

2012-01-03

**REQUEST FOR QUOTATION
SUPPLY AND DELIVERY ON AN NEEDED BASIS - HID
PRINTABLE PROXIMITY CARDS
RFQ 129 (2011-12)**

The Toronto Zoo invites you to submit a quote for the supply and delivery on an as and when required basis of sequentially numbered, programmable and printable HID Proximity Cards for the period January 20, 2012 to December 31, 2012 to the Toronto Zoo, 361A Old Finch Ave., Toronto, ON, M1B 5K7.

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: 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:

Tuesday 2012-01-17, 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,

Paul K. Whittam
Manager, Financial Services

Table of Contents

SECTION	DESCRIPTION	PAGE (S)
	Invitation Letter	1
	Table of Contents	2
1.0	Instructions	3
2.0	General Requirements	4
3.0	Terms & Conditions	6
4.0	Submission Forms	7
	Submission Label	10
	Notice of No Bid	11
Appendix A	Reference	12

1. INSTRUCTIONS

- 1.1 Ensure that you have received all **12** pages of the RFQ package.
- 1.2 Complete ALL FORMS in section 4.0 and return by due date and time received on or before **Tuesday 2012-01-17, 1200 hours (noon, local time)** or your Quotation will not be considered. Include signed copies of any addenda with your proposal package.
- 1.3 Quotations must not be submitted by facsimile, email or any other electronic format.
- 1.4 Prices are to be firm for the period **January 20, 2012 to December 31, 2012**
- 1.5 Deliveries will be on an as and when required basis unless the Toronto exercises its option to place a bulk order.
- 1.6 Show itemized cost of HST if applicable
- 1.7 All Prices submitted shall be quoted in Canadian currency exclusive of all taxes, F.O.B. destination to the site name herein, with all freight, import duties, brokerage and other costs included.
- 1.8 Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.9 Quotation prices shall remain in effect for a period of ninety (90) days from the Quotation due date.
- 1.10 Include product information, samples, and pictures, as necessary.
- 1.11 Five (5) sample proximity cards are to be included, at no charge, with your submission in order to conduct physical testing and programming with various system applications including the parking system (Hartmann Control System). The Toronto Zoo will be sole judge if the testing was successful.
- 1.12 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.
- 1.13 It is the responsibility of the Bidder to understand all aspects of the RFQ and to obtain clarification if necessary before submitting their quotation.
- 1.14 For any questions concerning the contract terms and conditions of this RFQ, please contact:

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

For any queries concerning the specifications of this RFQ, please contact:

Rey de Guzman, CMA
Manager, Member & Guest Services
Tel: 416 392-9103
E-mail: rdeguzman@torontozoo.ca

2.0 GENERAL REQUIREMENTS:

This request for quotation is being issued to procure the required sequentially numbered HID proximity cards, printable two sides, for use with the Zoo's parking system, ID system and ADP's time and attendance system. Toronto Zoo will provide details on the sequential numbering to the successful bidder.

Bidders can provide a separate pricing on a suitable black and white and/or combined black and white and colour proximity card printer for the HID proximity card specified in your quotation.

Currently, Hartmann Control System is used to manage the parking requirement for staff, volunteers and members with season parking pass. An HID proximity card , 1386LCGMN-120443, is issued to all staff, volunteers and members with season parking that allows card holder to exit out of the parking lot. In addition to the use of the HID proximity cards with the parking system, the card is also required for other extended applications, including:

1. Use for staff/volunteer photo identification card system;
2. Use with ADP's time and attendance system, utilizing a Series2000 proximity time clock.

Sample artwork will be provided by the Toronto Zoo to the successful bidder. Proof will be required by the Toronto Zoo prior to the printing of the HID card.

2.1 Specifications:

- a. 125 KHZ proximity cards
- b. 26 bit format, Wiegand
- c. Printable on both sides, colour or black and white
- d. Ability to assign to a unique site code or user code, to track usage of each card
- e. Successful bidder must release assigned site code to the Toronto Zoo to upload to other system utilizing the HID card
- f. Sequential numbered. Toronto Zoo to provide details on the sequential numbering.
- g. Bidders to provide additional specification details on typical maximum read range, life span regarding maximum reads, card construction, colour, operational in different environmental conditions

2.2 Testing and Commissioning

Five (5) sample proximity cards are to be included, at no charge, with your submission in order to conduct physical testing and programming with various system applications including the Hartmann Control System. The Toronto Zoo will be sole judge if the testing was successful.

2.3 Evaluation of Bids Received

- a. Elimination of any bids not received by the stipulated closing date and time.
- b. Price including early payment discount.
- c. Technical and specification merits.
- d. Capacity and ability of the bidder to deliver the goods or services.
- e. Previous performance with the Toronto Zoo.

3.0 TERMS AND CONDITIONS

- 3.1 **Definitions:** Wherever used in the Quotation the word “Board” means the Board of Management of the Toronto Zoo and the word “Vendor” means the person or persons or Corporation to whom the purchase order is issued.
- 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 therefor. The Vendor shall not be entitled to any interest upon any bill due to delay in its approval by Chief Executive Officer (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. Harmonized sales Tax applicable shall be shown as a separate item. The Vendor’s HST 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).

- 3.6 **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.
- 3.7 **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.

- 3.8 **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.
- 3.9 **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.
- 3.10 **Indemnity:** The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Board, the Toronto Zoo Foundation 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.
- 3.11 **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.
- 3.12 **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.
- 3.13 **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 therefor be presumed to have been received by the Vendor on the third day following such registration.
- 3.14 **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.
- 3.15 **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.
- 3.16 **Governing Law**
This RFQ and any Quotation 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, hereby, submit the Quotation and will comply with all terms, conditions, specifications and drawings (when provided) as set out within the Board’s Quotation.

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

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.

Right to Accept or Reject Quotations

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.

Release of Quotation Information

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.

We acknowledge that we have received addendum _____ to _____ inclusive, and that all changes specified in the addenda/addendum have been included in the prices submitted

4.1 QUOTATION PRICING

Supply and delivery of **HID 1386LCGMN-120443 PRINTABLE 2 sided PROXIMITY CARDS** all in accordance to this RFQ

PRICE SCHEDULE			
OPTION 1 – BULK DELIVERY (sequentially numbered)			
	Quantity (estimated amount)	Part No/Product No	Price per card, HST extra
Printable 2 sided blank card	1,000		\$
Pre-print one side, black and white	10,000		\$
OPTION 2 – BULK DELIVERY (non-sequential numbering)			
Pre-print one side, black and white	10,000		\$
OPTION 3 – ON AS NEEDED BASIS (sequentially numbered)			
Pre-print one side, black and white	10000		\$
Printable 2 sided blank card	1000		\$

COMMITMENT TO DELIVER	YES / NO
Please confirm that you are able to deliver the cards within ten (10) days of written notification and issuance of a Purchase Order by the Toronto Zoo	

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

Name of Firm:	
Signature of Signing Officer(s)	

Description of requirements	Confirmation/Specify (YES / NO)

125 KHZ proximity cards	
26 bit format, Wiegand	
Printable on both sides, colour or black and white	
Ability to assign to a unique site code or user code	
Track usage of each card	
Successful bidder must release assigned site code to the Toronto Zoo to upload to other system utilizing the HID card	
Maximum read range,	
Card construction	
Colour	

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 129 (2011-11) - SUPPLY & DELIVERY HID PROXIMITY CARDS

Closing: Tuesday 2012-01-17, 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 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.

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 - 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