



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

Tel: 416-392-5900  
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**Chair**  
Councillor Paul Ainslie

**Chief Executive Officer**  
John Tracogna

**Chief Operating Officer**  
Robin D. Hale

2017-06-28

**REQUEST FOR QUOTATION  
BUILDING AUTOMATION SYSTEMS  
RFQ 19 (2017-06)**

The Toronto Zoo invites you to submit a quotation to provide labour, tools, materials and equipment to complete the installation of "RELIABLE CONTROLS" BUILDING AUTOMATION SYSTEMS in three of our pavilions and in our Administrative Support Centre. We require all bidders to be registered as an APPROVED dealer of the Reliable Controls product line. There will be no substitutes for this product line or the approved dealer requirement.

The work shall commence once a Purchase Order has been issued. All work must be completed in the timeframe indicated in the RFQ (**Friday, 2017-12-01**)

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.

Site Meeting: A site meeting will be held on **Wednesday, 2017-07-05 at 13:00 hours (1:00 p.m.)** meeting at the Toronto Zoo, Administrative-Support Centre, 361A Old Finch Avenue, Toronto, Ontario. Sign in at the Reception office.

Due Date: Your quotation must be completed, and received by the Supervisor, Purchasing & Supply, Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Scarborough, Ontario, M1B 5K7 by:

**Thursday, 2017-07-13, 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 Bill Romberg, Utilities Supervisor, (416) 392-5995.

Yours truly,

Paul K. Whittam  
Manager, Financial Services

**Table of Contents**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>PAGE (S)</b>
<b>RFQ LETTER</b>	Invitation Letter	1
<b>T.O.C.</b>	Table of Contents	2
<b>1.0</b>	Instructions	3
<b>2.0</b>	Terms and Conditions	4
<b>3.0</b>	Project Requirements	6
<b>4.0</b>	Submission Forms	9
	Submission Label	12
	Notice of No Bid	13
<b>Appendix A</b>	List of sub-contractors	14
<b>Appendix B</b>	Building identification & associated equipment	15

### INSTRUCTIONS

- 1.1 Ensure that you have received all **fifteen (15)** pages.
- 1.2 A site meeting will be held on **Wednesday, 2017-07-05 at 13:00 hours (1:00 p.m.)** at the Toronto Zoo, Administrative Support Centre 361A Old Finch Ave. Scarborough, Ontario. 2hrs
- 1.3 Complete all forms in section 4.0 and return by due date and time received on or before **Thursday, 2017-07-13, 1200 hours (noon, local time)** or your quotation will not be considered. Include signed copies of any addenda with your proposal package.
- 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 RFQ. It is the responsibility of the bidder to check the website and to download the addendum from the Toronto Zoo's website. No amendment of any kind to the RFQ 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 Quotations must not be submitted by facsimile, email or any other electronic format.
- 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, excluding HST
- 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 sixty (60) days from the Quotation due date.
- 1.10 Include product information, shop drawings, samples, and pictures, as necessary.
- 1.11 Provide references of at least three (3) clients for whom your company has performed similar "Reliable Controls" Building Automation System (BAS) work in the past five (5) years. References must include photos of three (3) different installations, client company name, contact name, address and e-mail address.
- 1.12 It is the responsibility of the Bidder to understand all aspects of the RFQ and to obtain clarification if necessary before submitting their quotation.
- 1.13 All bidders must attend the location for a site visit and carefully examine the physical layout and associated job requirements in order to bid this project.
- 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,  
email: [pvasilopoulos@torontozoo.ca](mailto:pvasilopoulos@torontozoo.ca)

For any technical queries concerning the specifications of this RFQ, please contact:  
Bill Romberg, Utilities Supervisor, (416) 392-5995, Fax 416-392-5934,  
email: [wromberg@torontozoo.ca](mailto:wromberg@torontozoo.ca)

## 2.0 TERMS AND CONDITIONS

### 2.1 **Definitions:** Wherever used in the Request for Quotation

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

“**Quotation**” means the Bidder’s completed response to this RFQ;

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

“**Work**” means all services and deliverables to be provided by the Vendor or Contractor as described in this Request for Quotation call.

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 Services Tax applicable shall be shown as a separate item. The Vendor’s GST registration number must be indicated on the invoice.

The Vendor shall clearly show any special charges such as packaging and freight, where applicable, as separate items on the invoice.

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, 18<sup>th</sup> 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 & SCOPE OF WORK

Supply all labour, materials, equipment and all services necessary for the execution and completion, to the Toronto Zoo's satisfaction, the installation of "Reliable Controls" Building Automation Systems (BAS) including appropriately sized wiring, associated components, materials, equipment and services necessary for the complete installation including approved, successful operational tests and all other requirements written, implied or expected to complete the entire project and leave "ready for immediate use and operation".

The contractor will also warrant their work for a period of not less than one (5) years.

The contractor is responsible for all pricing and all other arrangements with all subcontractors as required (we require the company information of every contractor to be submitted with the quotation) including rigging, cranes, excavators, boring equipment, line tracing, locates and general construction on site and working within the confines of regular business operating hours and site rules to complete the project as per design specifications and to the satisfaction of TSSA, ESA, Toronto Zoo and all other codes and regulations.

1. The contractor will be required to provide and responsible for the following
  - a. All applicable licensing, certifications and insurance required in this field of industry
  - b. Workplace Safety and Insurance Board (WSIB) Clearance Certificate prior to commencing the work
  - c. All underground service locates are to be completed by the Toronto Zoo.
  - d. Provide shop drawings for review and approvals.
  - e. One hard copy and an electronic copy of close out documents, including as-built & shop drawings and defining the warranty for all of the components, workmanship and timeline.
  - f. A holdback of \$5,000.00 will be kept until all such closeout documentation has been received.
2. Disconnect and dispose (green disposal) of all existing components related to the existing BAS systems. Supply all labour, materials, equipment and services necessary to complete the installation of BAS systems in the designated pavilions connecting to existing HVAC/mechanical equipment replacing the aging systems currently installed at all buildings as per attached specifications. All existing points of termination will be reconnected for monitoring and control as required including VFD's and additional temperature and flow sensors will also be added to aquaria located in these buildings. (The owner will provide and install all wells and flow switches. Buildings will require at a minimum, manual temp control for heating in any animal holding pavilions and heat/cool for office spaces if work is being done during peak temp months) The system will be monitored from a web based server along with reporting software.
3. Work site to be cleaned on a daily basis. Project waste to be disposed off site.
4. Do not scale drawings. All dimensions are to be verified on site.
5. Any discrepancies must be brought to the attention of the Toronto Zoo.
6. Contractor is to check in and out at Security when entering or exiting Zoo property.
7. Adjacent areas must be protected during site work, service connections, delivery and placement. The Contractor is to make good any/all damages upon completion of work.

The work shall commence immediately upon receipt of a Purchase Order and once the incentive applications have been approved.

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, installed and fully operational by **Friday, 2017-12-01**

### 3.1 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 including shut down schedules
2. Provide samples, mock ups, etc. as required.
3. Provide product information, MSDS sheets to the Project Team prior to start of the work where applicable.
4. 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.
5. Protect adjacent holdings/exhibits to prevent heat or dust towards the holdings/exhibits.
6. Clean-up the work area daily and making 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.

### 3.2 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 shall comply with all federal, provincial or occupational health and safety legislative requirements, including, and without limitation, the Occupational and Health Safety Act, R.S.O., 1990 c.0.1 and regulations thereunder, as amended from time to time (collectively the “OHSA”).

5. The contractor is to abide by applicable Toronto Zoo Health & Safety Policies, the Ontario Health and Safety Acts, the Ontario Building Code and all other applicable codes including the Fire Codes at all times when on Toronto Zoo property.
6. It is the responsibility of the Contractor to ensure that the work site is properly protected at all times. All work sites must be marked and barriered adequately with construction signs posted to secure and isolate the work site from the public or other personnel that have access to the area.

### 3.3 **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.

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

**4.1 QUOTATION PRICING - LUMP SUM PRICE – Africa Pavilion**

	DESCRIPTION	Price complete excluding HST
	Supply all labour, materials, equipment and services necessary for the installation of “Reliable Controls” BAS controllers to monitor & control the HVAC/Mechanical systems and Aquaria including appropriately sized wiring, associated components necessary for the complete installation including approved, successful operational tests and all other requirements written, implied or expected to complete the entire project and leave safe and in a state of “ready for immediate use and operation” in accordance to the specifications within the RFQ for the Africa Pavilion.	\$
	<b>HST</b>	
	<b>Total</b>	

**4.2 QUOTATION PRICING - LUMP SUM PRICE – Indo Malaya Pavilion**

	DESCRIPTION	Price complete excluding HST
	Supply all labour, materials, equipment and services necessary for the installation of “Reliable Controls” BAS controllers to monitor & control the HVAC/Mechanical systems and Aquaria including appropriately sized wiring, associated components necessary for the complete installation including approved, successful operational tests and all other requirements written, implied or expected to complete the entire project and leave safe and in a state of “ready for immediate use and operation” in accordance to the specifications within the RFQ for the Indo Malaya Pavilion.	\$
	<b>HST</b>	
	<b>Total</b>	

**4.3 QUOTATION PRICING - LUMP SUM PRICE – Americas Pavilion**

	DESCRIPTION	Price complete excluding HST
	Supply all labour, materials, equipment and services necessary for the installation of “Reliable Controls” BAS controllers to monitor & control the HVAC/Mechanical systems and Aquaria including appropriately sized wiring, associated components necessary for the complete installation including approved, successful operational tests and all other requirements written, implied or expected to complete the entire project and leave safe and in a state of “ready for immediate use and operation” in accordance to the specifications within the RFQ for the Americas Pavilion.	\$
	<b>HST</b>	
	<b>Total</b>	

**RFQ 19 (2017-06) BUILDING AUTOMATION SYSTEM INSTALLATION**

**4.4 QUOTATION PRICING - LUMP SUM PRICE – Administrative Support Centre**

	DESCRIPTION	Price complete excluding HST
	Supply all labour, materials, equipment and services necessary for the installation of “Reliable Controls” BAS controllers to monitor & control the HVAC/Mechanical systems and Aquaria including appropriately sized wiring, associated components necessary for the complete installation including approved, successful operational tests and all other requirements written, implied or expected to complete the entire project and leave safe and in a state of “ready for immediate use and operation” in accordance to the specifications within the RFQ for the Administrative Support Centre.	\$
	<b>HST</b>	
	<b>Total</b>	

**4.4 COMMITMENT TO DELIVER**

COMMITMENT TO DELIVER	YES / NO
Please confirm that you are able to complete the work by <b>Friday 2017-12-01</b>	

**4.5 WARRANTY**

	Specify
Please confirm LABOUR warranty upon completion of the project.	/YEARS
Please confirm CONTROLS warranty upon completion of the project.	/YEARS

**4.6 AUTHORIZED DEALER**

	Specify
Confirm AUTHORIZED DEALER of Reliable Controls product line.	

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

<b>Name of Firm:</b>	
<b>Signature of Signing Officer(s)</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 labelled or submitted to an address other than the one listed on this label.

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**Vendor Name**

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**RFQ 19 (2017-06) – BUILDING AUTOMATION SYSTEM INSTALLATIONS**  
**Closing: Thursday, 2017-07-13, 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.**

<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>   
---------------------------------------------------------------------------

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.

No change to the List of Sub-Contractors will be allowed without the Owner’s express written permission.

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

<b>Name of Bidder:</b>	
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**APPENDIX B - BUILDING IDENTIFICATION & ASSOCIATED EQUIPMENT**

**AFRICA PAVILION- Replace existing Delta system BAS, reconnecting all points & additional points as identified below**

- **AHU and all associated controls, components and accessories as currently connected**
- **DHW/TEMPERED WATER temperature and boiler status**
- **HEAT PUMPS connected to Lake Malawi and River Fish c/w temperature and flow status**

**INDO MALAYA PAVILION- Replace existing Delta system BAS, reconnecting all points & additional points as identified below**

- **AHU and all associated controls, components and accessories as currently connected**
- **DHW/TEMPERED WATER temperature and boiler status**
- **HEAT PUMP connected to LARGE POOL & WATERFALL c/w temperature and flow status**

**AMERICAS PAVILION- Replace existing Delta system BAS, reconnecting all points & additional points as identified below**

- **AHU and all associated controls, components and accessories as currently connected**
- **DHW/TEMPERED WATER temperature and boiler status**
- **EXHIBIT TANKS c/w temperature and pump status**

**ADMINISTRATIVE SUPPORT CENTRE- Replace existing JC system BAS, reconnecting all points & additional points as identified below**

- **AHU and all associated controls, components and accessories as currently connected**
- **DHW/TEMPERED WATER temperature and boiler status**
- **HEAT PUMPS connected to Lake Malawi and River Fish c/w temperature and flow status**

**All wells to be provided by others (The Toronto Zoo will provide and install wells as per Wildlife Care requirements)**