

2021-10-19

**REQUEST FOR QUOTATION
RFQ 08 (2021-10)
HYDRO VAC & CCTV INSPECTION**

The Toronto Zoo invites you to submit a quote to provide all the labour, material and equipment necessary to provide the flushing and hydro vacuuming of all storm and sanitary drain on site as well as the labour and material to provide CCTV footage of the cleaned storm and sanitary lines which will be sent to a third party for assessment, on the Toronto Zoo grounds on an as and when required basis. The work shall commence as soon as possible once the project is awarded and a Purchase Order has been issued.

The Quotation 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: Thursday, 2021-11-04, 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. If you have any technical queries regarding this request for quote, please contact Gal Judah, Facilities and Maintenance manager (416) 392-5995.

Yours truly,

Alia Lee
Director, Finance & Technology

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1.0 INSTRUCTIONS

1. Ensure that you have received all **twenty-one (21) pages** of the RFQ package.
2. Complete ALL FORMS in section 4.0 and return by due date and time received on or before **Thursday, 2021-11-04, 1200 hours (noon), local time** or your Quotation will not be considered. Include signed copies of any addenda with your proposal package.
3. Submission – Temporary process - In view of the current situation with COVID 19 and to limit personal interaction, on a temporary basis submission for this Request for Proposal can be submitted electronically by email in a PDF file, prior to the submission deadline to the following email address

bids@torontozoo.ca

and note the following:

- a. Subject of the file to be: RFQ# - Title of RFQ – Vendor name.
- b. Amendments to a Proposal may be submitted via the same methods, at any time prior to the Closing Time.
- c. 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. Show itemized cost of HST, if applicable.
5. 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
6. All Prices submitted shall be quoted in Canadian currency.
7. Non-Exclusivity - The awarding of a Contract to a Vendor shall not be a guarantee of exclusivity.
8. Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo (**Not applicable**)
9. Quotation prices shall remain in effect for a period of ninety (90) days from the Quotation due date.
10. If applicable, suggested alternative products are acceptable, however all such products must be quoted separately and should not replace the Toronto Zoo requested product, work or service.
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.
12. For any questions concerning the contract terms and conditions of this RFQ, please contact:

Peter Vasilopoulos
Supervisor, Purchasing & Supply
T 416-392-5916

F 416-392-6711

E-mail: pvasilopoulos@torontozoo.ca

2.0 PROJECT REQUIREMENTS

The contractor is responsible for all pricing and all other arrangements with their subcontractors as required. The work shall commence once the project has been awarded and a Purchase Order issued.

2.1 SPECIFICATIONS

The Toronto Zoo requires a qualified contractor to all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Toronto Zoo, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law or the procurement of hydro vac/cctv inspection in 2020 on the Toronto Zoo grounds on an as required basis meeting the description and specifications noted below:

Scope of Work

The scope of work includes inspecting, and Pipeline Assessment and Certification Program (PACP) coding, using CCTV, of:

- 250 structures and associated sanitary and storm lines

Each respondent shall examine the work site and should satisfy themselves as to the nature and location of the work, site conditions and all matters which can in any way affect the work.

2.2 Specifications and Standards

The Contractor shall comply with the following specifications

(a) Technical Standards:

- National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) – Latest Canadian Edition including Canadian Standards Association (CSA – 4012) Visual Sewer Pipe Inspection Technical Guide
- All sewer main inspections must be conducted by inspectors certified through NASSCO's PACP.
- The Vendor must also adhere to all regulations outlined for areas where contractor must use personal protective equipment (PPE). It is the responsibility of the Vendor to adhere to all requirements based on the requirement of the area they are working
- The vendor must also adhere to all regulations outlined by the Ministry of Labour and TSSA for all work that would fall under the category of Confined space. The vendor must ensure their crew has all necessary safety equipment and air quality instrumentation and must be qualified and training to work in confined spaces.

2.3 Work Plan and Project Schedule

The following is a description of this rated category:

- (a) The respondent must provide a detailed work plan (maximum 2 pages) demonstrating the Contractor's ability and methodologies to ensure the project is completed safely and on schedule. The work plan should include any built in contingencies to deal with

project unknowns and demonstrate a familiarity with the work site location and possible conditions that may impact the work. Documentation should include but not be limited to evidence that the respondent is prepared to use the necessary personnel and equipment to carry out the work satisfactorily and within the time stated in this RFQ.

- (b) The respondent shall provide risk mitigation plans to address potential project risks, key issues or challenges.
- (c) The respondent shall state, in the Appendix D - Contractor Questionnaire, the proposed start date for the work, milestone dates for project component completion, and the date anticipated for project completion.

2.4 **Experience of Key Personnel**

- (a) The respondent must provide a list of key personnel that will be assigned to the project including their proposed role.
- (b) Resumes for key personnel outlining experience specific to the scope of work, training and certifications.

2.5 **Health and Safety Program**

- (a) The respondent shall provide details on their health and safety program, including a copy of the table of contents from their corporate safety manual.
- (b) Respondents should provide details of any regulatory warnings, stop-work orders or citations issued on previous projects completed in the last three (3) years.
- (c) Respondents need to ensure all waste and material removed by combination Hydro-vac and flushing trucks are disposed of at a Ministry of Environment and Climate Change (MOECC) approved transfer facility and that this is reflected on the manifest provided to the Toronto Zoo.

2.6 **Equipment**

- (a) The respondent must state the equipment intended for use in the work. The equipment listed must be used unless otherwise authorized by the Toronto Zoo.
- (b) The responded must have reserve equipment that they can provide in the case where the initially equipment that is sent fails and cannot be used. Due to the nature of the zoo when a day of work is scheduled the vendor must have necessary equipment to provide support for failures or additional equipment should the needs require it.

2.7 **SAFETY SPECIFICATIONS FOR INSTALLATION**

- 2.7.1 It is the responsibility of the Contractor to protect the site as required during repairs.
- 2.7.2 Ensure that awareness of public safety is considered during the repair period.
- 2.7.3 Contractor is responsible for blocking off all areas under repair from traffic (foot & vehicle) until fully cured.
- 2.7.4 The contractor is to abide by applicable Toronto Zoo Health & Safety Policies.
- 2.7.5 The contractor is to abide by applicable Toronto Zoo Health & Safety Policies, the Ontario Health and Safety Acts, the Ontario Building Code and all other applicable codes including the Fire Codes.

- i. SAFE-002 Health & Safety Hazard Reporting

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- 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

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

2.7.6 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.

2.8 **INSPECTION**

2.1.1 All material and equipment used in the performance of the work shall be subject to inspection or test and shall meet the approval of the Toronto Zoo

2.1.2 Should materials or equipment be defective in quality of workmanship, or otherwise fail to conform to specifications set forth, the Toronto Zoo shall have the right to reject them or require their immediate correction

2.9 **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.

2.10 **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 TERMS AND CONDITIONS

3.1 **Definitions:** Wherever used in the Request for Quotation the following words unless the context otherwise requires, shall have the meanings set out below.

“**Board**” means the Board of Management of the Toronto Zoo;

“**Quotation**” means an offer submitted by a Bidder in response to this RFQ, which includes all of the documentation necessary to satisfy the submission requirements of the RFQ;

“**Vendor**” or “**Contractor**” means the person or persons or Corporation to whom the purchase order is issued;

“**RFQ**” means this Request for Quotation package in its entirety, inclusive of all Appendices and any bulletins or Addenda that may be issued by the Board;

“**Services**” means all services and deliverables to be provided by a Bidder as described in this RFQ.

3.2 **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.

3.3 **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.

3.4 **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.

3.5 **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.

To support an electronic payable environment, the Toronto Zoo Accounts Payable unit will accept electronic vendor invoices submitted via email to accounting@torontozoo.ca

Electronic invoices submitted must be in a PDF format with either single or multiple invoice(s) per attachment.

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- 3.6 **Payments to non-resident Vendors:** 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).
- 3.7 **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.
- 3.8 **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.

- 3.9 **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.
- 3.10 **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.
- 3.11 **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.
- 3.11.1 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:
- 3.11.2 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.
- 3.11.3 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 Two Million Dollars (\$2,000,000.00) 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.
- 3.11.4 Standard automobile liability insurance for all owned vehicles with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.
- 3.11.4.1 All policies of insurance required to be taken out by the Contractor shall be placed subject to the approval of the Chief Executive Officer, acting reasonably.
- 3.11.4.2 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.
- 3.11.4.2.1 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.
- 3.11.4.2.2 The parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the Contractor.
- 3.11.4.2.3 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.
- 3.12 **Indemnity:** The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Board 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.
- 3.13 **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.
- 3.14 **Independent Contractor:** The Vendor and the Board agree and acknowledge that the relationship of the Board and the Vendor is one of owner and independent contractor and not one of employer-employee. Neither is there any intention to create a partnership, joint venture or joint enterprise between the Vendor and the Board. 11. Warranties and Covenant
- 3.15 **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.

- 3.16 **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.
- 3.17 **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.
- 3.18 **Termination Provisions** Upon giving the Vendor not less than 30 days' prior written notice, the Board may, at any time and without cause, cancel the Contract, in whole or in part. In the event of such cancellation, the Board shall not incur any liability to the Vendor apart from the payment for the Services that have been satisfactorily delivered or performed by the Vendor at the time of cancellation.

Failure of the Vendor to perform its obligations under the Contract shall entitle the Board to terminate the Contract upon ten (10) calendar days' written notice to the Vendor if a breach which is remediable is not rectified in that time. In the event of such termination, the Board shall not incur any liability to the Vendor apart from the payment for the Services that have been satisfactorily delivered or performed by the Vendor at the time of termination.

All rights and remedies of the Board for any breach of the Vendor's obligations under the Contract shall be cumulative and not exclusive or mutually exclusive alternatives and may be exercised singularly, jointly or in combination and shall not be deemed to be in exclusion of any other rights or remedies available to the Board under the Contract or otherwise at law.

No delay or omission by the Board in exercising any right or remedy shall operate as a waiver of them or of any other right or remedy, and no single or partial exercise of a right or remedy shall preclude any other or further exercise of them or the exercise of any other right or remedy.

3.19 **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

- 3.20 **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.

- 3.21 **Governing Law** This RFQ and any Proposal submitted in response to it and the process contemplated by this RFQ including any ensuing Agreement shall be governed by the laws of the Province of Ontario. Any dispute arising out of this RFQ or this RFQ process will be determined by a court of competent jurisdiction in the Province of Ontario

4.0 SUBMISSION FORMS:

I/We, having the authority to bind the firm, 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:
Harmonized Sales Tax (HST) Registration Number	

4.1 QUOTATION PRICING

All service provided is to be in accordance with all governing regulatory authorities within the Toronto Zoo. The following are rates that would be used for valuing the work and services of this RFQ on an “as needed and when requested” basis. The rates quoted by the respondent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Toronto Zoo, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

SCHEDULE OF UNIT PRICES
(All prices shall exclude HST)

Item No.	Description	Unit of Measure	Regular Time (7:00 am – 5:00pm)	Overtime (5:01pm to 6:59am)
Dual Flushing and Hydro Vac				
1.	Truck and Operator	Hourly	\$	\$
2.	Truck, Operator, and Swamper	Hourly	\$	\$
CATCH BASIN CLEANING				
3.	Truck and Operator	Each	\$	\$
4.	Truck, Operator, and Swamper	Each	\$	\$
HYDRAULIC ROOT CUTTING				
5.	Truck and Operator	Hourly	\$	\$
6.	Truck, Operator, and Swamper	Hourly	\$	\$
Other				
7.	Labourer/Swamper	Hourly	\$	\$
8.	Super Combo & Labourer/Swamper	Hourly	\$	\$

Or

CCTV Sewer Inspection				
1.	Hourly rate for crew to Scope storm and sanitary lines that have been flushed and hydro vacuumed	Hourly rate	\$	\$

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

SUBMISSION LABEL (NOT APPLICABLE)

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 32 (2020-10) – HYDRO VAC/CCTV INSPECTION
Closing: Thursday, 2021-11-04, 1200 hours (noon, local time)

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 boxes 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.

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 – CONTRACTOR’S QUESTIONNAIRE FORM

1. Registered Name

Provide the registered name of the respondent

2. Date and Location Company Established

Provide the date and location company established

Date:	
Location:	

3. Parent Company

Provide the following information for the respondent’s parent company

Name:	
Address:	
Phone Number:	
Fax Number:	
Website Address:	
Subsidiaries:	

4. Core Businesses

If applicable, list the other core businesses that the respondent is involved in, in descending priority. Attach additional sheets as required

<u>Other Core Business</u>	<u>No. of Years in the Business</u>

5. Years of Experience

State the number of years’ experience providing similar services to the project.

Years of Experience

6. Relevant Experience and References

List relevant experience and client references that demonstrate the respondent’s experience in the last five (5) years. Attach additional sheets as required.

Project Reference One:	
Client / Company Name:	

Representative for the Client:		Phone No.	
		Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			

Date and Length of Contract:	
Provide the names of Assigned Staff:	

Project Reference Two:

Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

Project Reference Three:

Client / Company Name:			
Representative for the Client:		Phone No.	
		Email Address:	
Location of Work:			
Nature / Scope of Work:			
Contract Dollar Value:			
Date and Length of Contract:			
Provide the names of Assigned Staff:			

7. Key Personnel

Identify all key personnel, their alternates, and their proposed position (Project Manager, Site Superintendent, Safety Coordinator, Foreman, etc.) for providing the services under this RFQ. Additionally, the representative who will be assigned to the Toronto Zoo as a single point of contact for operational matters shall be identified.

Personnel	Position Description	Years' Experience

8. Staff Training / Certification

Attach brief staff profile for all key personnel, and their alternates, that are listed in the organizational chart requested above.

9. Subcontractors

If the respondent is utilizing subcontractors, provide a breakdown of roles and responsibilities to be assigned to subcontractors. Include past experience with identified subcontractors.

Subcontractor Name:	
Roles and Responsibilities to be Assigned:	
Past Project Experience with Subcontractor:	

Subcontractor Name:	
Roles and Responsibilities to be Assigned:	
Past Project Experience with Subcontractor:	

(Repeat above for each identified subcontractor)

10.

Work Plan

Each respondent should provide their methodology (maximum 2 pages) for how they plan to undertake the scope of work. The following tasks shall be included, at minimum, and the Contractor shall identify any other tasks necessary to complete the work described in this RFQ:

- (a) Minimizing disruption to Toronto Zoo guests and staff;
- (b) Providing safe movement for workers, vehicles and pedestrians;
- (c) Work plan and project schedule, including level of resources for each activity with contingency that meets the project schedule
- (d) **Project Schedule**

12. Risk Management Plan

Respondents are to identify project risks, key issues or challenges and provide overall approach to manage risks identified.

13. Health and Safety Program

Provide details of respondent's health and safety program inclusive of program to train staff. Attach additional sheets as required. Toronto Zoo may request supplementary information or obtain additional information from other public sources.