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2022-05-04

**REQUEST FOR QUOTATION  
SUPPLY AND DELIVERY OF UHF DIGITAL RADIO EQUIPMENT  
RFQ 29 (2022-05)**

The Toronto Zoo invites you to submit a quote to supply, deliver and install NEW UHF Digital Radio Equipment.

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

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

**Wednesday May 18, 2010, 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.

Yours truly,

Peter Vasilopoulos  
Supervisor, Purchasing & Supply

## Table of Contents

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE (S)</b>
<b>RFP LETTER</b>	Invitation Letter	1
<b>T.O.C.</b>	Table of Contents	2
<b>1.0</b>	Instructions	3
<b>2.0</b>	Terms & Conditions	5
<b>3.0</b>	Project Requirements	8
<b>4.0</b>	Submission Forms	10
	Submission Label	13
	Notice of No Bid	14
<b>Appendix A</b>	References	15
<b>Appendix B</b>	Contractors Qualifications and Experience	16

## INSTRUCTIONS

1. Ensure that you have received all **sixteen (16) pages** of the RFQ package.
2. Complete ALL FORMS in section 4.0 and submit by due date.
3. Your quotation must be completed, and received by Wednesday, 2022-05-18, 1200 hours (noon, local time)

Submission – Temporary process - In view of the current situation with COVID 19 and to limit personal interaction, on a temporary basis submissions for this Request for Quotation can be submitted electronically by email in a PDF file, prior to the submission deadline to the following email address

[bids@torontozoo.ca](mailto:bids@torontozoo.ca)

and note the following: Subject of the file to be: **RFQ# - Title of RFQ – Vendor name.**

- a. Amendments to a Quotation may be submitted via the same methods, at any time prior to the Closing Time.
- b. It is the Supplier's sole responsibility to ensure its Bid is received by the Submission Deadline in accordance with the requirements of this RFQ. The receipt of Bids can be delayed due to a number of factors including "internet traffic", file transfer size and transmission speed. The Supplier should allow sufficient time to download, complete and upload, as applicable, the submission forms comprising its Bid and any attachments.

A Bid will only be considered to be submitted once it has been received by the Toronto Zoo. The time of such receipt is reflected by the time received stamped by the Toronto Zoo's email application

4. If the Toronto Zoo determines that an amendment is required to this RFP, the Toronto Zoo representative will issue post a written addendum on the Toronto Zoo website, <https://www.torontozoo.com/business> that will form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the Toronto Zoo website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda and acknowledged on the submission form.
5. Quotations must not be submitted by facsimile.
6. Radio equipment must be **NEW** (not reconditioned or used).
7. 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.
8. All Prices submitted shall be quoted in Canadian currency.
9. Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo. – **N/A**
10. Quotation prices shall remain in effect for a period of ninety (60) days from the Quotation due date.
11. Include product information, samples, and pictures, as necessary.
12. Provide references of at least three (3) clients for whom your company has performed similar work. References must include three (3) different installations, client company name, contact name, address and e-mail address.

13. Award of bids shall be based on:
  - a. Vendor's ability to meet the specifications and requirements stated in the RFQ, including but not limited to the requirements indicated in Appendix 1;
  - b. Product quality and satisfaction of current industry standards;
  - c. (c) Vendor's historic performance in delivering the defined services and honoring the defined terms and conditions of prior executed Agreement(s) with the Toronto Zoo;
  - d. (d) Overall cost, including as appropriate: purchase price, order pick up and transport costs, installation costs and maintenance costs;
  - e. (e) Proposed lead-times and strategic delivery capabilities;
  - f. (f) Availability of products and service;
  - g. (Sustainability and
  - h. Any other evaluation criteria the Toronto Zoo deems, in its sole and absolute discretion, necessary to evaluate a vendor's offer.
14. It is the responsibility of the Bidder to understand all aspects of the RFQ and to obtain clarification if necessary before submitting their quotation.
15. For any questions concerning the contract terms and conditions of this RFQ, please contact:

Peter Vasilopoulos  
Supervisor, Purchasing & Supply  
T: 416-392-5916  
E-mail: [pvasilopoulos@torontozoo.ca](mailto: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 deliver. 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 Goods and Services Tax applicable shall be shown as a separate item. The Vendor’s GST 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 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.
- 2.10 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.
- 2.11 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.
- 2.12 Right of Notice:** Any notice that the Board may be require 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.
- 2.13 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.
- 2.14 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.

**2.15 Education Institute Status:** The Toronto Zoo is a registered educational institute and accordingly may be eligible for preferred pricing which should be reflected in the Tender as submitted.

### 3.0 PROJECT REQUIREMENTS

This quotation is for the replacement of UHF Digital Radio Equipment System to meet the on-site communication needs of the Safety & Security Branch of the Toronto Zoo. Your submission must include full details on all equipment requested and your quote should include separate pricing for each of the items specified as follows:

- 1) **Motorola XPR 7550E** (AAH56RDN9RA1AN)-UHF portable radio 160 channel with 4 watts, Display, IMPRES 2200 Mah Li-ion battery (PMNN4491), 2.5" belt clip and long antenna
- 2) **Supply and Install Motorola SLR 5700 UHF repeaters or equivalent:** 25-40 watts
- 3) **Warranty** – provide extension to 5 years.
- 4) **Radio Programming:** All portable and mobile radios and repeaters will be programmed to specifications provided by the Toronto Zoo. This programming will include licensed Channels 1 & 2. In addition each unit will be programmed for simplex channels.
- 5) Must be compatible with voice logger TRR-08 (AMOS-1) currently interfaced with 4 CDM 1550 mobile radios. To be interfaced with 4 new XPR 4500 mobile radios.
- 6) Must interface on our current telephone switch. Currently we are using a Zetron (1516 Senti Voice) interconnect on an existing telephone analog extension.
- 7) Must be compatible with the present Argus Switched Mode Battery Charger for the repeater.

At no time will Zoo's radio system be left inactive or inoperable to Toronto Zoo staff for any period. As well, ensure the following:

- maintain access to either channel one or two during the installation of new radio equipment.
- cut-over time must be scheduled at times suitable to the Zoo and must be minimal in duration.
- appropriate signage posted at device notifying potential users of its unavailability; and
- notifying the Toronto Zoo of the device's unavailability and the approximate estimate duration of device unavailability.

### 3.1 SAFETY SPECIFICATIONS

1. Ensure that awareness of public safety is considered during the construction period.
2. All necessary personal protective equipment must be worn at all times and MSDS sheets must be available on site as required.
3. The contractor is to abide by applicable Toronto Zoo Health & Safety Policies. Copies of the following policies will be provided:
  - SAFE-002 Health & Safety Hazard Reporting
  - SAFE-017 Contractors Safety
  - SAFE-018 Vehicles on Site
  - SAFE-007 Working in Confined Space



- SAFE-025 Hot Work
- SAFE-013 Equipment Lockout/Tagout

### **3.2 OTHER INFORMATION**

1. 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:**

- a. 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.
- b. I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum numbered \_\_\_\_\_.
- c. 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.
- d. 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.
- e. 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:
I have the authority to bind the corporation	
Contact Name:	Title:
Address:	
Telephone #:	Fax #:
Email:	Web Site:
HST #:	

**4.1 QUOTATION PRICING**
**Note - Motorola Equipment to match existing equipment**

Item #	Qty	Manufacturer Product	DESCRIPTION	Price each/complete, HST extra
1	35	AAH56RDN9RA1AN	MOT XPR7550E UHF 4W 403-512 Essential services enabled c/w antenna, individual charger, lithium ion batter, Motorola remote speaker mic	\$
2	35		Programming Fee	\$
3	8		Service Fee	\$
4	2	AAR10QCGANQ1AN	<b>Supply and Install</b> MOT SLR5700 403-470M 1-50W REPEATER ES *PMUE4392* or equivalent: 25-40 watts with a two year warranty.	\$
5	2	HKLN4427-A	MOT CAPACITY PLUS SGL SITE UPG FOR MOTOTRBO	

**4.1 OPTIONAL PRICING - ACCESSORIES**

Qty	Description	Price each (excluding HST)
	<b>Accessories (for MOT XPR7550E radios)</b>	
10	Spare Belt Clips - 2.5" (PMLN4652)	\$
10	Motorola UHF Stubby Antenna 440-490Mhz (PMAE4070)	\$
5	Remote speaker microphone (PMMN4025)	\$

COMMITMENT TO DELIVER AND COMPLETE WORK	YES / NO
Please confirm that you are able to deliver by <b>Friday May 27, 2022 or earlier</b>	

WORKMANSHIP WARRANTY	Specify warranty
Unless, otherwise stated, workmanship and manufacture warranty period will be for a minimum of two (2) year, shall commence from date of delivery and installation.	

OPTIONAL PRICING –EQUIPMENT EXTENDED WARRANTY	Price each (excluding HST)
<b>Warranty</b> extended for 3 years beyond manufacture, all equipment for total of five (5) warranty.	\$

<b>DISCOUNT</b>	<b>Discount</b>	<b>Days</b>
Discount allowed for prompt payment and period within which invoice must be paid to qualify.	%	

<b>Name of Firm:</b>	
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**SUBMISSION LABEL****INTENTIONALLY LEFT BLANK**

### 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 just return this completed form by fax or by mail prior to the official closing date. Purchasing and Supply Fax Number: (416) 392-6711.

<b>A Proposal/Quotation/Tender is not submitted for the following reason(s):</b>		
<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>   
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Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	

**APPENDIX A - REFERENCE FORM**

Provide the names of three (3) client reference, noting contact person and telephone number for each that illustrate your company/organization's ability to supply and deliver the goods and/or services required by the Toronto Zoo that are subject to this RFQ within the past four (4) years.

Contact Name	Company name	Contact Telephone	Brief Description of goods/services provided	Value of Contract

By submitting this information, I/We hereby authorize the Toronto Zoo for this RFQ to contact the above listed individuals and companies to verify the information contained in my/our Quotation and to ask whatever questions the Toronto Zoo deems necessary to determine my/our suitability as a Bidder. The information obtained in these additional reference checks will be included in the evaluation of the RFQ submission

**APPENDIX B - QUALIFICATIONS AND EXPERIENCE**

Confirm experience and qualifications on working and installing UHF Digital Radio System integrated access control or controllers.

Specify

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To receive consideration, bidders shall be actively engaged in servicing UHF Digital Radio System, equipment with a minimum of five (5) years experience.

Specify

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Provide manufacturer's name for which the bidder has received factory training or other vendor certification on the Motorola product specified within this Request for Quotation document.

Specify

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Has sufficient plant, capacity and resources to undertake and complete the work necessary under this RFQ based on the Bidders current and projected workload.

Specify

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