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Toronto, ON M1B 5K7
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Chair
Councillor Paul Ainslie

Chief Executive Officer
John Tracogna

Chief Operating Officer
Robin D. Hale

2018-02-05

**REQUEST FOR PROPOSAL
ADDED VALUE GUEST/MEMBER OPPORTUNITY – CHARACTER MEET AND GREETINGS
RFP# 09 (2018-02)**

The Toronto Zoo invites qualified and experienced Proponents to submit a proposal, to the Purchasing & Supply Unit to provide Character Meet and Greets on the following dates July 2, 9, 15, 23, 30 and August 6, 13, 20 and 27 2018 from 10am to 2pm. The character meet and greets dates will be used by the Zoo for purposes of offering our guest and membership added value programming during the summer.

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

Thursday, 2018-02-22 1200 hours (noon, local time)

A meeting has not been scheduled however the Toronto Zoo **highly recommends** you contact Cynthia Shipley, Manager PR and Events at cshipley@torontozoo.ca to make arrangements for a site meeting.

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

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

Yours truly,

Taryne Haight
Interim, Manager Financial Services

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1.0 INSTRUCTIONS

- 1.1 Review the attached RFP issued and the RFP requirements and return your complete proposal with the enclosed SUBMISSION FORMS by due date and time.
- 1.2 Your sealed proposal must be completed, and received by Purchasing & Supply, Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Toronto, Ontario, M1B 5K7 by: **Thursday, 2018-02-22 1200 hours (noon, local time).**
- 1.3 Provide **four (4)** copies of your proposal, **one (1)** unbound signed and clearly marked as ORIGINAL and **three (3)** copies of the original proposal clearly marked as COPY and **one (1)** electronic copy (Microsoft Word or Adobe Acrobat PDF) on a CD or flash drive in a sealed package or envelope. The original and all copies should be identical (excluding any obvious differences in labeling as noted above).
- 1.4 If the Toronto Zoo determines that an amendment is required to this RFP, the Toronto Zoo representative will issue by email or post a written addendum on the Toronto Zoo Website that will form part of this RFP. 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 RFP is effective unless it is provided by email or posted in a formal written addendum on the Toronto Zoo website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda and acknowledged on the submission form.
- 1.5 Proposals must not be submitted by facsimile or email.
- 1.6 Use the attached submission label when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.7 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.
- 1.8 All proposals will be irrevocable for a period of ninety (90) days from the date of the proposal submission deadline.
- 1.9 Pricing should be in **Canadian dollars**. The exchange rate for any foreign currency will be determined using the Bank of Canada daily rate.
- 1.10 Include product literature, information, samples, and pictures, as necessary.
- 1.11 Quote discounts or quantity price breaks separately on FORMS.
- 1.12 If you have any technical inquiries, please contact Cynthia Shipley, Manager PR and Events at (416) 392-5938 or by email, cshipley@torontozoo.ca
- 1.13 If you have any other inquiries about the proposal or contract inquiries, please contact Peter Vasilopoulos, Supervisor, Purchasing & Supply, at (416) 392-5916.

2.0 DEFINITIONS & GENERAL TERMS**2.1 Definitions:**

In this RFP the following terms have ascribed to them the following meanings:

- (a) **The Board of Management of the Toronto Zoo** and its designated representative hereinafter called “the Zoo”, with whom the Proponent has contracted to perform the required services;
- (b) **“Contract”** means the purchase order issued or written contract agreement resulting from this RFP executed by the Toronto Zoo and the Contractor, substantially in the form of the contract agreement attached;
- (c) **“Contractor”** means the Preferred Proponent if any, who enters into the Contract;
- (d) **“Preferred Proponent”** means the Proponent whose Proposal, as determined through the evaluation analysis described in the RFP, provides the best overall value in meeting the Toronto Zoo’s requirements, and with whom a Contract will be considered;
- (e) **“Proposal”** means a proposal submitted in response to this RFP;
- (f) **“Proponent”** means the person, vendor, firm or partnership, consortium or joint venture that submits, or intends to submit, a proposal in response to this RFP;
- (g) **“RFP”** means the Request for Proposals document in its entirety, inclusive of any addenda that may be issued by the Toronto Zoo;
- (h) **“Submission”** and /or **“Proposal”** means the Proponent’s written reply or submission in response to this RFP;
- (i) **“Work”** means all work required under these documents, and in accordance with the Contract Requirements, General Requirements, and Specifications;

2.2 Proponent Assurance:

Unless otherwise stated, the goods, material, articles, equipment, work or services, specified or called for in or under this Proposal, shall be delivered or completely performed, as the case may be, by the Proponent as soon as possible and in any event within the period set out herein as the guaranteed period of delivery or completion.

2.3 Country of Origin:

Whenever possible, the goods, materials, articles or equipment, specified or called for in or under this Proposal, shall be of Canadian origin and manufacture.

2.4 Invoicing:

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

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

Payments to non-resident Proponents may be subject to withholding taxes under the Income Tax Act (Canada). Unless a non-resident Proponent provides the Toronto Zoo with a letter from Revenue Canada Taxation waiving the withholding requirements, the Toronto Zoo will withhold the taxes it determines are required under the Income Tax Act (Canada). Further information is available at the [CRA website, www.cra-arc.gc.ca](http://www.cra-arc.gc.ca)

2.5 Right to Cancel:

The Toronto Zoo shall have the right to cancel at any time this Proposal or any contract or any part of any contract resulting from this Proposal in respect of the goods, material, articles, equipment, work or services set out in this Proposal or any such contract or part of such contract, not delivered or performed at the time of such cancellation, and the Toronto Zoo will not be responsible to make any payments in respect of any such goods, materials, articles, equipment, work or services and shall not incur any liability whatsoever in respect thereto.

In the event that the Proponent fails or neglects by any act or omission to comply with any of the conditions set out herein, this Proposal or any contract resulting from this Proposal may be unconditionally cancelled by the Toronto Zoo without notice to the Proponent.

2.6 **Interest:**

The Proponent shall not be entitled to any interest upon any bill on account of delay in its approval by the Toronto Zoo.

2.7 **Official Agreement:**

No verbal arrangement or agreement, relating to the goods, material, articles, equipment, work or services, specified or called for under this Proposal, will be considered binding, and every notice advice or other communication pertaining thereto, must be in writing and signed by a duly authorized person.

2.8 **Insurance, Liability and Policies**

Provide minimum \$5,000,000 general liability insurance in respect of injury or death to a single person or for property damage in a manner satisfactory to the Chief Operating Officer or designate must be maintained through the Project and included in the Fee Proposal.

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 Operating Officer or designate.

The Proponent shall, as applicable, conform to and enforce strict compliance with the Occupational Health and Safety Act and for purposes of the Act be designated as the "constructor" for the Service.

The Proponent must adhere to all relevant Zoo policies, including, but not limited to, the Contractor Safety Policy, Working in the Vicinity of Animal Containments Policy and the Vehicles on Site Policy, copies of which the Chief Operating Officer or designate, Toronto Zoo, shall supply to the Successful Proponent.

2.9 **Indemnity:**

The Proponent shall at all times well and truly save, defend, keep harmless and fully indemnify the Toronto Zoo, the Board of Management of the Toronto Zoo, the City of Toronto, the Toronto & Region Conservation Authority, and their servants, employees, officers, agents and invitees, from and against all actions, suits, claims, demands, losses, costs, charges, damages, and expenses, brought or made against or incurred by their servants, officers, employees, agents or invitees in any way relating, directly or indirectly, to goods, material, articles or equipment supplied or to be supplied, or to the supplying of goods or services, pursuant to this Proposal, or any other claim, action, suit, demand, loss, cost, charge, damage or expense relating to copyright, trademark or patent with regard directly or indirectly with any such goods, services, material, articles or equipment or the supply or performance thereof.

2.10 **Governing Law**

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

2.11 **Guaranty of Proposal:**

All goods, material, articles, equipment, work or services, specified or called for in or under this Proposal, shall be supplied or performed at the price or process and on the basis set forth or referred to in and in accordance with the offer and this Proposal. The basis on which this Proposal is given shall include any specifications, plans, price schedules, samples, addenda or other details pertaining thereto, or provided in connection therewith.

2.12 Formal Contract:

The Proponent may be required and shall, if requested by the Toronto Zoo, execute and enter into a formal contract that is satisfactory to the solicitor for the Toronto Zoo, in order to document the contract resulting from this Proposal and to embody indemnity and related provisions that in the opinion of such solicitor are required to protect the Toronto Zoo.

2.13 Warranty of Product:

The Proponent warrants any goods, material, articles or equipment, to be supplied under or pursuant to this Proposal, that is or are to be made or used for particular purpose, will be fit and suitable for that purpose.

2.14 Environmental Commitment – G.I.P.P.E.R.

G.I.P.P.E.R. Statement of Principle – The Toronto Zoo in 1990-07-23, adopted the following G.I.P.P.E.R. (Governments Incorporating Procurement Policies to Eliminate Refuse Committee) Statement of Principle in order to contribute to waste reduction and to further the development and awareness of Environmentally Sound Purchasing.

“In order to contribute to waste reduction and to increase the development and awareness of Environmentally Sound Purchasing, acquisitions of goods and services will ensure that wherever possible specifications are amended to provide for the expanded use of durable products, reusable products and products (including those used in services) that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the products or service. It is recognized that cost analysis is required in order to ensure that the products are made available at competitive prices”

All Proponents are encouraged to be pro-active in assisting the Toronto Zoo in achieving this principle. Alternative goods & services, suggested by the Proponent, addressing the above principle will be considered by the Toronto Zoo, within a reasonable price range.

2.15 Proposal/Quotation Costs:

The proponent shall bear all costs and expenses with respect to the preparation and submission of its proposal/quotation costs and the Proponent’s participation in the proposal/quotation/proposal costs process, including, but not limited to: site visits and inspections, all information gathering processes, interviews, preparing responses to questions or requests for clarification from the Toronto Zoo, preparation of questions for the Toronto Zoo, and contract discussions and negotiations.

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

2.16 Copyright:

All final custom designs, artwork, etc. shall become the property of the Toronto Zoo. The Toronto Zoo shall retain sole copyright of all work that is developed or created at the request of the Toronto Zoo and the Proponent shall have no rights of sale or production other than the use for personal promotion of the author.

2.17 Addendum

If the Proponent finds discrepancies in or omissions from these Specifications or if he/she is in doubt as to their meaning, he/she shall notify the Toronto Zoo, who may issue a written addendum. The Toronto Zoo will make oral interpretations of the meaning of these documents and drawings.

If an addendum(s) are issued by the Toronto Zoo during the proposal period, such addendum(s) must be acknowledged by the Proponent in writing in their pricing submission.

2.18 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.

2.19 Performance:

All work to be done under the Contract shall be done to the satisfaction of the Toronto Zoo or their representative authorized to act for them, and the materials and process of preparation and manufacture shall at all times be subject to their examination and inspection and rejection in any stage of the preparation or manufacture.

2.20 Co-ordination of Work:

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

3.0 BACKGROUND AND SCOPE OF PROJECT

The Toronto Zoo's PR and Events Branch is responsible for planning a comprehensive year-round events schedule to assist with drawing in incremental attendance and repeat visitation of its Membership. July and August are the key months when the most number of visitors come to the Zoo and key programming is usually organized around this time.

The Toronto Zoo will be offering new July/August Monday to Friday programming that provides our visitors the added value opportunity (with potential for revenue generation to off-set costs) to enjoy added-value family-fun events during their visit to the Toronto Zoo. The "Monday Meet and Greet" programming/event will offer visitors the opportunity to meet, and take a photo with, a costumed character during their visit to the Zoo. At this time the decision to charge or request a small donation towards conservation efforts has not been determined.

The Toronto Zoo requires the services to offer current family-friendly characters that can also be connected to conservation messaging from the Zoo. The services must also include a handler to manage the character as well as line ups. Toronto Zoo will provide one PR and Events staff member to assist.

The Zoo anticipates receiving diverse and popular options for this 9 (possibly 10) week programming and that characters compliment the family-friendly tone of the Toronto Zoo and that they are current characters that will assist in drawing incremental visitors to the Toronto Zoo. All Characters must be able to be used in advertising materials/collateral. The Characters should appeal to both male and female children under the ages of 12 and be able to have some connection to conservation messaging (i.e. Blandings Turtle Program and Teenage Mutant Ninja Turtles).

Each session would be held in an indoor facility and would be from 10am to 2pm daily (with breaks). The Toronto Zoo requires that the services provided also include staff to coordinate and handle on site requirements from load in, set up, tear down and load out as well as licensing. Toronto Zoo staff will be assigned to assist. There is a changing area nearby.

3.1 Non-exclusivity:

Vendor acknowledges that the Character Meet and Greets proposed will be exclusive to the Toronto Zoo on the dates requested and will not be available to any other similar theme park or competing venue within a 30 miles radius of the Toronto Zoo four weeks before or after the Toronto Zoo appearance.

3.2 This Request for Proposal (RFP) is being issued to obtain proposals from qualified and experienced based on the above, with the following information required:

- a. The Proponent must specify the number of staffing to support the service and that all food and beverage for said staffing is to be covered by the service provider.
- b. Toronto Zoo will provide complimentary admission and parking for the service staff.
- c. Service period is every Monday from July 2 to August 27 (July 2, 9, 15, 23, 30 and August 6, 13, 20 and 27 2018).
- d. The successful Proponent will be required to provide a minimum \$5,000,000 liability insurance coverage, which must be maintained and renewed on an annual basis by the Proponent for the duration of the contract.

3.3 Deposit and payment schedule

The Toronto Zoo will provide a payment of 50% of the total contract price upon signing of the Contract to the successful Proponent to secure the services of the service provider for the period required dates July 2, 9, 15, 23, 30 and August 6, 13, 20 and 27. The balance of the contract price will be paid in installment as follows, 25% installment July 31st and 25% installment August 31st.

4.0 COMMUNICATIONS

If you have any inquiries, please contact Cynthia Shipley, Manager PR and Events (416) 392-5938

If you have any other inquiries about the proposal or contract terms, please contact Peter Vasilopoulos, Supervisor, Purchasing & Supply Unit, at (416) 392-5916.

5.0 PROPOSAL CONTENT

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

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 City.

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 submittals 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.

5.1 Signed Proposal Submission Forms**5.2 Executive summary**

6 Firms are requested to provide an overview of your organizational, areas of specialization, number of years in operation, etc. Include an overview of similar outdoor large setting with similar attendance.

6.1 Identify all personnel who will be assigned to the project and guarantee level of service.

6.2 Details in the ownership, rights and operations of character meet and greet entertainment

6.3 Provide a minimum of two (2) recent (2014 - 2018) examples of success in providing Meet and Greet characters, preferably in an outdoor large setting with similar attendance

6.4 Respondents should include any special circumstances or capabilities that you would like the Toronto Zoo to know about you, your firm/team. This includes any key relationships, business or personal, that you, your firm/team has that they believe might bring value (media exposure, access or otherwise) to achieving the objectives of the Character Meet and Greet opportunity.

6.0 TIME PERIOD FOR SCOPE OF PROJECT

Guarantee of availability for the following dates July 2, 9, 15, 23, 30 and August 6, 13, 20 and 27 2018 from 10am to 2pm.

7.0 PROPOSAL EVALUATION CRITERIA

Each proposal will be evaluated on, but not necessarily limited, to the following criteria

1. Compliance with conditions of this RFP.
2. Depth & detail level of proposal including Proponent profile and proposed work program including:
 - a) A profile and summary of corporate history including the date company started
 - b) Major clients and business partners.
 - c) Pictures of all characters available

- d) A proposed schedule of dates
 - e) Additional items such as colouring or activity sheets.
3. Demonstrated previous experience and individuals proposed, in providing with similar work as requested by the Toronto Zoo including:
 - (a) Experience in the ownership and operations of character meet and greet entertainment
 - (b) References as noted in section 8.1 of the submission form
 - (c) Professional staff
 4. Proponent Compensation/Fees
Include all anticipated costs and fees associated with the request to provide Character Meet and Greetings for the following dates July 2, 9, 15, 23, 30 and August 6, 13, 20 and 27 2018 from 10am to 2pm.

Proposals will be evaluated through a comprehensive review and analysis by the Evaluation Committee.

The aim of the Evaluation Committee will be to select the Proposal which in its opinion meets the Toronto Zoo’s requirements under this RFP and provides the best overall value to the Toronto Zoo.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Evaluation Committee will be final and binding.

7.1 Selection Criteria

The Evaluation Committee will utilize the evaluation and selection process to establish a Total Score for each Proposal as noted in 7.2 below. Based on this scoring, high-scoring proponents may be asked to attend an interview, and a final selection made on the basis of proposal and interview evaluation.

7.2 Selection Process

The Evaluation Committee will score the proposals using the Evaluation Criteria Table below.

| Evaluation Criteria | |
|---|--------------------------------|
| Criteria | Points available to be awarded |
| Depth & detail level of proposal including Proponent profile and proposed work program | 25 |
| Demonstrated previous experience and individuals proposed, in providing with similar work as requested by the Toronto Zoo | 35 |
| Compensation/Fees | 40 |
| TOTAL | 100 |
| <p>Interview: At the discretion of the Toronto Zoo, proponents who have received a high ranking may be invited to an interview with the Evaluation Committee, the results of which will be used by the Committee as a mechanism to revisit, revise, confirm and finalize the score and select the Preferred Proponent.</p> | |
| Proponent’s Presentation & ability to answer questions during the Interview | 50 |

Based on the paper submission proposal scoring, high-scoring Proponents may be asked to attend an interview. A Total Score (Interviewed Proponents) will be determined, including the Proponent’s interview score. This Total Score (Interviewed Proponents) will be used for the final ranking of Proponents.

7.3 Clarifications

As part of the evaluation process, the Evaluation Committee may make requests for further information with respect to the content of any Proposal in order to clarify the understanding of the Proponent's response. The clarification process shall not be used to obtain required information that was not submitted at time of close or to promote the Proponent's company.

The Evaluation Committee may request this further information from one or more Proponents and not from others.

7.4 Interviews

The Toronto Zoo reserves the right to interview one or more high-scoring Proponents. Proponents will be short-listed for an interview based on the scoring of their written proposals using the above Evaluation Table.

The representative of a Proponent at any interview scheduled is expected to be thoroughly versed and knowledgeable with respect to the requirements of this RFP and the contents of its Proposal, and must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting Agreement.

The staff team proposed by the Proponent is an important element in the selection criteria and should be present for the interviews.

The Evaluation Committee may interview any Proponent(s) without interviewing others, and the Board will be under no obligation to advise those not receiving an invitation until completion of the evaluation and selection process.

7.5 Evaluation Results

Upon conclusion of the evaluation process including any interview, if applicable, a final recommendation will be made by the Evaluation Committee.

Proposal evaluation results shall be the property of the Toronto Zoo and are subject to MFIPPA. Evaluation results may be made available to members of the Board/City Council on a confidential basis and may be subject to public release pursuant to MFIPPA.

7.6 Negotiations and Agreement

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

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

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

The Preferred Proponent, shall be required to enter into an agreement (the "Agreement") in the form of the Photo Capture Draft Agreement attached as Appendix "A" to this RFP. The terms and conditions of the draft Agreement in Appendix A may be subject to such amendments as may be negotiated by the Toronto Zoo, in its sole discretion, with the successful Proponent.

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

8.0 SUBMISSION PROPOSAL FORMS

The undersigned Proponent having reviewed and fully understood the RFP and all terms and requirements of the RFP and all terms and conditions of the RFP and information provided, hereby submits the attached Proposal and supporting materials (“the Proposal”) in accordance.

I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum numbered _____.

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

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

By signing and submitting this proposal, you are agreeing to the release of your proposal information, as deemed necessary by the Board, in order to conduct business associated with this proposal or project.

| COMPANY INFORMATION | |
|------------------------------------|-----------|
| Company Name: | |
| Name of authorized Signing Officer | Title: |
| Signature: | Date: |
| Contact Name: | Title: |
| Address: | |
| Telephone #: | Fax #: |
| Email: | Web Site: |
| HST #: | |

8.1 REFERENCE FORM

| REFERENCES | | |
|--|-------------------|---------|
| Provide the name, location, client reference and brief description of three (3) projects under the direct responsibility of the Proponent. | | |
| Name and Location | Brief Description | Contact |
| | | |
| | | |
| | | |

8.2 LIST OF SUBCONTRACTORS

| LIST OF SUBCONTRACTORS | | |
|--|--------------|-----------|
| The Bidder proposes to sublet the following portions of the Work to the persons, firms, or corporations indicated below: | | |
| SERVICE | NAME/ADDRESS | TELEPHONE |
| | | |
| | | |

- Insert “Own Forces” for every portion of the **Work** which the contractor will be performing without a subcontractor.
 - Bidder shall specify nature of work for each “Other” sub-contract.

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.

Vendor Name _____

**RFP # 09 (2018-02) – CHARACTER MEET AND GREETINGS
Closing: Thursday, 2018-02-22, 12:00 hours (noon) local time**

**TO BE RETURNED TO
TORONTO ZOO
C/O SUPERVISOR, PURCHASING & SUPPLY
ADMINISTRATIVE SUPPORT CENTRE
361A OLD FINCH AVE.
TORONTO, ONTARIO
M1B 5K7**