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2014-05-14

**REQUEST FOR PROPOSAL
TORONTO ZOO DEVELOPMENT & SPONSORSHIP
ANNUAL FUNDRAISING PROGRAM
RFP 140 (2014-05)**

The Toronto Zoo invites qualified and professional Marketing agencies and individuals to submit a proposal for all that is required including labour, materials, supplies and equipment for the creative writing, design, production, data and list management to increase acquisition of new donors and to fulfill the requirements of the proposed Annual Fundraising Programs.

The Proposal package includes Instructions, Forms, Contract Requirements and General Requirements. Quoted prices shall remain in effect for a period of ninety (90) days from the Proposal due date.

Submission: Your proposal must be received at the office of the Purchasing & Supply Supervisor, Toronto Zoo, Administrative Support Centre, 361A Old Finch Avenue, Toronto, ON M1B 5K7 by:

Due Date: **Tuesday 2014-05-27 Time: 1200 hours (noon, local time)**

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

If you have any queries regarding the Request for Proposal, please contact Mr. Peter Vasilopoulos, Purchasing & Supply Supervisor, at (416) 392-5916 or pvasilopoulos@torontozoo.ca

Yours truly,

Paul K. Whittam
Manager of Financial Services

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1.0 INSTRUCTIONS

- 1.1 Ensure you have received all pages of the Request for Proposal (RFP) package.
- 1.2 Review and complete all FORMS and RFP requirements and return by due date and time received on or before **Tuesday 2014-05-27, 1200 hours (noon) local time** or your proposal will not be considered. Include signed copies of any addenda with your proposal package.
- 1.3 Proposals must not be submitted by facsimile, email or any other electronic format.
- 1.4 Provide four (4) copies of your proposal, one (1) unbound signed and marked as original and three (3) copies of the original proposal marked as copy in a sealed package or envelope.
- 1.5 Toronto Zoo reserves the right to award in whole or in part on the basis of the bids received, Lump Sum or Breakdown Price.
- 1.6 The Board of Management of the Toronto Zoo reserves the right to reject any or all Proposals or to accept any Proposal, should it deem such an action to be in its interest.
- 1.7 Include product literature, information, samples and pictures as necessary.
- 1.8 Please list references including contact name, company, telephone and email of three (3) or more similar projects that have been completed in the past 4 years (include samples with Proposal package):
- 1.9 Use the attached submission label, Appendix I, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.10 All prices submitted shall be quoted in Canadian currency. The exchange rate for any foreign currency will be determined using the Bank of Canada daily rate. Prices shall not include Harmonized Sales Tax (HST).
- 1.11 Quotation prices shall remain in effect for a period of ninety (90) days from the Proposal due date. Quote discounts or quantity price breaks separately on FORMS.
- 1.12 Changes in raw commodity costs to cover increases in the cost of paper shall be allowed based on documented proof satisfactory to Toronto Zoo D and receives cost reductions. A base price for the paper supply shall be established at the start of the contract.
- 1.13 The Income Tax Act requires the Toronto Zoo to withhold income tax on payments the Toronto Zoo makes to non-residents providing a service in Canada regardless of the currency in which the invoice is rendered. The tax is remitted to Canada Revenue Agency (CRA) on the non-resident's behalf. This amount withheld may only be reduced or waived by Canada Revenue Agency (CRA). Further information is available at the CRA website www.cra-arc.gc.ca
- 1.14 If you have any technical inquiries, please contact Ms. Marion Zimmer, Senior Development Officer, at mzimmer@torontozoo.ca or (416) 392-9105.
- 1.15 If you have any other inquiries about the proposal or contract inquiries, please contact Peter Vasilopoulos, Supervisor, Purchasing & Supply Unit, at pvasilopoulos@torontozoo.ca or (416) 392-5916.

2.0 TORONTO ZOO BACKGROUND INFORMATION

- 2.1 Among the largest in the world with stunning natural exhibits, the Toronto Zoo is a leader in advancing knowledge about how animals interact with their environment. The Toronto Zoo was founded for the purpose of exhibiting and conserving a diversity of species within the animal and plant kingdoms.
- 2.2 Open since 1974, the Toronto Zoo has been recognized as the premier institution in Canada with an annual attendance of over 1.3 million visitors.
- 2.3 Home to over 5,000 animals representing over 500 species, many of which are threatened or endangered species, the Zoo exists on a site of over 700 acres of land with beautiful exhibits mirroring each animals' natural habitat.
- 2.4 Promoting awareness, environmental protection and sustainability are at the forefront of the Zoo's mission and conservation messaging has become an integral part of our interactive exhibits and education activities.
- 2.5 Committed to conservation, the Toronto Zoo is involved in 17 Species Survival Plans (SSP), performing internationally acclaimed research to save critically endangered species, some on the brink of extinction.
- 2.6 The Zoo creates an unparalleled opportunity to foster conservation through education, by providing unique educational opportunities for individuals of all ages.
- 2.7 The Zoo enables the public to participate in local conservation efforts through exciting, award-winning programs.

3.0 DEVELOPMENT & SPONSORSHIP BACKGROUND INFORMATION

Toronto Zoo Development & Sponsorship is the fundraising division for the Toronto Zoo and is dedicated to the financial and brand awareness support of the Zoo in its efforts to conserve species diversity through its ground breaking research and award winning conservation, education and environmental stewardship programs, enriching the lives of participants and helping preserve our local species and ecosystems.

Donations and sponsorship made by individuals, corporations, service clubs, and foundations to the Toronto Zoo Development & Sponsorship division provide support for much of the Zoo's valuable education, conservation and research work.

Conservation projects and activities funded by Toronto Zoo Development include:

- Wildlife Health Centre
- Veterinary Residency Fellowship
- Veterinary Resident Research
- Nutritional Research Program
- Reproductive Physiology Research Program
- Adopt-a-Pond
- Education
- Conservation Program and Endangered Species Fund

Additional fundraising programs by the Development & Sponsorship division are the annual events including Oasis Zoo Run; Tribute and Wild Walk program; the Capital Campaign; and the Planned Giving program, just to name a few.

4.0 TORONTO ZOO REQUIREMENTS/OBJECTIVES

The Toronto Zoo invites qualified and professional marketing agencies and individuals to submit a proposal for all that is required including labour, materials, supplies and equipment for the creative writing, design, production, data and list management to fulfill the requirements of the proposed Annual Fundraising Programs.

4.1 DIRECT MAIL

The Direct Mail program is used to grow donor quantities, reduce attrition rate, increase monthly gift response, re-activate lapsed donors, increase average gift, and promote loyal support for the conservation, education and research programs supported by the Toronto Zoo Development division. The Proposal for the Annual Direct Mail Programs shall provide a recommended strategy for annually increasing the following :

- a) The current 2,010 “Active” (gift made within the last 24 months) direct mail donor data base.
- b) The current response level of 10.7%.
- c) The acquisition rate of 2.15%.
- d) The average gift of \$58.87
- e) The number of monthly donors for 2013 consisting of 295 of which 11 were newly acquired during 2013.

4.2 ADOPT-AN-ANIMAL

- a) Toronto Zoo’s Adopt-an-Animal program is one of the longest running of its kind in North America. Originated in 1985, its appeal lies in the way it allows donors from all walks of life, to feel as if they are personally connecting with “their” Zoo. The animals they support become “their” animals and many donors return each year to continue their support and “adopt” other animals for friends and family. Our donors consist of schools, corporations, organization, families and individuals. Revenue in 2013 was \$142,000.

- b) With “adoption” starting at \$25 and working up to the highest level of \$1,000.00, there is something for everyone.

Adoption Packaged Produced in 2013	
<u>Levels</u>	<u>Sold</u>
\$25 Zoo Parents	457
\$50 Zoo Plus Parents	802
\$100 Keepers Club	282
\$500 Chairman’s Club	51
\$1,000 VIP Club	5

- c) “Special” packages are introduced throughout the year for occasions such as “Valentine’s Day, Mother’s Day, and the Christmas/Holiday Season”. “Special” packages may also be created in celebration of the birth of a zoo baby or the arrival of new animals such as the amazing Giant pandas. As these are premium packages that include extra incentives, prices vary from \$60, \$75, to \$100, depending on the benefits offered. On average, 3 to 5 “specials” become part of the “adoption” program each year.

“Special” Adoption Packaged Produced in 2013	
<u>Levels</u>	<u>Sold</u>
\$60 Mother’s Day Panda Package	48
\$100 Pandamonium Package	65
\$100 Leapin’ Lemur Holiday Package	109

The above figures do not include “extra” donations which can provide up to \$10,000.00 in revenue yearly. These donors contribute to the program but do not wish to receive packages or any benefits.

- d) Renewals are produced monthly to encourage active donors (at all levels) to renew their support. The bulk of renewals are sent via regular mail with only a few sent via email. However, donors have the option of renewing be mail, phone or online.

Renewals produced	1,700
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- e) Adopt-an-Animal is marketed through Zoo publications such as Collections and Newsprints that target donors and members. It is also advertised in our Site Guide handout. There are onsite flyer boards (4 throughout the Zoo) with brochure pockets. The Guest Services booth, Membership office and the Volunteer/Education department display, and handout, brochures. Eight posters are currently affixed to the Zoo’s main gate along with a large banner displayed in the inner courtyard. The Toronto Zoo website promotes the program all year long and highlights this “specials” as they are produced. The Adopt-an-Animal program information is included in electronic press releases send out by the Zoo’s Public Relations division and brochures are also included in their media kits. The Education division includes a brochure with materials sent to hundreds of schools throughout the GTA. Each year, 2-3 e-blasts are generated directly to our membership and Adopt-an-Animal donors announcing “specials”. Adopt-an-Animal buck slips have also been included in select Direct Mail solicitations.

Two newsletters are produced annually; Winter/Spring and Summer/Fall editions. Newsletters are printed offsite and shipped to the Toronto Zoo for mailing to all adopt “parents”. A small number are sent electronically through email.

Newsletters produced	2,250
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4.3 WILD WALK PROGRAM

- a) Wild Walk is a donor recognition program which began approximately 12 years ago. There are four items that make up the program: a stone brick; a bronze tree plaque; a bronze bench plaque and a brushed nickel bench plaque. The bricks are positioned out front of the Zoo’s Greenhouse Gift Shop while the bronze tree and bench plaques are showcased throughout the Zoo. The brushed nickel plaques are exclusive to benches within the Zoo’s front gate inner

courtyard. Engraved bricks are produced in Toronto while the plaques are produced outside Ontario. The Wild Walk programs’ annual revenue target for 2013 was \$25,000.00

- b) With a high price tag there are not large quantities of Wild Walk items sold each year.

Wild Walk Items Produced in 2013	
<u>Levels</u>	<u>Sold</u>
\$250 Engraved Bricks	14
\$1,000 Bronze Tree Plaques	-
\$2,500 Bronze Bench Plaques	2
\$3,000 Brushed Nickel Bench Plaques	-

- c) The Wild Walk items are marketed through Zoo publications; site guides; website and onsite flyer boards. A Wild Walk brochure is printed each year for insertion in the flyer boards and is also included with all Adopt-an-Animal renewals and requests for information. Much like the Adopt-an-Animal brochures, it is also included within the Public Relations media kits and the Education mailings. The Wild Walk program information will often be included in the E-blasts that are generated through the Adopt-an-Animal program. There are no renewals send as this program is usually a one-off purchase.

5.0 RESPONSIBILITIES

- 5.1 Toronto Zoo Development & Sponsorship will provide via email the data of any house/internal lists pertinent to any mailing. (All trade and rental lists to be managed and collected by the Vendor).
- 5.2 Toronto Zoo Development & Sponsorship will provide payment up to and including the quoted price for each mailing. Quotations are assessed as an annual program, on a mailing-to-mailing basis. Any substantial changes to the costs of the items quoted shall be agreed to in writing by both parties prior to production. Toronto Zoo Development will not be held liable for any additional costs incurred/realized by the Vendor post-production, unless previously discussed and agreed upon in writing by both parties. Toronto Zoo Development mailings are not exempt from provincial sales tax or government sales tax.
- 5.3 Any required photographs can be supplied by the Development & Sponsorship division in hard copy or electronically. In some instances, it may be arranged for the vendor to bring in their own photographer to produce photographs; however the Development & Sponsorship division has its own in-house volunteer photographers. This will be at the discretion of the Development & Sponsorship division, and any costs for the Vendor’s time, labour and supplies must already be incorporated into the quotation.

6.0 SUBMISSION REQUIREMENTS

- 6.1 Title page, showing Request for Proposal number.
- 6.2 Proponent’s name, telephone number, authorized signature and contact name on the duly executed Proposal Form
- 6.3 Provide work plan to describe how the project will be achieved. The Proponent’s methodology to achieve the scope of work shall be described in sufficient detail to permit an objective

evaluation of the Proposal. The work plan should also include designated timeliness for draft reports, and draft creative campaign proposals.

- 6.4** Identify all personnel who will be assigned to the project. The team and work plan should clearly address individuals responsible for conducting the various components of the project and A brief outline of the staffing to be provided, including a short profile of each member who will be providing services to the Development & Sponsorship division.
- 6.5** Provide lead person’s experience and qualifications.
- 6.6** Description of deliverables including strategy and design for this campaign
- 6.7** Provide the name, location, client reference and brief description of three (3) projects under the direct responsibility of the proponent.
- 6.8** The Request for Proposal (RFP) shall indicate the references of your company. List some of the more current accounts to whom you have provided similar services and provide samples of publications produced. A minimum of three of these samples must be for non-profit or charitable organizations.
- 6.9** Terms of payment. The Toronto Zoo’s standard payment terms are net 30 days. All payments shall be made in Canadian funds and excludes all Provincial Sales Tax and Good and Services Tax.
- 6.10** The proposed price and fee schedule for the annual fundraising program shall be valid for two (2) years, and the contract maybe renewed for one (1) additional year at the Toronto Zoo’s sole discretion.

7.0 PROPOSAL EVALUATION

STAGE I - Evaluation

7.1 The proposals will be evaluated on the basis of the following:

- (a) Creativity and design evaluation of samples provided.
- (b) Inclusion of all proposal requirements (specifications) within proposal.
- (c) Experience designing comparable publications for similar organizations.
- (d) Pricing and fees for all elements of the project.
- (e) Reference checks.

STAGE II – Interview Process (if any)

7.2 Interview (if required)

Based on the paper submission proposal scoring, high-scoring Proponents may be asked to attend an interview.

Proponent’s presentation of proposal and performance including
ability to answer questions

50

The proposals submitted will be evaluated using the evaluation criteria and will be comprehensively reviewed by the Selection Team. It is the sole discretion of the Toronto Zoo to select its Selection Team and to retain additional members and advisors as deemed necessary.

The Selection Team will select one or more proposals which in its sole opinion:

- a) Meets or exceeds the evaluation criteria, including but not limited, as outlined above;
- b) Has a demonstrated track record of success with similar projects, and
- c) Provides the best value, but may not necessarily be the one(s) offering the lowest fees.

All proposal scores and rankings shall be the property of the Toronto Zoo and will not disclose any of the same during or after the evaluation process. Due to budget and time constraints, the Selection Team will not be able to provide debriefs for unsuccessful proponents. By responding to this RFP, the proponents will be deemed to have agreed that the decision of the Selection Team will be final and binding.

8.0 DEFINITIONS & GENERAL TERMS

8.1 Definitions:

- (a) **“Contract”** means the contract agreement or purchase order issued for the Work required;
- (b) **“Contractor”** means the successful Proponent if any, who enters into the Contract;
- (c) **“Preferred Proponent”** means the Proponent whose Proposal, as determined through the evaluation analysis described in the RFP, provides the best overall value in meeting the Toronto Zoo’s requirements, and with whom a Contract will be considered;
- (d) **“Proponent”** means the person, vendor, firm or partnership, consortium or joint venture that submits or intends to submit, a proposal in response to this RFP;
- (e) **“RFP”** means the Request for Proposals document in its entirety, inclusive of any addenda that may be issued by the Toronto Zoo;
- (f) **“Submission”** and /or **“Proposal”** means the Proponent’s written reply or submission in response to this RFP;
- (g) **“Work”** means all work required under these documents, and in accordance with the Contract Requirements, General Requirements, and Specifications;
- (h) **“Toronto Zoo”** or **“Owner”** or the **“Board”** means the Toronto Zoo;

8.2 Vendor Assurance:

Unless otherwise stated, the goods, material, articles, equipment, work or services, specified or called for in or under this Proposal, 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.

8.3 Country of Origin:

Whenever possible, the goods, materials, articles or equipment, specified or called for in or under this Proposal, shall be of Canadian origin and manufacture.

8.4 Invoicing:

Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the head office of the Toronto Zoo. Provincial Sales Tax (PST) and Goods and Services Tax (GST) where applicable shall each 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 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 Toronto Zoo with a letter from Revenue Canada Taxation waiving the withholding requirements, the Toronto Zoo will withhold the taxes it determines are required under the Income Tax Act (Canada).

8.5 Right to Cancel:

The Toronto Zoo Development shall have the right to cancel at any time this Proposal or any contract or any part of any contract resulting from this Proposal in respect of the goods, material, articles, equipment, work or services set out in this Proposal or any such contract or part of such contract, not delivered or performed at the time of such cancellation, and the Toronto Zoo 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 Proposal or any contract resulting from this Proposal may be unconditionally cancelled by the Toronto Zoo without notice to the Vendor.

8.6 Interest:

The Bidder/Proponent shall not be entitled to any interest upon any bill on account of delay in its approval by the Toronto Zoo.

8.7 Official Agreement:

No verbal arrangement or agreement, relating to the goods, material, articles, equipment, work or services, specified or called for under this Proposal, will be considered binding, and every notice advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

8.8 Indemnity:

The Vendor shall at all times well and truly save, defend, keep harmless and fully indemnify the Toronto Zoo, the City of Toronto, the Toronto & Region Conservation Authority, and their servants, employees, officers, agents and invitees, from and against all actions, suits, claims, demands, losses, costs, charges, damages, and expenses, brought or made against or incurred by 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 Proposal, 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.

8.9 Information Privacy:

The Vendor shall comply with the conditions of the Personal Information Protection and Electronic Documents Act (PIPED Act) when receiving, manipulating and mailing materials containing Toronto Zoo donor and member data, as well as in the handling of any rented or traded lists. The Vendor's policy regarding the PIPED Act should be equal in comparison to that of the Toronto Zoo's policy and procedures.

8.10 Guaranty of Proposal:

All goods, material, articles, equipment, work or services, specified or called for in or under this Proposal, 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 Proposal. The basis on which this Proposal is given shall include any specifications, plans, price schedules, samples, addenda or other details pertaining thereto, or provided in connection therewith.

8.11 Formal Contract:

The Vendor may be required and shall, if requested by the Toronto Zoo, execute and enter into a formal contract that is satisfactory to the solicitor for the Toronto Zoo, in order to document the contract resulting from this Proposal and to embody indemnity and related provisions that in the opinion of such solicitor are required to protect the Toronto Zoo.

8.12 Warranty of Product:

The Vendor warrants any goods, material, articles or equipment, to be supplied under or pursuant to this Proposal, that is or are to be made or used for particular purpose, will be fit and suitable for that purpose.

8.13 Environmental Commitment – G.I.P.P.E.R.

G.I.P.P.E.R. Statement of Principle – The Toronto Zoo in 1990-07-23, adopted the following G.I.P.P.E.R. (Governments Incorporating Procurement Policies to Eliminate Refuse Committee) Statement of Principle in order to contribute to waste reduction and to further the development and awareness of Environmentally Sound Purchasing.

“In order to contribute to waste reduction and to increase the development and awareness of Environmentally Sound Purchasing, acquisitions of goods and services will ensure that wherever possible specifications are amended to provide for the expanded use of durable products, reusable products and products (including those used in services) that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the products or service. It is recognized that cost analysis is required in order to ensure that the products are made available at competitive prices”

All vendors are encouraged to be pro-active in assisting the Toronto Zoo in achieving this principle. Alternative goods & services, suggested by the Vendor, addressing the above principle will be considered by the Toronto Zoo, within a reasonable price range.

8.14 Proposal/Quotation Costs:

The proponent shall bear all costs and expenses with respect to the preparation and submission of its proposal/quotation costs and the bidder participation in the proposal/quotation/proposal costs process, including, but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Toronto Zoo, preparation of questions for the Toronto Zoo, and contract discussions and negotiations.

The Toronto Zoo shall not be responsible for or liable to pay any proposal/quotation costs of any proponent regardless of the conduct or outcome of the proposal/quotation Request, Purchase Order process or Contract process.

8.15 Copyright:

All final custom designs, artwork, etc. shall become the property of the Toronto Zoo. The Toronto Zoo shall retain sole copyright of all work that is developed or created at the request of

the Toronto Zoo and the vendor shall have no rights of sale or production other than the use for personal promotion of the author.

8.16 Addendum:

If the Proponent finds discrepancies in or omissions from these Specifications or if he/she is in doubt as to their meaning, he/she shall notify the Toronto Zoo, who may issue a written addendum. The Toronto Zoo will make oral interpretations of the meaning of these documents and drawings.

If an addendum(s) are issued by the Toronto Zoo during the proposal period, such addendum(s) must be acknowledged by the Proponent in writing in their pricing submission.

8.17 Toronto Zoo Rights and Options Reserved:

The Toronto Zoo reserves the right to award the contract to any proponent who will best serve the interest of the Development & Sponsorship division. The Development & Sponsorship division reserves the right, in its sole discretion, to exercise the following rights and options with respect to the proposal submission, evaluation and selection process under this RFP:

- (a) To reject any or all Proposals;
- (b) To re-issue this RFP at any time prior to award of work;
- (c) To cancel this RFP with or without issuing another RFP;
- (d) To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more proponents for negotiation;
- (e) To accept or reject any or all of the items in any proposal and award the work in whole or in part;
- (f) To waive any informality, defect, non-responsiveness and/or deviation from this RFP and its requirements;
- (g) To permit or reject at the Toronto Zoo's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the proponents following proposal submission;
- (h) To request that some or all of the proponents modify proposals based upon the Toronto Zoo's review and evaluation;
- (i) To request additional or clarifying information or more detailed information from any proponent at any time, before or after proposal submission, including information inadvertently omitted but the proponent.

8.18 Performance:

All work to be done under the Contract shall be done to the satisfaction of the Development & Sponsorship division or its representative authorized to act for them, and the materials and process of preparation and manufacture shall at all times be subject to their examination and inspection and rejection in any stage of the preparation or manufacture.

8.19 Co-ordination of Work:

The proponent shall co-ordinate all work with the Development & Sponsorship division or its representative authorized to act for them, to ensure co-ordination and timely execution of service.

9.0 SUBMISSION FORMS

The undersigned Proponent having reviewed and fully understood the RFP and all terms and requirements of the RFP and all terms and conditions of the RFP and information provided, hereby submits the attached Proposal and supporting materials (“the Proposal”) in accordance.

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

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

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

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

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

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

List of Subcontractors

The Proponent (contractor) is responsible for all pricing with all subcontractors.

The Proponent 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 bid documents.

The Proponent proposes to sublet the following portions of the Work to the persons, firms, or corporations indicated below:

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

- Insert “Own Forces” for every portion of the **Work** which the contractor will be performing without a subcontractor.
- Bidder shall specify nature of work for each “Other” sub-contract

Name of Firm:	
Signature of Signing Officer(s)	

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:	

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 _____

RFP 140 (2014-05) - ANNUAL FUNDRAISING PROGRAM
Closing: Tuesday 2014-05-27 Time: 1200 hours (noon, local time)

TO BE RETURNED TO

TORONTO ZOO
PURCHASING & SUPPLY
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
SCARBOROUGH, ONTARIO
M1B 5K7