



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

Telephone: 416-392-5900
Fax: 416-392-5934

Chair
Joe Torzsok

Chief Executive Officer
John Tracogna

Chief Operating Officer
Robin D. Hale

2013-02-27

**REQUEST FOR QUOTATION
EVENTS TENT
RFQ # 04 (2013-02)**

The Toronto Zoo invites qualified suppliers to submit a quotation for the rental or purchase of one (1) events tent for the period 2013-05-01 to 2013-10-31. The tent structure should accommodate up to 300 people, standing or seated including circulation and a 200 sq. ft. storage area as outlined in the quotation documents, drawings and specifications. The contractor is responsible for all pricing and any other arrangements with all subcontractors as may be required.

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 by 2013-05-01.

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: A site meeting will be held on **Thursday, 2013-03-07 at 0900 hours (9:00 a.m.)** meeting at the Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Toronto, Ontario.

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, 2013-03-14, 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 Leona Mitchell, Project Manager (416) 392-6002.

Yours truly,

Robin D. Hale
Chief Operating Officer

INSTRUCTIONS

- 1.1 Ensure that you have received all **fourteen (14)** pages and **one (1)** drawing of the RFQ package.
- 1.2 An optional site meeting will be held on **Thursday, 2013-02-07 at 0900 hours (9:00 a.m.)** meeting at the Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Scarborough, Ontario.
- 1.3 Complete ALL FORMS in section 4.0 and return by due date and time received on or before **Thursday, 2013-02-14, by 1200 hours (noon)** 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 Show itemized cost of 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 All Prices submitted shall be quoted in Canadian currency.
- 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 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.
- 1.12 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

Any questions regarding the work in this RFQ must be forwarded by the end of the day **Friday, 2013-03-01** to:

Leona Mitchell, Project Manager
Tel. 416-392-6002, Fax 416-392-5934,
E-mail: lmitchell@torontozoo.ca

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 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.
- 2.11 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.
- 2.12 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.
- 2.13 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.
- 2.14 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.
- 2.15 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.
- 2.16 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 work shall commence once the project has been awarded and a Purchase Order issued. The scope of work includes supply of all labour, tools, materials and equipment necessary to complete supply all labour, tools, materials and equipment to provide a tent structure to accommodate 300 people including circulation and a sectioned off area for 150 – 200 sq ft storage space.

3.1 SCOPE OF WORK

Supply, Installation & Take Down of Events Tent

1. Successful bidder will be responsible for the supply, delivery, complete installation, cleaning repair, maintenance and take down of event tent for the period of 2013-05-01 up to and including 2013-10-31.
2. Provide a tent structure to accommodate 300 people, standing or seated including circulation space and a 150 – 200 sq. ft. storage area as outlined in the quotation documents, drawings and specifications. The storage area should be such that it can be sectioned off from the other area hiding the stored materials or equipment.
3. The events tent structure will be required for the period 2013-05-01 to 2013-10-31. The events tent may be required for an additional (4) years, 2014 to 2017 for the same period.
4. All work to be completed in accordance with applicable codes (e.g. Building Code, Electrical Code, Fire Code, etc.)
5. Rental or purchase price should include supply, delivery, complete installation, maintenance and take down of event tent for the panda project for the 2013-05-01 up to and including 2013-10-31.
6. Pricing has been requested as follows (all pricing is to include circulation & storage space):

Option #1 – Rental

300 people - standing or seating reception

Option #2 – Purchase

300 people - standing or seated reception

7. The tent structure should have an aluminum (or equivalent) frame, movable side walls that can be opened in warmer weather, a private sectioned area for storage and exterior doors.
8. It will be the responsibility of the tent supply company to obtain the temporary building permit for this structure.
9. Provide all necessary information for the tent structure with your submission, ie tent material, size, materials for movable sides, door material, structural information, flammability rating, wind rating etc.
10. Clean the work area and remove all debris from site on a daily basis. A thorough clean up of the work area is to be undertaken upon completion of the work. This includes a complete sweeping of the area using a magnet to pick up and remove any metal debris.

11. Excess material will be stored on the Toronto Zoo site for future use. Toronto Zoo staff will designate a suitable area for stockpiling of additional material.
12. The contractor is required to provide closeout documents including but not limited to as built drawings, warranty, and inspection certificates.

The Contractor is responsible for all pricing and all other arrangements with their subcontractors as required. Work is to commence as soon as the award is made and be completed and installed by **Wednesday, 2013-05-01**.

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, MSDS sheets and colour samples to the Project Team prior to start of the work where applicable.
4. Provide the Zoo with a five (5) year warranty for 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 MSDS sheets must be available on site as required.
4. 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
- 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

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 QUOTATION PRICING – OPTION 1 RENTAL OF EVENTS TENT

<p>DESCRIPTION Rental of a one (1) tent for events including supply, delivery, complete installation, cleaning repair, maintenance and take down for the period 2013-05-01 up to and including 2013-10-31 to accommodate 300 people for a standing or a seated reception as outlined in the quotation documents, drawings and specifications.</p> <p>Tent size should include circulation space and a sectioned off area for 200 sq. ft. storage space.</p>	<p>Rental rate per month, excluding HST</p>	<p>Rental rate per month - for four (4) additional years, 2014 - 2017</p>
<p>Accommodate 300 people for a standing reception</p>	<p>\$</p>	<p>\$</p>
<p>Accommodate 300 people for a seated reception</p>	<p>\$</p>	<p>\$</p>

4.2 QUOTATION PRICING - OPTION 2 PURCHASE OF EVENTS TENT

<p>DESCRIPTION Purchase of a one (1) tent for events including supply, delivery, complete installation, and take down for the period 2013-05-01 up to and including 2013-10-31 to accommodate 300 people for a standing or a seated reception as outlined in the quotation documents, drawings and specifications.</p> <p>Tent size should include circulation space and a sectioned off area for 200 sq. ft. storage space.</p>	<p>Price to purchase tent including supply, delivery, complete installation and take down excluding HST</p>
<p>Accommodate 300 people for a standing reception</p>	<p>\$</p>
<p>Accommodate 300 people for a seated reception</p>	<p>\$</p>
<p>Provide annual price for complete installation and take down of Zoo owned tent for storage on a yearly basis after 2013-11-07 and the following four (4) years</p>	<p>\$ /yearly</p>

<p>COMMITMENT TO DELIVER</p>	<p>YES / NO</p>
<p>All work must be done by Wednesday 2013-05-01,</p>	

<p>WARRANTY</p>	<p>Specify</p>
<p>Please confirm five (5) year warranty on purchase of Event Tent.</p>	

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

<p>Name of Firm:</p>	
<p>Signature of Signing Officer(s)</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 04 (2013-02) – EVENTS TENT

Due Date: Thursday, 2013-03-14, 12:00 (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):		
	Project/quantity too large.	Project/quantity too small.
	We do not offer services or commodities to these requirements	Cannot meet delivery or completion requirement
	We do not offer this service or commodity.	Agreements with other company do not permit us to sell directly.
	Cannot handle due to present commitments.	Licensing restrictions
	Unable to bid competitively.	We do not wish to bid on this service or commodity in the future.
	Insufficient information to prepare quote/proposal/tender	Specifications are not sufficiently defined
	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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Giant Panda Site Plan

November 21, 2012

