

2022-02-17

**REQUEST FOR QUOTATION
SUPPLY & DELIVERY EXHIBIT LES (LIGHT EMITTING
SURFACE) LIGHTS
RFQ13 (2022-02)**

The Toronto Zoo invites you to submit a quotation for the supply and delivery of exhibit LES (light emitting surface) lighting, as per the specifications listed within Section 3.0. All work is to be completed in accordance with the specifications in the Request for Quotation (RFQ).

The work shall commence as soon as possible once the project is awarded and a Purchase Order has been issued. Supply and delivery no later than Friday, 2022-05-27.

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

Site Meeting: Upon request.

Due Date: **Tuesday, 2022-03-09, 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.

Yours truly,

Alia Lee
Director, Finance & Technology

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1.0 INSTRUCTIONS

- 1.1 Ensure that you have received all seventeen (17) pages of the RFQ package.
- 1.2 A site meeting can be available upon request.
- 1.3 Your quotation must be completed, and received by **Tuesday, 2022-03-08, 1200 hours (noon, local time)**

Submission – Temporary process - In view of the current situation with COVID 19 and to limit personal interaction, on an temporary basis submissions for this Request for Quotation can be submitted electronically by email in a PDF file, prior to the submission deadline to the following email address

bids@torontozoo.ca

and note the following: Subject of the file to be: **RFQ# - Title of RFQ – Vendor name.**

- a. Amendments to a Quotation may be submitted via the same methods, at any time prior to the Closing Time.
- b. It is the Supplier's sole responsibility to ensure its Bid is received by the Submission Deadline in accordance with the requirements of this RFQ. The receipt of Bids can be delayed due to a number of factors including "internet traffic", file transfer size and transmission speed. The Supplier should allow sufficient time to download, complete and upload, as applicable, the submission forms comprising its Bid and any attachments.

A Bid will only be considered to be submitted once it has been received by the Toronto Zoo. The time of such receipt is reflected by the time received stamped by the Toronto Zoo's email application

- 1.4 Quotations must not be submitted by facsimile, email or any other electronic format.
- 1.5 Show itemized cost of HST if applicable.
- 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 Quotations will be evaluated to determine which are likely to offer the overall best value to the Toronto Zoo. The Toronto Zoo expects to place the greatest emphasis on performance and price; however, the Toronto Zoo may take into account other factors affecting value, including those concerning quality, service or sustainability, and other considerations including, but not limited to the Toronto Zoo's assessment of:

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- (a) Vendor's ability to meet the specifications and requirements stated in the RFQ, including but not limited to the requirements indicated in Appendix 1;
 - (b) Product quality and satisfaction of current industry standards;
 - (c) Vendor's historic performance in delivering the defined services and honoring the defined terms and conditions of prior executed Agreement(s) with the Toronto Zoo;
 - (d) Overall cost, including as appropriate: purchase price, order pick up and transport costs, installation costs and maintenance costs;
 - (e) Proposed lead-times and strategic delivery capabilities;
 - (f) Availability of products and service;
 - (g) Sustainability and
 - (h) Any other criteria the Toronto Zoo deems, in its sole and absolute discretion, necessary to evaluate a vendor's offer.

Therefore, the Toronto Zoo may accept a quotation other than the lowest quotation

- 1.8** All Prices submitted shall be quoted in Canadian currency.
- 1.9** Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.10** Quotation prices shall remain in effect for a period of ninety (90) days from the Quotation due date.
- 1.11** Include product information, samples, and pictures, as necessary.
- 1.12** Provide references of at least three (3) clients for whom your company has performed similar work. References must include photos of three (3) different installations, client company name, contact name, address and e-mail address.
- 1.13** It is the responsibility of the Bidder to understand all aspects of the RFQ and to obtain clarification if necessary before submitting their quotation.
- 1.14** For any questions concerning this RFQ, please contact:

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

2.0 TERMS AND CONDITIONS

- 2.1** Definitions: Wherever used in the Request for Quotation the word “Board” means the Board of Management of the Toronto Zoo and the word “Vendor” or “Contractor” means the person or persons or Corporation to whom the purchase order is issued.
- 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 Sales Tax (HST) applicable shall be shown as a separate item. The Vendor’s HST/Business 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, 18th 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.

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- 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 SCOPE, REQUIREMENTS AND SPECIFICATIONS

The scope of work includes the supply and delivery of LES exhibit lighting, complete with yolk mount and beam clamps that meets the specifications listed within Section 3.0 as a minimum. All work is to be completed in accordance with the specifications in the Request for Quotation (RFQ). The contractor is responsible for all pricing and all other arrangements with all subcontractors as required.

The work shall commence once the project has been awarded and a Purchase Order issued.

3.1 Fixture Requirements & Specifications:

- 3.1.1 Manufacturer is not specified, but is subject to Toronto Zoo approval. Provide all spec sheets for quoted fixtures.
- 3.1.2 Fixtures shall be certified and approved for use within Canada.
- 3.1.3 Shall be 110V-120V power, LES, stand-alone units.
- 3.1.4 Shall provide capability of 120W fixtures to 720W+ fixtures
- 3.1.5 Fixtures to have the capability to be outfitted with barn doors to direct and focus lighting and prevent cast off
- 3.1.6 Fixtures are to have the option of external drivers for installation purposes
- 3.1.7 Fixture capability to come in low voltage PELV (protective extra low voltage) offerings
- 3.1.8 Shall be suitable in all-weather conditions and carry an IP 67 rating, or equivalent.
- 3.1.9 3000K – 20,000K color temperature availability.
- 3.1.10 Be equipped with light dimming capabilities (0-10VDC, DALI, PWM, KNX, SCADA or DMX)
- 3.1.11 Shall carry a minimum 100,000-hour warranty.
- 3.1.12 Operating temperature range of -40 degrees to +70 degrees Celsius.
- 3.1.13 Optimal operating height to be 5-20 metres.
- 3.1.14 Mounting hardware to be included.
- 3.1.15 Provide fixture mounting instructions.

3.2 Mounting Pole Requirement & Specifications:

- 3.2.1 Manufacturer is not specified but is subject to Toronto Zoo approval.
- 3.2.2 Fixtures shall be certified and approved for use within Canada.
- 3.2.3 Colour to be suited to proposed fixture colour.

3.2.4 Ability to have cable suspension mounting

3.2.5 Provide a minimum of three (3) year warranty

3.2 CONTRACTOR/VENDOR RESPONSIBILITIES

3.2.1 Regular meetings/communication with the Toronto Zoo Project Team to review project status and to discuss issues that may arise during the project.

3.2.2 Provide samples, mock ups, etc. as required to the Project Team.

3.2.3 Provide product information, SDS sheets and colour samples to the Project Team prior to start of the work where applicable.

3.2.4 Provide the Zoo with a minimum one (1) year warranty upon completion of the project.

3.2.5 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.

3.2.6 Clean-up the work area daily and make good any damage caused as a result of the work.

3.2.7 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.

3.2.8 Upon award of contract, Contractor is to finish all work, including clean up and de-mobilization by the completion date specified.

3.2.9 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.

3.2.10 Submit close out documents as requested. Include warranties and “As built” drawings.

3.3 SAFETY SPECIFICATIONS

3.3.1 It is the responsibility of the Contractor to protect the site as required during construction.

3.3.2 Ensure that awareness of public safety is considered and protect visitors in the vicinity during the construction period.

3.3.3 All necessary personal protective equipment must be worn at all times and MSDS sheets must be available on site as required.

3.3.4 The contractor is to abide by applicable Toronto Zoo Health & Safety Policies

i. SAFE-002 Health & Safety Hazard Reporting

- ii. SAFE-017 Contractors Safety
- iii. SAFE-018 Vehicles on Site
- iv. SAFE-007 Working in Confined Space
- v. SAFE-025 Hot Work
- vi. SAFE-013 Equipment Lockout/Tagout

3.3.5 The Ontario Health and Safety Acts, the Ontario Building Code and all other applicable codes including the Fire Codes.

Toronto Zoo's Commitment to the City of Toronto's Corporate Smog Alert Response Plan

3.3.6 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.

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:

- a. 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.
- b. I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum numbered _____.
- c. 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.
- d. 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.
- e. 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.

COMPANY INFORMATION	
Company Name:	
Name of authorized Signing Officer	Title:
Signature of authorized Signing Officer:	Date:
I have the authority to bind the Corporation	
Contact Name:	Title:
Address:	
Telephone #:	Fax #:
Email:	Web Site:
HST #:	

4.1 UNIT PRICING

Supply and delivery of items, and services listed within Section 3.0 of this RFQ
 CIF - Toronto Zoo,
 361A Old Finch Avenue,
 Toronto, ON M1B 5K7
 Canada

Description	Estimated quantity	Specify Manufacturer & Model #	Price each, excluding HST	Alternative Price for offering in DC voltage
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W, 0-10VDC dimming, 6500K, 25° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W, 0-10VDC dimming, 6500K, 10° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W, 0-10VDC dimming, 6500K, 4° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W, 0-10VDC dimming, 10,000K, 25° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W 0-10VDC dimming, 10,000K, 10° beam angle, yolk mount with beam bracket, with a 6' power cord	30			

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(LIGHT EMITTING SURFACE) LIGHTS**

Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W 0-10VDC dimming, 10,000K, 4° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W DMX dimming, 10,000K, 25° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W DMX, 10,000K, 10° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 120W DMX, 10,000K, 4° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 240W, 0-10VDC dimming, 6500K, 25° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 240W, DMX, 6500K, 25° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 480W, 0-10VDC dimming, 6500K, 25° beam angle,	30			

**RFQ 13 (2022-02) – SUPPLY & DELIVERY EXHIBIT LES
(LIGHT EMITTING SURFACE) LIGHTS**

yolk mount with beam bracket, with a 6' power cord				
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 480W, DMX, 6500K, 25° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 720W, DMX, 6500K, 60° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, 720W, 0-10VDC dimming, 6500K, 60° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, DMX, 6500K, 25° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, DMX , 6500K, 10° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, DMX, 6500K, 4° beam angle, yolk mount with beam bracket, with a 6' power cord	30			
Rate to Supply and delivery of LES Fixture with the following capability: 120V, DMX, 2300K, 25° beam angle, yolk mount with	30			

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(LIGHT EMITTING SURFACE) LIGHTS**

beam bracket, with a 6' power cord				
Wire mount assemble cost	30			
HST			\$	
Total			\$	

4.2 ADDITIONAL REQUIREMENTS

COMMITMENT TO DELIVER	YES / NO
Please confirm that you are able to supply & deliver by 2022-05-27 If NO, please state alternate date.	

PRICE AND SUPPLY CERTAINTY	
Bidder should describe any method they use to mitigate risks including, but not limited to price and freight fluctuation, product availability and delivery lead time)	

WARRANTY	Specify
Please confirm minimum three (3) year warranty from date of delivery.	

The successful Bidder represent and warrant that the Products and services supplied shall satisfy all requirements and specifications set forth in the RFQ;

- i. All Products supplied shall be covered by the successful Proponent’s and the manufacturer’s normal written guarantee and/or warranty as set out in the RFQ, against defects in materials, workmanship and performance.
- ii. Warranty coverage will include:
 - a) Speedy response shall be provided to: the warranty claim and the process for an efficient resolution, including both distributor and manufacturer’s warranty claims.
 - b) All costs associated with warranty replacements or repairs shall be the responsibility of the successful Proponent, including repair, adjustment, and shipping costs, and replacements of Products.

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

Name of Firm:	
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SUBMISSION LABEL (N/A)**INTENTIONALLY LEFT BLANK**

NOTICE OF NO BID

INSTRUCTIONS:

It is important to the Toronto Zoo to receive a reply from all invited bidders. If you are unable, or do not wish to submit a bid, please complete the following portions of this form. State your reason for not bidding by checking the applicable box(es) or by explaining briefly in the space provided. It is not necessary to return any other Request for Proposal/Quotation/Tender documents or forms. Please just return this completed form by fax or by mail prior to the official closing date. **Purchasing and Supply Fax Number: (416) 392-6711.**

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

<u>Other reasons or additional comments (please explain):</u>

Company Name:	
Address	
Contact Person:	
Signature of Company Representative:	
Date:	
Phone Number:	
Email address	
Fax Number:	