Tel: 416-392-5900
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2019-05-22

**REQUEST FOR QUOTATION
CHARGING STATION FOR PERSONAL HANDHELD DEVICES
RFQ #18 (2019-05)**

The Toronto Zoo invites you to submit a quotation to **supply** one (1) charging station for personal handheld electronic devices (i.e. cellphones and tablets) and install at the Toronto Zoo. All work is to be completed in accordance with the specifications in the Request for Quotation (RFQ).

The work shall commence as soon as possible once the project is awarded and a Purchase Order has been issued. All work is to be completed and received no later than 2019-07-31.

The Quotation package includes Instructions, Terms & Conditions, Requirements, Drawings, and Forms. Quoted prices shall remain in effect for a period of ninety (90) days from the Quotation due date.

Site Meeting: Upon request.

Due Date: Your quotation must be completed, and received by the Supervisor, Purchasing & Supply, Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Toronto, Ontario, M1B 5K7 by:

Thursday, 2019-06-06, 1200 hours (noon, local time)

The Board of Management of the Toronto Zoo reserves the right to reject any or all quotes or to accept any quote, should it deem such an action to be in its interests.

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

Yours truly,

Taryne Haight
Manager, Financial Services

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1.0 INSTRUCTIONS

- 1.1 Ensure that you have received all **fourteen (14)** pages of the RFQ package.
- 1.2 A site meeting can be available upon request.
- 1.3 Complete ALL FORMS in section 4.0 and return by due date and time received on or before **Thursday, 2019-06-06, 1200 hours (noon, local time)** or your Quotation will not be considered. Include signed copies of any addenda with your proposal package.
- 1.4 Quotations must not be submitted by facsimile, email or any other electronic format.
- 1.5 All Prices submitted shall be quoted in Canadian currency, excluding HST if applicable
- 1.6 Toronto Zoo reserves the right to award in whole or in part on the basis of the bids received, Lump Sum Price or Breakdown Price.
- 1.7 Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.8 Quotation prices shall remain in effect for a period of ninety (90) days from the Quotation due date.
- 1.9 Include product information, samples, and pictures, as necessary.
- 1.10 Provide references of at least three (3) clients for whom your company has performed similar work. References must include photos of three (3) different installations, client company name, contact name, address and e-mail address.
- 1.11 It is the responsibility of the Bidder to understand all aspects of the RFQ and to obtain clarification if necessary before submitting their quotation.
- 1.12 Any questions regarding the work in this RFQ must be forwarded by the end of the day Tuesday, 2019-05-28 to:

Peter Vasilopoulos, Supervisor, Purchasing & Supply,
Tel: 416-392-5916, Fax: 416-392-6711
E-mail: pvasilopoulos@torontozoo.ca

2.0 TERMS AND CONDITIONS

- 2.1 Definitions:** Wherever used in the Request for Quotation the word “**Board**” means the Board of Management of the Toronto Zoo and the word “**Vendor**” or “**Contractor**” means the person or persons or Corporation to whom the purchase order is issued.
- 2.2 Vendor Assurance:** Unless otherwise stated, the goods, material, articles, equipment, work or services, specified or called for in or under this Quotation, shall be delivered or completely performed, as the case may be, by the Vendor as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion.
- 2.3 Country of Origin:** Wherever possible, the goods, services, materials, articles or equipment, specified or called for in or under this Quotation, shall be of Canadian origin and manufacture.
- 2.4 Delivery:** The prices stated in this Quotation cover the services, material, articles or equipment referred to herein, being delivered F.O.B. destination, freight, express, duty and all other charges prepaid, unless otherwise indicated herein. A detailed delivery ticket or piece tally, showing the exact quantity of goods, material, articles or equipment shall accompany each delivery. A receiver’s receipt shall not bind the Board to accept the goods, material, articles or equipment covered thereby, or the particulars of the delivery ticket or piece tally therefore. The Vendor shall not be entitled to any interest upon any bill due to delay in its approval by the CEO of the Toronto Zoo or his designate.
- 2.5 Invoicing:** Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the head office of the Board. Any Harmonized Sales Tax (HST) applicable shall be shown as a separate item. The Vendor’s HST/Business registration number must be indicated on the invoice.

The Vendor shall clearly show any special charges such as packaging and freight, where applicable, as separate items on the invoice.

Payments to non-resident Vendors may be subject to withholding taxes under the Income Tax Act (Canada). Unless a non-resident Vendor provides the Board with a letter from Revenue Canada, Taxation waiving the withholding requirements, the Board will withhold the taxes it determines are required under the Income Tax Act (Canada).

- 2.6 Notice of Delivery:** The Vendor shall notify the Purchasing Agent of the Board at the address given for the mailing of invoices, in writing as soon as possible of the details of the shipment of the goods, materials, articles or equipment.
- 2.7 Right to Cancel:** The Board shall have the right to cancel at any time this Quotation or any contract or any part of any contract resulting from this Quotation in respect of the goods, material, articles, equipment, work or services set out in this Quotation or any such contract or part of such contract, not delivered or performed at the time of such cancellation, and the Board will not be responsible to make any payments in respect of any such goods, materials, articles, equipment, work or services and shall not incur any liability whatsoever in respect thereto.

In the event that the Vendor fails or neglects by any act or omission to comply with any of the conditions set out herein, this Quotation or any contract resulting from this Quotation may be unconditionally cancelled by the Board without notice to the Vendor.

- 2.8 Official Agreement:** No verbal arrangement or agreement, relating to the goods, material, articles, equipment, work or services, specified or called for under this Quotation, will be considered binding, and every notice advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.
- 2.9 Worker's Rights:** The Vendor shall comply with the conditions of the Board relating to Worker's Rights, a copy of which is available on application to the Manager, Fair Wage and Labour Trades Office, City of Toronto, 18th Floor, West Tower, City Hall, Toronto, Ontario, M5H 2N2 or by phone at 416-392-7300.
- 2.10 Insurance:** The Contractor shall, at his/her own expense obtain and, until the work is fully complete maintain, broad-scope insurance coverages, hereof, satisfactory to the Chief Executive Officer as to form and substance, with the indicated policy form of the Canadian Construction Documents Committee (CCDC), its equivalent or better subject to such modifications therein to cover unusual aspects of the work, working conditions or other circumstances as may be specified elsewhere in the Contract.
- 2.10.1** The Contractor shall effect, maintain and keep in force, at its sole cost and expense and satisfactory to the Chief Executive Officer as to form and substance the insurance described below:
- 2.10.2 All risks property insurance on property of every description and kind owned by the contractor or for which the Contractor is responsible while on the premises of the Board in an amount not less than full replacement value. The policy shall be endorsed to provide a waiver of subrogation against the Board for any loss or damage to insured property, however caused.
- 2.10.3 Commercial general liability insurance, including owners' and contractors' protective, products, completed operations, personal injury, employer's liability, contractual liability, occurrence basis property damage, liability arising from the sale of serving of alcoholic beverages and provisions for cross liability and severability of interests with a limit of not less than Five (5) Million Dollars (\$5,000,000.00) per occurrence. The policy shall be endorsed to name the Board as an additional insured with respect to the operations of the Contractor under this agreement.
- 2.10.4 Standard automobile liability insurance for all owned vehicles with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.
- 2.10.4.1 All policies of insurance required to be taken out by the Contractor shall be placed with insurers licensed to conduct business in the Province of Ontario and shall be subject to the approval of the Chief Executive Officer, acting reasonably.
- 2.10.4.2 The Contractor shall deliver to the Board evidence of the insurance required prior to the commencement of the agreement, in form and detail satisfactory to the Chief Executive Officer acting reasonably.
- 2.10.4.3 The provisions of this section 2.11 shall no way limit the requirements and obligations imposed on the Contractor elsewhere in the Contract, nor relieve the Contractor from compliance therewith and fulfillment thereof.
- 2.10.4.4 The parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the Contractor.

2.10.4.5 The provisions of this article shall in no way limit the requirements and obligations imposed on the Contractor elsewhere in the Contract, nor relieve the Contractor from compliance therewith and fulfillment thereof.

- 2.11 Indemnity:** The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Board, the City of Toronto, Toronto Region and Conservation Authority and their servants, employees, officers or agents, hereinafter called the “Indemnities”, from and against all actions, suits, claims, demands, losses, costs, charges, damages, and expenses, brought or made against or incurred by the Indemnities, its or their servants, officers, employees, agents or invitees in any way relating, directly or indirectly, to goods, material, articles or equipment supplied or to be supplied, or to the supplying of goods or services, pursuant to this Quotation, or any other claim, action, suit, demand, loss, cost, charge, damage or expense relating to copyright, trademark or patent with regard directly or indirectly with any such goods, services, material, articles or equipment or the supply or performance thereof.
- 2.12 Liability for Acts of Vendor Employees, Contractors or Agents:** The Vendor acknowledges responsibility and accepts liability for the acts of any of its employees, contractors and agents while on Toronto Zoo property. The Toronto Zoo reserves the right to request background checks for any individual providing the services requested on behalf of the Vendor.
- 2.13 Guaranty of Quotation:** All goods, material, articles, equipment, work or services, specified or called for in or under this Quotation, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance with the Offer and this Quotation. The basis on which this Quotation is given shall include any specifications, plans, price schedules, samples, addenda or other details pertaining thereto, or provided in connection therewith.
- 2.14 Right of Notice:** Any notice that the Board may be required or desire to give to the Vendor shall for all purposes to be deemed to have been sufficiently and properly given and afforded by registered mail addressed to the Vendor at the address shown for the Vendor on this form and shall therefore be presumed to have been received by the Vendor on the third day following such registration.
- 2.15 Formal Contract:** The Vendor may be required and shall, if requested by the solicitor for the Board so to do, to execute and enter into a formal contract that is satisfactory to the solicitor for the Board, in order to document the contract resulting from this Quotation and to embody indemnity and related provisions that in the opinion of such solicitor are required to protect the Board.
- 2.16 Charity Status:** The Toronto Zoo is a registered charitable organization (registration #BN 119216398RR0001) and accordingly may be eligible for preferred pricing which should be reflected in the Quotation as submitted.
- 2.17 Performance Evaluation:** The Contractor’s performance will be evaluated by the Chief Executive Officer and/or Chief Executive Officer’s Representative during the Contract and at the end of the Contract. In the event that the Contractor’s performance is considered unsatisfactory by the Chief Executive Officer and/or Chief Executive Officer’s Representative, the Contractor and/or its affiliates may become ineligible from bidding on future contracts issued by the Board.

3.0 PROJECT REQUIREMENTS

The scope of work includes all labour, material and equipment necessary for the supply and installation of one (1) stand-alone charging station with solar electrical supply with USB and/or electrical socket for the purpose of charging cellphones, tablets and other handheld electronic devices in an indoor environment. All work is to be completed in accordance with specifications in the Request for Quotation (RFQ).

The contractor is responsible for all pricing and all other arrangements with all subcontractors as required.

3.1 The following is a list of minimum requirements for the unit(s):

- Lockable units for temporary device storage during charging
- Inclusion of various charging cables
- Rated for indoor use
- Vandal resistant features
- AODA/ADA Compliant
- Corrosion-resistant – protection from the elements
- Comply with all US and Canadian requirements

3.2 Unless otherwise noted, the following is a list of additional ideal specifications for the unit(s), but not required:

- Connection to electric power source for back up energy supply
- Charge level indicator
- Preferably made from recycled materials
- Aesthetically/visually appealing and ties into the Zoo environment (i.e.: nature themed)
- Built or assembled in Canada, or locally sourced products

3.3 Provide the following information about each unit quoted:

- Electrical requirements
- Anticipated annual electrical consumption based on full use for 9 hours per day for 200 days per year
- Attach all drawings and specifications for the recommended product included in the unit quote.

The Toronto Zoo appreciates and encourages innovative measures that would enhance the quality, longevity, efficiency, marketing, or function of this project now and in the future. These may be related but not limited to:

- a) Other positive aspects related to enhancement or promotion
- b) Provide a list of any ideal requirements that have been met or provided.

The work shall commence once the project has been awarded and a Purchase Order issued.

3.1 SCOPE OF WORK

1. Supply and install one (1) stand-alone charging station with various charging cables for the purpose of charging cellphones, tablets and other handheld electronic devices for both Android and Apple products.

2. Install the unit(s) in a defined indoor area of the Toronto Zoo.
3. Perform all work in accordance with acceptable industry standards
4. All work to be completed in accordance with applicable codes (e.g. Building Code, Electrical Code, Fire Code, etc.)
5. All measurements to be site verified.
6. All electric current required for the work shall be provided or furnished by the Contractor. All temporary connections for electricity shall be subject to the approval of the Owner. All temporary lines will be furnished, installed, connected, and maintained by the Contractor in a professional manner satisfactory to the Owner and shall be removed by the Contractor in like manner upon completion of the work.
7. It is the responsibility of the contractor to confirm that the unit(s) are operational prior to completion of the work.
8. Conduct all necessary testing on the units to ensure they are safe and certified for public use.
9. The contractor is to notify the Toronto Zoo upon completion of the work. The work is to be reviewed and approved by the Toronto Zoo prior to acceptance of the work.
10. The contractor is required to provide closeout documents including but not limited to as built drawings, warranty, and inspection certificates.
11. The contractor shall supply the Zoo with copies of relevant certificates and licences for all workers before commencement of work.

3.2 CONTRACTOR RESPONSIBILITIES

1. Regular meetings/communication with the Toronto Zoo Project Team to review project status and to discuss issues that may arise during the project.
2. Provide samples, mock ups, etc. as required to the Project Team.
3. Provide product information, SDS sheets and colour samples to the Project Team prior to start of the work where applicable.
4. Provide the Zoo with a minimum one (1) year warranty upon completion of the project.
5. Protect adjacent areas not included in the project. Any damage caused will be the responsibility of the contractor to rectify at no additional cost to the Zoo.
6. Clean-up the work area daily and make good any damage caused as a result of the work.
7. Secure the work site and provide construction signs and barriers to prevent injury to Zoo personnel and the public who will require access to the space during the work.

8. Upon award of contract, Contractor is to finish all work, including clean up and demobilization by the completion date specified.
9. Submit all shop drawings for review and approval prior to start of fabrication. Review of shop drawings shall not mean that the Toronto Zoo approves detail design inherent in shop drawings, responsibility for which shall remain with the Contractor submitting same, and such review shall not relieve the Contractor of his responsibility for errors or omissions in shop drawings or of his responsibility for meeting all requirements of the subcontract documents.
10. Submit close out documents as requested. Include warranties and “As built” drawings.

3.3 SAFETY SPECIFICATIONS

1. It is the responsibility of the Contractor to protect the site as required during construction.
2. Ensure that awareness of public safety is considered and protect visitors in the vicinity during the construction period.
3. All necessary personal protective equipment must be worn at all times and SDS sheets must be available on site as required.
4. The contractor is to abide by applicable Toronto Zoo Health & Safety Policies
 - i. SAFE-002 Health & Safety Hazard Reporting
 - ii. SAFE-017 Contractors Safety
 - iii. SAFE-018 Vehicles on Site
 - iv. SAFE-007 Working in Confined Space
 - v. SAFE-025 Hot Work
 - vi. SAFE-013 Equipment Lockout/Tagout

the Ontario Health and Safety Acts, the Ontario Building Code and all other applicable codes including the Fire Codes.

Toronto Zoo’s Commitment to the City of Toronto’s Corporate Smog Alert Response Plan

5. It is the responsibility of the Contractor to ensure that the work site is properly protected at all times. All work sites must be marked and barriered adequately with construction signs posted to secure and isolate the work site from the public or other personnel that have access to the area.

3.4 OTHER INFORMATION

The successful bidder must demonstrate the ability to complete the work to standards acceptable to the Zoo and prove past performance in the completion of similar types of work for other clients by providing relevant examples of work and references. The successful bidder must also demonstrate and guarantee that they can produce the work in the allotted time.

4.0 SUBMISSION FORMS:

I/We, hereby, submit the Quotation and will comply with all terms, conditions, specifications and drawings (when provided) as set out within the Board’s Quotation.

I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum numbered _____.

This form must be completed, properly signed and received on or before the date and time specified or your Quotation will not be considered. Quotation prices shall remain in effect for a period of ninety (90) days from the Quotation due date.

The Board of Management of the Toronto Zoo reserves the right to reject any or all Quotations or to accept any Quotation, should it deem such action to be in its interests.

By signing and submitting this FORM, you are agreeing to the release of your quotation information, as deemed necessary by the Board, in order to conduct business associated with this quotation or project.

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

4.1 UNIT PRICING

DESCRIPTION	Price complete excluding HST
To supply all labour, material and equipment necessary for the supply and installation of one (1) stand-alone charging station with solar electrical supply with USB and/or electrical socket for the purpose of charging cellphones, tablets and other handheld electronic devices in an indoor environment	\$ /unit
<p>Custom Graphic Wrap (printing and install) –</p> <p>Note: all graphic design provided by the Toronto Zoo as per graphic specs provided by contractor.</p> <p>Please indicate (using N/A) if Custom Graphic Wrap option not available</p>	\$ /unit

COMMITMENT TO DELIVER	YES / NO
Please confirm that you are able to supply and install by 2019-07-31. If NO, please state alternate date.	

WARRANTY	Specify
Please confirm a minimum of one (1) year warranty upon completion of the project.	

	Discount	Days
Discount allowed for prompt payment and period within which invoice must be paid to qualify.	%	
	Discount/Donation	
<p>Charity Status: The Toronto Zoo is a registered charitable organization (registration #BN 119216398RR0001) and accordingly may be eligible for preferred pricing which should be reflected in the Quotation as submitted.</p>		

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 _____

RFQ #18 (2019-05) – PERSONAL DEVICE CHARGING STATIONS
Due Date: Thursday, 2019-06-06

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

NOTICE OF NO BID
INSTRUCTIONS:

It is important to the Toronto Zoo to receive a reply from all invited bidders. If you are unable, or do not wish to submit a bid, please complete the following portions of this form. State your reason for not bidding by checking the applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other Request for Proposal/Quotation/Tender documents or forms. Please submit this completed form and submit by email to purchasing@torontozoo.ca or by fax or (416) 392-6711 prior to the official closing date.

A Proposal/Quotation/Tender is not submitted for the following reason(s):	
<input type="checkbox"/> Project/quantity too large.	<input type="checkbox"/> Project/quantity too small.
<input type="checkbox"/> We do not offer services or commodities to these requirements	<input type="checkbox"/> Cannot meet delivery or completion requirement
<input type="checkbox"/> We do not offer this service or commodity.	<input type="checkbox"/> Agreements with other company do not permit us to sell directly.
<input type="checkbox"/> Cannot handle due to present commitments.	<input type="checkbox"/> Licensing restrictions
<input type="checkbox"/> Unable to bid competitively.	<input type="checkbox"/> We do not wish to bid on this service or commodity in the future.
<input type="checkbox"/> Insufficient information to prepare quote/proposal/tender	<input type="checkbox"/> Specifications are not sufficiently defined
<input type="checkbox"/> We are unable to meet bonding or insurance requirements.	

<u>Other reasons or additional comments (please explain):</u>

Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	

APPENDIX A – LIST OF SUB-CONTRACTOR

The Bidder proposes to sublet the following portions of the Work to the persons firms or corporations indicated. The Bidder (Contractor) is responsible for all pricing with all subcontractors.

The Bidder submits that in proposing the under mentioned subcontractors, the Bidder has consulted each and have ascertained to our completed satisfaction that those names are fully acquainted with the extent and nature of the work and that they will execute their work with the requirements of the contract documents.

Work or services to be provided	Name and address of sub-contractor or person	Telephone

Name of Bidder:	
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