



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

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**Chair**  
Councillor Raymond Cho

**Chief Executive Officer**  
John Tracogna

**Chief Operating Officer**  
Robin D. Hale

2016-08-25

**REQUEST FOR PROPOSAL  
LEGAL SERVICES – CREATION OF FUNDRAISING ENTITY  
RFP 28 (2016-08)**

You are invited to submit a written proposal to provide professional legal services to the Toronto Zoo in the area of charities and non-profit law for the creation of a new fundraising entity to support the Toronto Zoo. Term of contract will be for a period of up to two (2) years with an option, at the sole discretion of the Toronto Zoo to extend the contract for an additional two (2) years beyond the initial term on a yearly basis.

Due Date: Provide **four (4)** copies of your proposal, **one (1)** unbound signed and clearly marked as ORIGINAL and **three (3)** copies of the original proposal clearly marked as COPY and **one (1)** electronic copy (Microsoft Word or PDF) on a CD or flash drive in a sealed package or envelope. The original and all copies should be identical (excluding any obvious differences in labeling as noted above). Proposal to be delivered to the office of Purchasing & Supply, Toronto Zoo, Administrative Support Centre, 361A Old Finch Ave., Toronto, Ontario, M1B 5K7 by:

**Thursday, 2016-09-15 by 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 action to be in its interests.

If you have any queries regarding this request for proposal, please contact Mr. Peter Vasilopoulos, Supervisor of Purchasing & Supply at [pvasilopoulos@torontozoo.ca](mailto:pvasilopoulos@torontozoo.ca).

Yours truly,

Robin D. Hale  
Chief Operating Officer

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## 1.0 INSTRUCTIONS

- 1.1 Ensure that you have received all **15** pages of the RFP package.
- 1.2 Complete ALL FORMS by due date and time received on or before **Thursday, 2016-09-15, by 1200 hours (noon) local time** or your Proposal will not be considered. Include signed copies of any addenda with your submission package. Use the attached submission label when you submit your response and deliver to the Toronto Zoo
- 1.3 Provide **four (4)** copies of your proposal, **one (1)** unbound signed and clearly marked as ORIGINAL and **three (3)** copies of the original proposal clearly marked as COPY and **one (1)** electronic copy (Microsoft Word or PDF) on a CD or flash drive in a sealed package or envelope. The original and all copies should be identical (excluding any obvious differences in labeling as noted above).
- 1.4 If the Toronto Zoo determines that an amendment is required to this RFQ, the Toronto Zoo representative will issue by email or post a written addendum on the Toronto Zoo Website that will form part of this RFP. No amendment of any kind to the RFP is effective unless it is provided by email or posted in a formal written addendum on the Toronto Zoo website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda and acknowledged on the submission form.
- 1.5 Proposals must not be submitted by facsimile or email.
- 1.6 Unless otherwise indicated herein, the prices stated are payable in Canadian Funds.
- 1.7 Show itemized cost of HST if applicable.
- 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 Prices shall remain in effect for a period of ninety (90) days from the Proposal due date.
- 1.10 For any questions concerning the contract terms and conditions of this RFP, please contact:

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

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

Robin D. Hale  
Chief Operating Officer  
Tel: 416-392-5913  
Fax: 416-392-5934  
E-mail: [rhale@torontozoo.ca](mailto:rhale@torontozoo.ca)

## 2.0 GENERAL TERMS

2.1 The following definitions will apply to this Request for Proposal and to any subsequent Contract:

- 2.1.1 “**Board**” means the Board of Management of the Toronto Zoo (the legal name of the entity known as the “Toronto Zoo”);
- 2.1.2 “**COO**” means the Chief Operating Officer of the Toronto Zoo;
- 2.1.3 “**Contract**” means acceptance by the Toronto Zoo (by way of written acknowledgement, Agreement, Contract or Purchase Order) to furnish Services for money or other considerations;
- 2.1.4 “**Contract Price**” means the price payable under the contract to the Successful Proponent, being the Proposal Price eventually accepted by the Board of Management of the Toronto Zoo subject to any changes pursuant to the Contract Requirements;
- 2.1.5 “**Preferred Proponent**” means the Proponent whose Proposal, as determined by Board staff through the evaluation analysis described in the RFP, provides the best overall value in meeting the Board’s requirements, and may be recommended for award.
- 2.1.6 “**Proponent**” means an individual or company that submits or intends to submit, a proposal in response to this Request for Proposal;
- 2.1.7 “**Proposal Price**”, “**Contract**” and “**Contract Documents**” have the meanings set out therefore in clauses contained in these documents;
- 2.1.8 “**Request for Proposal (RFP)**” means the RFP document in its entirety, inclusive of any addenda that may be issued by the Toronto Zoo;
- 2.1.9 “**Services**” or “**Work**” means everything that is necessary to be performed, furnished delivered by the Successful Proponent to meet its obligations under this Contract;
- 2.1.10 “**Successful Proponent**” means the Preferred Proponent with whom the Board intends to negotiate an awarded Agreement.

### 3.0 BACKGROUND AND SCOPE

The Board of Management of the Toronto Zoo is a board of the City of Toronto, and is, itself, a registered charity. In October, 2012, Toronto City Council adopted the following motion:

*City Council request the Toronto Zoo Board of Management, in consultation with the City Manager, to facilitate the establishment of a separate independent charitable foundation for fundraising, sponsorship, donation and partnership purposes in alignment with its 2014 Strategic Plan.*

The Board of Management concurs with this request and is in the process of laying the foundation for a new fundraising entity.

The concept of a separate fundraising entity for the Toronto Zoo is not a new idea. In fact, the original Metropolitan Toronto Zoo was run by a separate charitable entity when it opened in 1974.

As with many partnerships, however, over time the relationship between the two Boards did not fare well due to differences in proposed methodology and perceived capacity for fundraising, and the former Foundation was disbanded at the request of the Board in 2008. All fundraising and development activities were brought in-house and the funds held were transferred to the Toronto Foundation for investment management purposes. However it is believed that an independent fundraising entity still has the best potential to achieve significant success in fundraising efforts to support the future development of the Toronto Zoo.

Consequently, proposals are invited from lawyers, or law firms, registered to practice law in the Province of Ontario, to provide professional legal services and expertise to the Toronto Zoo in the area of charities and non-profit law. The Zoo is interested in entering into an agreement with a qualified firm who has demonstrated ability to provide proactive and innovative solutions based on expert knowledge of the law as it relates to the establishment and set-up of charitable and non-profit organization. The firm must be capable of providing advice and practical solutions based on their expert knowledge and experience in a timely manner.

Legal Services required:

#### 3.1 Charities and Non-Profits

The Proponent selected for the engagement (the Successful Proponent) is expected to provide assistance to the Toronto Zoo with **all** details and steps necessary to complete the process of establishing a new fundraising organization (separate legal entity) for the Toronto Zoo. The Successful Proponent will provide counsel to the Board, senior management and prospective foundation board members to guide Toronto Zoo through the entire process establishing the new organization. This will include, but is not limited to, the review of preliminary work already undertaken by the Toronto Zoo, review of any documentation in existence, and preparation or editing of the following elements as is necessary to complete the process:

- 3.1.1 Articles of Incorporation and filing of application;
- 3.1.2 Letters Patent;
- 3.1.3 Review of, and definition of, Charitable Objects;
- 3.1.4 Incidental and ancillary powers granted or withheld;
- 3.1.5 Special provisions (in By-laws, or Letters Patent);
- 3.1.6 Identification of necessary By-laws;
- 3.1.7 Charitable Registration;
- 3.1.8 Review and advise the Board staff and foundation board members regarding best practices concerning the Association Agreement between the Toronto Zoo and the fundraising entity;
- 3.1.9 Checklist of any/all other requirements to complete the file (specify).

3.2 The Proponent(s) shall provide a separate and identifiable estimate of the hours and costs to complete each and every step in the process identified in completing the requirements of Section 3.1. Billing of fees will be based on the actual hours worked on the specific services requested by the Board.

**3.3 Term Of Engagement**

The term of the engagement for the Successful Proponent shall be to provide legal counsel on an as needed basis for a period of up to two (2) years at the discretion of the COO. Once the new fundraising organization has been created as a separate legal entity, the Successful Proponent may be requested by the new foundation, and released by the Board, to enter into an agreement to provide further legal services to the foundation and to cease representing the Board.

**4.0 SCHEDULE OF EVENTS:**

The following is a tentative schedule for the Legal Services process:

<b>Pre-Award</b>	
Release of RFP	<b>2016-08-25</b>
Proponents’ Question Deadline	<b>2016-09-01</b>
Submission Due	<b>2016-09-15</b>
Interviews, if necessary	<b>Week of 2016-09-29</b>
Notification of Award by the Toronto Zoo	<b>Week of 2016-10-05</b>
<b>Post-Award</b>	
Commencement of services	<b>On or about 2016-10-11</b>

The RFP process and project will be governed according to the above schedule or other schedule provided by the Successful Proponent and approved by the COO. Although every attempt will be made to meet all dates listed, the Toronto Zoo reserves the right to modify any or all dates at its sole discretion. Appropriate notice of change will be provided, in writing, as soon as is feasible so that each Proponent will be given the same non-preferential treatment.

**5.0 PROPOSAL CONTENT**

Proposals submitted in response to this RFP should be detailed, succinct and demonstrate attention to meeting all of the requirements in the scope of work as outlined in section 3.0 to section 3.3 of the RFP, including the following:

- 5.1 Signed Proposal Submission Forms
- 5.2 Executive summary
- 5.3 A profile and summary of the firm’s history including major clients and a description of deliverables
- 5.4 Identify all personnel who will be assigned to provide the legal representation including proof that each member is in good standing and licensed to practice law in the Province of Ontario.
- 5.5 Provide the name, location and contact for a minimum of three (3) client references.
- 5.6 In addition the proposal shall answer the following questions:
  - 5.6.1 Has your firm ever acted as Counsel for a Municipal organization?
  - 5.6.2 Does your firm currently provide services for charities or non-profits to the City of Toronto or any of its agencies, boards or commissions?
- 5.7 Provide hourly rates and an identifiable estimate of the hours and total costs for the provision of the legal services necessary to complete each and every step in the process identified in fully addressing the requirements of Section 3.0 to Section 3.3, and all disbursements or related costs or expenses.
- 5.8 Provide proof of insurance - Professional (errors and omissions) and General Liability Insurance

All copies of all pages of the Proposal should be printed in duplex (i.e. on both sides of the pages) where possible.

## 6.0 PROPOSAL EVALUATION CRITERIA

The criteria used to evaluate the Proponents submission will include the following:

- a. A profile and summary of the firm's history;
- b. Completeness of detail in fully addressing the requirements of Section 3.0 to Section 3.3;
- c. Expertise and experience of the Proponent, including the direct experience of the principal associate of your firm assigned to the engagement, especially as it relates to charities and non-profits;
- d. Major clients and references;
- e. Fee structure for the provision of legal services as outlined in 3.0 and based on the following:
  - i. The Successful Proponent must have a billing system capable of providing individual invoices for fees and disbursements based on the elements listed in Section 3.1. This is an essential requirement in order that the Toronto Zoo can allocate costs;
  - ii. Hourly Fees: base rate, reduced rates, etc. Variable Fees: depending upon lawyer assigned, research assistants. Disbursements: telephone messages, receipt & sending of emails, photocopying, etc. Expenses: billing for travel time, remittance of expenses;
  - iii. Frequency of billing: monthly, upon completion of elements. No fee increases with advance notice (with estimates) for extraordinary cost items.

## 7.0 CONTRACT REQUIREMENTS

### 7.1 Contract Form:

The Successful Proponent shall be retained through the issuance of a purchase order or an agreement, which shall include the terms and conditions of this Request for Proposal.

### 7.2 Negotiations and Agreement

The award of any Agreement will be at the absolute discretion of the Toronto Zoo. The selection of the Preferred Proponent will not oblige the Toronto Zoo to negotiate or execute an Agreement with that Preferred Proponent.

The Toronto Zoo shall have the right to negotiate on such matter(s) as it chooses with the Preferred Proponent without obligation to communicate, negotiate or review similar modifications with other Proponents. The Toronto Zoo shall incur no liability to any other Proponent as a result of such negotiation or alternative arrangements.

During negotiations, the scope of the services may be refined, issues may be prioritized, responsibilities among the Proponent, all staff and sub-consultants provided by it and the Board may be settled and the issues concerning implementation may be clarified.

If any Agreement cannot be negotiated within thirty (30) business days of notification to the Preferred Proponent, the Toronto Zoo may, at its sole discretion, choose to continue negotiations for a period of time, terminate negotiations with that Proponent and negotiate an Agreement with another Proponent or abort the RFP process and not enter into any Agreement with any of the Proponents.

## 8.0 TERMS AND CONDITIONS

### 8.1 Proponent 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 Proponent as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion.

### 8.2 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.

### 8.3 Invoicing:

Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the head office of the Toronto Zoo. Harmonized Sales Tax where applicable shall each be shown as a separate item. The Proponent's HST registration number must be indicated on the invoice.

The Proponent shall clearly show any special charges as separate items on the invoice.

Payments to non-resident Proponents may be subject to withholding taxes under the Income Tax Act (Canada). Unless a non-resident Proponent 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). Further information is available at the [CRA website, www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

### 8.4 Right to Cancel:

The Toronto Zoo 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 Proponent 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 Proponent.

### 8.5 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.

### 8.6 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.

### 8.7 Insurance and Policies

Provide minimum \$2,000,000 Commercial Liability Insurance in respect of injury or death to a single person or for property damage in a manner satisfactory to the Chief Operating Officer must be maintained through the Project and included in the Fee Proposal.

Standard automobile liability insurance for all owned vehicles with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.



Professional liability insurance (errors and omissions) with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

All insurance policies shall be endorsed to provide a minimum advance written notice of not less than thirty (30) days, in the event of cancellation, termination or reduction in coverage or limits, such notice to be made to the COO.

All policies of insurance required to be taken out by the Successful Proponent shall be placed with insurers licensed to conduct business in the Province of Ontario and shall be subject to the approval of the COO, acting reasonably.

The Successful Proponent shall deliver to the Board evidence of the insurance required prior to the commencement of the agreement, in form and detail satisfactory to the COO acting reasonably.

All insurance policies shall be endorsed to provide a minimum advance written notice of not less than thirty (30) days, in the event of cancellation, termination or reduction in coverage or limits, such notice to be made to the COO.

The provisions of this section shall no way limit the requirements and obligations imposed on the successful firm elsewhere in the Contract, nor relieve the Successful Proponent from compliance therewith and fulfillment thereof.

The parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the Contract.

#### **8.8 Indemnity:**

The Successful Proponent shall at all times well and truly save, defend, keep harmless and fully indemnify the Toronto Zoo, the Board of Management of 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 Governing Law**

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

#### **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 Successful Proponent 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 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.

#### **8.13 Addendums:**

If the Proponent finds discrepancies or omissions in 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.

#### **8.14 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 Toronto Zoo. The Toronto Zoo 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 the 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 by the Proponent.

#### **8.15 Performance:**

All work to be done under the Contract shall be done to the satisfaction of the Toronto Zoo or their 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.

#### **8.16 Co-ordination of Work:**

The Successful Proponent shall co-ordinate all work with the Toronto Zoo or their representative authorized to act for them, to ensure co-ordination and timely execution of service.

**8.17 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

**8.18 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.

**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.

By submitting a Proposal the Proponent agrees to all of the terms and conditions of this Request for Proposal.

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.	%	

## REFERENCE FORM

**REFERENCES**

Provide the name, location, client reference and brief description of three (3) references concerning Legal Services, similar to the request by the Toronto Zoo

<b>Name and Location</b>	<b>Brief Description</b>	<b>Contact Name</b>	<b>Contact telephone</b>

**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 labeled or submitted to an address other than the one listed on this label.**

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**Proponent Name**

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**RFP 28 (2016-08)- Legal Services – Creation of Fundraising Entity  
Closing: Thursday, 2016-09-15, 12:00 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.

<b>A Proposal/Quotation/Tender is not submitted for the following reason(s):</b>			
<input type="checkbox"/>	Project/quantity too large.	<input type="checkbox"/>	Project/quantity too small.
<input type="checkbox"/>	We do not offer services or commodities to these requirements	<input type="checkbox"/>	Cannot meet delivery or completion requirement
<input type="checkbox"/>	We do not offer this service or commodity.	<input type="checkbox"/>	Agreements with other company do not permit us to sell directly.
<input type="checkbox"/>	Cannot handle due to present commitments.	<input type="checkbox"/>	Licensing restrictions
<input type="checkbox"/>	Unable to bid competitively.	<input type="checkbox"/>	We do not wish to bid on this service or commodity in the future.
<input type="checkbox"/>	Insufficient information to prepare quote/proposal/tender	<input type="checkbox"/>	Specifications are not sufficiently defined
<input type="checkbox"/>	We are unable to meet bonding or insurance requirements.	<input type="checkbox"/>	

<u>Other reasons or additional comments (please explain):</u>   
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Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	