

2019-05-02

**REQUEST FOR PROPOSAL
RFP 14 (2019-05)
HOTEL SERVICES PROVIDER**

The Toronto Zoo is inviting proposals from qualified hotel(s) possessing the ability and capacity to be the official provider of hotel services, cross-promotional opportunities, and a potential sponsorship for a period of five (5) years commencing in 2019.

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

Due Date: Provide four (4) copies of your completed proposal, one (1) unbound, signed original and three (3) copies of the original proposal at the office of Purchasing & Supply, Toronto Zoo, Administrative Support Building, 361A Old Finch Ave., Toronto, Ontario, M1B 5K7 by:

Date: Thursday, 2019-05-16 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.

For any questions concerning the contract terms and conditions of this RFP, please contact, Peter Vasilopoulos, Supervisor, Purchasing & Supply, at 416-392-5916, pvasilopoulos@torontozoo.ca. Deadline for written questions is Wednesday 2019-05-08 at 1200 hours (noon) local time.

If you have any technical questions concerning the requirements of this RFP, please contact Jennifer Tracey, Senior Director – Marketing & Communications at (416) 392-5936, jtracey@torontozoo.ca.

Yours truly,

Taryne Haight
Manager, Financial Services

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INSTRUCTIONS

1. Review and complete the RFP requirements and enclosed FORMS and return by due date and time, **Thursday, 2019-05-16, 1200 hours (noon) local time**
2. Proposals must not be submitted by facsimile or email.
3. The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal must sign the proposal.
4. Provide four (4) copies of your proposal, one (1) unbound original signed and three (3) copies of the original proposal in a sealed package or envelope. The package containing the Proposal must be labelled with the submission label provided within.
5. All copies of all pages of the Proposal should be printed in duplex (i.e. on both sides of the pages) where possible and 11 point font.
6. All proposals will be irrevocable for a period of ninety (90) days from the date of the proposal deadline.
7. Pricing should be in Canadian dollars.
8. 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 Bid as submitted.
9. Provide references of at least three (3) clients for whom your company has performed similar work. References must include client company name, contact name, address and e-mail address

Toronto Zoo, in its sole discretion, may confirm the Proponent's experience and or ability described in its Proposal by checking the Proponent's references. The provision of the references by the Proponent is deemed to be consent to such confirmation/contact with the references.

Toronto Zoo reserves the right to revisit the Proponent's scores in the rated requirements based on information learned during reference checks, should they reveal that there is inconsistency between the Proponent's answers to the rated requirements and the results of the reference checks.

1.0 DEFINITIONS

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

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

1.1.2 “**Proponent**” means the person, service provider or corporation contracting with the Toronto Zoo to provide the required Services;

1.1.3 “**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;

1.1.4 “**Contract Price**” means the price payable under the contract to the Proponent, being the Proposal Price eventually accepted by the Board of Directors of the Toronto Zoo subject to any changes pursuant to the Contract Requirements;

1.1.5 “**Proponent**” means an individual or company that submits or intends to submit, a proposal in response to this Request for Proposal;

1.1.6 “**Proposal Price**”, “**Contract**” and “**Contract Documents**” have the meanings set out therefore in clauses contained in these documents;

1.1.7 “**Request for Proposal (RFP)**” means the RFP document in its entirety, inclusive of any addenda that may be issued by the Toronto Zoo;

1.1.8 “**Services**” or “**Work**” means everything that is necessary to be performed, furnished delivered by the Proponent to meet the Proponent’s obligation under this Contract;

2.0 BACKGROUND AND PROJECT SCOPE OF WORK

The Toronto Zoo is inviting proposals from hotel service operators possessing the both the qualifications and abilities to be the preferred provider of hotel services, promote cross-promotional opportunities, and a potential sponsorship for the Toronto Zoo. This potential sponsorship is for a period of five (5) years commencing in 2019.

The Toronto Zoo opened August 15, 1974. Over time it has grown and evolved. Now home to more than 5,000 animals and 300 exhibits representing the world’s biomes, the Zoo is situated on 710 acres of land in the picturesque Rouge National Urban Park. The Zoo attracts approximately 1.2 million visitors annually.

Toronto Zoo welcomes any ideas and initiatives that could be part of your submission that would further enhance and amplify the following Strategic Plan goals:

Goal 2

“To enhance the guest experience to appeal to a more diverse audience and inspire conservation action.”

Goal 7

“Increase awareness, understanding and support of the Toronto Zoo as a centre for conservation excellence”

The Toronto Zoo seeks the following minimum sponsorship requirements to be considered as the official hotel services provider;

- 2.1 Hotel(s) in the GTA that provide an exception hotel experience to visitors to Toronto especially families;
- 2.2 Hotel(s) willing to promote and participate in joint marketing initiatives to mutually benefit the Toronto Zoo and the Hotel;
- 2.3 Complimentary hotel rooms in exchange for complimentary general admission tickets to be used for promotional hotel/Zoo packages;
- 2.4 Promotion on Hotel website and social media channels;
- 2.5 Promotion as part of package deals offered by Hotel and discounted tickets to Toronto Zoo;
- 2.6 Toronto Zoo signage/promotional materials in highly visible areas of the Hotel;
- 2.7 Promotion of Toronto Zoo to hotel email database.

3.0 OFFICIAL BENEFITS 2019 - 2023

The Toronto Zoo may provide the following:

- 3.1 Recognition as the official Hotel Services Provider for the Toronto Zoo;
- 3.2 A colour logo in the Toronto Zoo Visitor Guide, under the Zoo Partners section. Distribution to visitors upon entering the Zoo;
- 3.3 Inclusion on <http://www.torontozoo.com/SupportTheZoo/Sponsors.asp> page with a link to the your Hotel website;
- 3.4 Toronto Zoo display hotel kit (could include vertical banners, brochures, tent cards);
- 3.5 Further opportunities to sponsor specific Toronto Zoo events;
- 3.6 Picnic site discounts;
- 3.7 Discounted venues for company launches, events;
- 3.8 Other joint Marketing initiatives as may be mutually agreed to by the parties.

4.0 AWARD

- 4.1 The successful proponent will be expected to enter into a formal agreement in a form prescribed by the Toronto Zoo.

5.0 SCHEDULE OF EVENTS

The following schedule is planned for the RFP process:

RFP issue date	Date 2019-05-02
Question period closes	Date 2019-05-08, 12:00 hours (noon), local time
Proposal submission date	Date 2019-05-16, 12:00 hours (noon), local time
Short list interviews, if required	Week of Date 2019-05-23
Contract awarded	Week of Date 2019-05-30

The RFP process will be governed according to above schedule. 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.

6.0 PROPOSAL SUBMISSION FORMAT

- 6.1 Evaluation of Proposals is facilitated when proponents respond in a similar manner. The following page format and sequence should be followed to provide consistency in the Proponent response and ensure each Proposal receives full consideration.
 - 6.1.1 Title page, showing Request for Proposal number, Proponent's name, telephone number, authorized signature and contact name;
 - 6.1.2 The page letter of introduction, signed by the person or persons authorized to sign on behalf of and bind the Proponent to the statements made on the Proposal;
 - 6.1.3 Table of Contents;
 - 6.1.4 Executive summary;
 - 6.1.5 Duly executed Proposal Form;
 - 6.1.6 Corporate Information including a detailed profile of your hotel / organization and significant tourism services provided to the surrounding community within the past five (5) years;
 - 6.1.7 Details outlining all aspects of your proposal related to discount pricing, complimentary rooms, advertising opportunities, promotional offerings, and any other benefits available to the Toronto Zoo;
 - 6.1.8 Detailed biographies of team lead and key staff members assigned to the Toronto Zoo, their roles, and identification of any other staff and resources that will be working on the account;
 - 6.1.9 Identified conflict of interests in the event if the Proponent's representation of any of its clients could create a conflict of interest should the Proponent provide services to the Toronto Zoo;
 - 6.1.10 Provide three (3) references including name, address contact person and telephone number from clients with similar relationships with your hotel as outlined in this RFP, do not list the Toronto Zoo as a reference.

Toronto Zoo also has an environmentally- preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the Toronto Zoo.

Please do not use any plastic or vinyl binders or folders. The Toronto Zoo prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your Proposal, they should be fully 100% recycled stock.

The Proponent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The Toronto Zoo also has an environmentally- preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the Toronto Zoo.

Please do not use any plastic or vinyl binders or folders. The Toronto Zoo prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your Proposal, they should be fully 100% recycled stock.

The Toronto Zoo seeks and prefers submissions on 100% Post Consumer Fibre (PCF) paper, consistent with the Toronto Zoo’s environmental practices. All copies of all pages of the Proposal should be printed in duplex (i.e. on both sides of the pages) where possible

7.0 PROPOSAL EVALUATION CRITERIA

Evaluation	Score
Stage 1	
Value of the proposed benefits to the Toronto Zoo	30
Value of proposed sponsorship	30
Suitability and acceptability of proponent’s detailed proposed services and alignment with Zoo’s objectives as a family based attraction	25
Experience of team	15
Total maximum score excluding Presentation	100
If required, Stage 2 – Presentation	50
Total maximum score including Presentation	150

The proposals submitted will be evaluated using the evaluation criteria and will be comprehensively reviewed by the Selection Team and Corporation Staff. 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 PROPOSAL TERMS AND PROVISIONS

The successful Proponent shall be retained through a contractual agreement and/or a purchase order, which includes the terms and conditions of this Request for Proposal.

8.1 Proponent’s Liability and Indemnity

The Proponent will from time to time at all times hereafter well and truly save, defend and keep harmless and fully indemnify the Board of Management of the Toronto Zoo, the City of Toronto, and the Toronto and Region Conservation Authority and each of their officers, employees and agents (hereinafter called the “Toronto Indemnities”) of, from and against all manner of action, suits, claims, executions and demands which may be brought against or made upon the Toronto Indemnities or any of them and of, from and against all loss, costs, charges, damages, liens and expenses which may be sustained, incurred or paid by the Toronto Indemnities, their officers, employees and agents or any of them by reason of or on account of or in consequence of the execution of this agreement or provision of the

business or any other work or matter to be carried out or performed by the Proponent with respect to the Request for Proposal or any agreement that may result from the request for proposal process, and/or the non-execution or imperfect or improper execution thereof and will pay to the Toronto Indemnities on demand any loss, costs, damages and expenses which may be sustained, incurred or paid by the Toronto Indemnities or any of them in consequence of any such action, suit, claim, lien, execution or demand and any monies paid or payable by the Toronto Indemnities or any of them in settlement or discharge on account thereof.

The Proponent shall be responsible for any and all damages, or claims for damages for injuries or accidents done or caused by his or her employees, or resulting from the prosecution of the Work, or any of their operations, or caused by reason of the existence of location or condition of the works, or of any materials, plant or machinery used thereon or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on their part, or on the part of any of their employees to do or perform any or all of the several acts or things required to be done by him or them under and by these General Conditions, and covenants and agrees to hold the Board of Management of the Toronto Zoo, the Toronto and Region Conservation Authority and the City of Toronto, their officers, agents, employees, consultants and invitees harmless and indemnified for all such damages and claims for damage; and in case of the Proponent's failure, neglect or omission to observe and perform faithfully and strictly, all the provisions of the Work, the CEO may, either with or without notice (except where in these Contract Requirements, notice is specially provided for, and then upon giving the notice therein provided for), take such steps, procure such material, plant trucks and men, and do such work or things as he/she may deem advisable toward carrying out and enforcing the same and any such action by the CEO as he is herein empowered to take, shall not in any way relieve the Proponent or his/her surety from any liability under the Contract.

8.2 Insurance Requirements (at the discretion of the Toronto Zoo)

8.2.1 The Proponent shall effect, maintain and keep in force, at its sole cost and expense and satisfactory to the CEO as to form and substance the insurance described below:

8.2.2 The Proponent shall be required to arrange, pay for and maintain in force at all times at the Proponent's expense such comprehensive policies of insurance as applicable to persons undertaking the Work, including liability and professional liability (errors and omissions) coverage which are to be written in amounts, with deductible limits and terms that shall be subject to the approval of the Toronto Zoo at all times.

The Proponent shall provide certified copies of such insurance or a certificate(s) of insurance as determined by, and upon request of, the Toronto Zoo. Without limiting the generality of the foregoing, the comprehensive general liability policy coverage required under the Contract will be Two Million (\$2,000,000) Dollars minimum and the policy shall name the Board of Management of the Toronto Zoo, the City of Toronto, and the Toronto & Region Conservation Authority as insured as if a separate policy had been issued to each and shall include a cross/liability-severability of interest clause.

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

- 8.2.3 All policies of insurance required to be taken out by the Proponent shall be placed with insurers licensed to conduct business in the Province of Ontario and shall be subject to the approval of the CEO, acting reasonably.
- 8.2.4 The Proponent shall deliver to the Toronto Zoo evidence of the insurance required prior to the commencement of the agreement, in form and detail satisfactory to the Chief Executive Officer acting reasonably.
- 8.2.5 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 Chief Executive Officer.
- 8.2.6 The provisions of this section shall no way limit the requirements and obligations imposed on the Proponent elsewhere in the Contract, nor relieve the Proponent from compliance therewith and fulfillment thereof.
- 8.2.7 The parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the Contract.

8.3 Incurred costs

The Proponent shall bear all costs and expenses with respect to the preparation and submission of its Proposal and the Proponent's participation in the proposal process (the "Proposal Costs"), including but not limited to: all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Toronto Zoo and contract discussions and negotiations.

The Toronto Zoo shall not be responsible for or liable to pay any Proposal Costs of any Proponent regardless of the conduct or outcome of the Proposal Request, Purchase Order process, or Contract process.

8.4 Request for Proposal

The RFP does not constitute an offer or tender by the Toronto Zoo. Receipt of Proposals by the Toronto Zoo pursuant to this RFP or selection or notification confers no rights under any Proposal nor obligates the Toronto Zoo in any manner whatsoever.

8.5 Liability of Errors

While the Toronto Zoo has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Toronto Zoo, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

8.6 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.

8.7 Cancellation

Nothing herein shall be construed as giving the Proponent the right to perform the services contemplated under this agreement beyond the time when such services become unsatisfactory to the Toronto Zoo; and in the event that the Proponent shall be discharged before all the services contemplated hereunder have been completed or the services are for any reason terminated, stopped or discontinued because of the inability of the Proponent to serve under this agreement, the Proponent shall be paid only for the portion of the work which shall have been satisfactorily completed at the time of termination.

8.8 Ownership and Confidentiality of Toronto Zoo-Provided Data

All correspondence, documentation and information provided by the Toronto Zoo staff to any bidder or prospective Bidder in connection with, or arising out of this RFP, the services or acceptance of the RFP:

- 8.8.1 is and shall remain the property of the Toronto Zoo;
- 8.8.2 must be treated by Proponents and Prospective Proponents as confidential;
- 8.8.3 must not be used for any purpose other than for replying to this RFP, and for fulfillment of any related subsequent agreement.

8.9 Copyright:

The final product and related materials from the work is to be for the exclusive use of the Toronto Zoo. The Toronto Zoo shall be the only and sole owner of the product and related materials for the sole and unfettered use by the Toronto Zoo. Upon payment of the of the said product and related materials by the Toronto Zoo, the successful bidder shall have no

hold, proprietary claim, ownership, use of any kind, intellectual or otherwise nor shall there be any restrictions place on the final product and related products by the successful bidder. By submitting a Proposal in this response to this RFP, the Bidder shall thereby acknowledge and agrees that the Toronto Zoo has exclusive ownership and sole and unfettered use of this final product and related products.

8.10 Ownership and Disclosure of Proposal Documentation

The documentation composing any Proposal submitted in response to this RFP, along with all correspondence, documentation and information provided to the Toronto Zoo by any Bidder in connection with, or arising of this RFP, once received by the Toronto Zoo:

- 8.10.1 Shall become property of the Toronto Zoo and may be appended to purchase order issued to the successful Bidder;
- 8.10.2 Shall be come subject to the Municipal *Freedom of Information and Protection of Privacy Act ("MFIPPA")* and may be released pursuant to that Act

Because of *MFIPPA*, prospective Bidders are advised to identify in their Proposal material any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

Each Bidder's name shall be made public. Proposals will be made available to members of the Board on a confidential basis and may be released to members of the public pursuant to *MFIPPA*.

8.11 Conflict of Interest Statement

In its Proposal, the Proponent must disclose to the Toronto Zoo any potential conflict of interest that might comprise the performance of the Work. If such a conflict of interest does exist, the Toronto Zoo may, at its discretion, refuse to consider the Proposal.

The Proponent must also disclose whether it is aware of any Toronto Zoo employee, member of board, agency or commission or employee thereof having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises during the evaluation process or the negotiation of the Agreement, the Toronto Zoo may, at its discretion, refuse to consider the Proposal or withhold the awarding of any agreement to the Proponent until the matter is resolved to the Toronto Zoo's sole satisfaction.

Proponents are cautioned that the acceptance of their Proposal may preclude them from participating as a Proponent in subsequent projects where a conflict of interest may arise. The Proponent(s) for this project may participate in subsequent/other Toronto Zoo projects provided the Proponent(s) has (have) satisfied pre-qualification requirement of the Toronto Zoo, if any and in the opinion of the Toronto Zoo, no conflict of interest would adversely affect the performance and successful completion of an Agreement by the Proponent(s).

If, during the Proposal evaluation process or the negotiation of the Agreement, the Proponent is retained by another client giving rise to potential conflict of interest, then the Proponent will so inform the Toronto Zoo. If the Toronto Zoo requests, then the Proponent will refuse the new assignment or will take steps as are necessary to remove the conflict of interest concerned.

8.12 No Collusion

A proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of the Proposals. Each proponent shall attest by virtue of signing the Proposal Submission Form that its participation in the RFP process is conducted without any collusion or fraud. If the Toronto Zoo discovers there has been a breach of this requirement at any time, the Toronto Zoo reserves the right to disqualify the Proposal or terminate any ensuing Agreement.

8.13 Governing Law

This RFP and any quotation 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.

9.0 PROPOSAL FORM

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 Toronto Zoo, 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.	%	

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 email to purchasing@torontozoo.ca or by fax to 416 392-6711 mail prior to the official closing date.

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 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 14 (2019-05) HOTEL SERVICES PROVIDER

Closing: Thursday, 2019-05-16, 12:00 hours (noon) local time

**TO BE RETURNED TO
Toronto Zoo
Supervisor, Purchasing & Supply
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7**
