

2018-11-19

**REQUEST FOR TENDER**  
**RFP 50 (2018-10)**  
**ADDENDUM #3**

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This addendum shall be incorporated into, and form part of RFP 50 (2018-03) and take precedence over all requirements of the previously issued bid documents including plans. This addendum must be signed by the bidder (signing officer) in the appropriate space and must be attached to the Form for submission by the bidder. This Addendum consists of four (4) pages.

1. Question: Are there any specific species (or conservation of specific species) that you would like to focus on in the lighting experience for 2019/20? Any marketing focus that should be included in the experience? Are there any animals that can or will be visible in habitats or in animal encounters during the lighting experience?

Answer: At this point we are uncertain whether there will be any animals visible.

2. Question: Are there any marketing or other initiatives/campaigns that are part of the 2015-2020 strategic plan that you are looking to tie in to the design of the lights program?

Answer: There will be support to promote the lights but nothing has been finalized.

3. Question: Are there specific holidays that you're looking to represent as part of the seasonal program?

Answer: Halloween and Christmas.

4. Are there any specific holidays or campaigns that should not be included in the program?

Answer: No.

5. How much (if any) of the work will involve collaborating with the partners outlined in the RFP (Parks Canada, RNUP, Toronto and Region Conservation Authority, etc.)?

Answer: None.

6. In Section 3.3, 2<sup>nd</sup> paragraph – do you have other lighting display project plans that we should be aware of or coordinate with? Other vendors that will be installing elements in the same areas?

Answer: Not that we are aware of at this time.

7. Question: In Section 3.4.3 - Media and Cash Sponsors for this exhibit may be obtained... will obtaining sponsors be a responsibility of the proponent, or of the zoo?

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Answer: The Zoo would have this responsibility unless there are existing relationships that would be mutually beneficial to both parties.

8. Question: In Section 3.6.5 - please confirm that your educational team will provide content and direction on educational focus with our team or are we to assume we need to include educational research and copy writing in our scope of work.

Answer: The Zoo team would provide any Educational content as required.

9. Question: Please define specifically what you are looking to see in Section 6.6.5 - Marketing and educational information. (10 points).

Answer: The interest would be to see what kind of support has been provided to other organizations with light installations. Was there advertising support to drive attendance? Regarding Educational expertise, the Zoo would need to be aware of any interpretive that may come as part of the installation in order to plan in advance the requirement of Zoo staff time.

10. Question: Please provide a copy of policies referenced in the last paragraph of Section 8.7 as the compliance to these policies may or may not affect our response and pricing.

Answer: Applicable policies will be provided to the successful proponent.

11. Question: Appendix II a “Sample Service Agreement” is referenced, does Section 7.0 serve as a Sample Service Agreement?

Answer: For reference only. An official agreement will be issued for this work.

12. Question: Will the Zoo provide staff from the Zoological (Animal Welfare and Habitat Team) to coordinate with vendor and set the desired parameters in which any lighting for the exhibit may affect the animals?

Answer: Yes, staff with Wildlife Care expertise would be available as needed.

13. Question: Would the Zoo please provide drawings or narratives detailing the current power and data infrastructure in the desired exhibit location?

Answer: Toronto Zoo is requesting that each proponent identify power and data requirements based on their proposed design/designs. The Toronto Zoo will ensure that required power and data is available based on the successful proponents approved plan.

14. Question: Is there existing power and data (DMX) junction boxes in the desired area for the exhibit? If so, can the Zoo provide vendors with a drawings showing the layout and capacity?

Answer: See response to question 13 above.

15. Question: If there is not existing power and data (DMX) junction boxes in the desired area, is there locations for power generators and lighting control equipment to be housed while the exhibit is in use? If so, what are the conditions of those spaces and where are they located?

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Answer: See response to question 13 above.

16. Question: Is the Zoo open to the idea of purchasing lighting equipment instead of renting? There may be a cost savings if the Zoo purchases and if the zoo decides to extend the exhibit. This could also allow the zoo to use the same installation for other seasonal events.

Answer: Yes, depending on costs.

17. Question: Would the Zoo be open to bids excluding equipment rental costs? We believe that there are more cost savings if the design is developed with the client. That process allows multiple opportunities to evaluate the cost of the design to client and prioritize resources. We would still include the cost of managing.

Answer: No, at this time the Toronto Zoo is interested in a turn-key operation. As an alternative proponents can provide an option where the equipment will either be rented or purchased by the zoo. In this case proponents should only provide a price for designing and managing the show and would have to include a complete itemized list of equipment for purchase or rental.

18. Question: Does the Zoo have an I.P. (Characters, popular animals, etc.) that they would like highlighted as part of this exhibit?

Answer: No.

19. Question: Can Zoo confirm that concepts presented for consideration that are NOT selected will remain the intellectual property of the bidder and will not be used in whole or in part by the Zoo at any time unless the bidder is engaged to produce it?

Answer: Yes. Toronto Zoo agrees.

20. Clarification: Refer to drawing SK-1 Toronto Zoo Lights Revised Location Plan.

This drawing shows revised route options that we feel will provide for better lighting opportunities and guest experiences. The main pathway has been identified with a solid red line, the highlighted areas are potential areas where the lighting installations would be completed. Toronto Zoo may approve the complete route indicated or any part of this route. Proponents should provide pricing options for each of the coloured areas separately. Note: the Eurasia Wilds and Tundra Trek highlighted areas may have animals viewable in the exhibits therefore lighting options may be limited so that the welfare of the animals is not impacted.

21. Clarification: Refer to drawing SK-2 Toronto Zoo Lights Revised Location Plan.

This drawing shows a google earth image of the highlighted area identified in SK-1.

Receipt of the Addendum shall be acknowledged as part of your submission.

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

If you have any queries regarding this matter, please contact Mr. Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916 or by email [pvasilopoulos@torontozoo.ca](mailto:pvasilopoulos@torontozoo.ca).

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Yours truly,

Peter Vasilopoulos  
Supervisor, Purchasing & Supply

I/we hereby acknowledge receipt of this addendum and make allowance in my bid.

Signed (Must be Signing Officer of Firm)

Name of Firm

Date:



LEGEND:

- PATHWAY
- LIGHTED AREA

