

2022-03-04

**REQUEST FOR UNIT RATES –
PROVISION OF MECHANICAL THERMAL INSULATION REPAIRS,
INSTALLATION, ABATEMENT & RELATED SERVICES
RFQ 15 (2022-03)**

The Toronto Zoo invites you to submit unit/labour rates and material mark-up percentage, for the labour, tools, equipment, supply of/and install of materials required to install mechanical insulation and perform abatement & remediation services on an as required basis. 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, upon notification of requirement and issue of a Purchase Order.

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

Site Meeting: A site meeting has not been scheduled for this request. If you would like to review the site, please contact Kyle Rekker, krekker@torontozoo.ca

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

Monday, 2020-03-22, 1200 hours (noon, local time)

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

If you have any queries regarding this request for quote, please contact Peter Vasilopoulos, Supervisor of Purchasing & Supply, (416) 392-5916. If you have any technical queries regarding this request for quote, please contact Kyle Rekker, Electrical, Plumbing & Utilities Supervisor (416) 392-5989 or krekker@torontozoo.ca.

Yours truly,

Alia Lee
Director, Finance & Technology

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1. INSTRUCTIONS

- 1.1. Ensure that you have received all twenty-three (23) 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:

Monday, 2022-03-22 1200 hours (noon, local time)

Submission – Temporary process – In view of the current situation with COVID 19, and to limit personal interaction, submissions for this request 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:

Amendments to a proposal may be submitted via the same methods, at any time, prior to the losing time.

It is the Supplier's sole responsibility to ensure its Bid is received by the Submission Deadline in accordance with the requirement of the 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 each 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. All Prices submitted shall be quoted in Canadian currency.
- 1.8. Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.

**RFPQ 15 (2022-02) – REQUEST FOR UNIT RATES –
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1.9. Quotation prices and rates shall remain in effect for a period of twelve (12) months from the Quotation due date. Provide any variance, due to inflation, in the 2023 column of the table in section 4.1.

1.10. Include product information, samples, and pictures, as necessary.

1.11. 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

1.12. Terms of Agreement: Upon Award of this RFQ, the Vendor and the Toronto Zoo will have an Agreement for a period of one (1) year with options to renew for one (1) additional year period, in accordance with the terms, conditions, and specifications contained in this RFQ and any applicable Toronto Zoo policy.

The decision to renew the Agreement will be at the sole discretion of the Toronto Zoo and will be decided at least four (4) months in advance. All terms and conditions of the Agreement shall remain in effect and continue during the optional year, with the exception of any price adjustment. The Toronto Zoo may take into consideration the following when making its decision to exercise any option year:

- Available budget;
- The annual price adjustment;
- Vendor performance during the contract; and
- Operational needs

In addition, the Toronto Zoo will also review the Vendor's contract performance during the term of the Agreement with regard to meeting timelines and delivery of Services

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 the contract terms and conditions of this RFQ, please contact:

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

Any questions regarding the work in this RFQ must be forwarded by the end of the day Friday, 2022-03-11 to:

Kyle Rekker
Electrical, Plumbing & Utilities Supervisor, E-mail: krekker@torontozoo.ca

2. 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. Insurance: The Contractor shall, at his/her own expense obtain and, until the work is fully complete maintain, broad-scope insurance coverages, hereof, satisfactory to the Chief Executive Officer as to form and substance, with the indicated policy form of the Canadian Construction Documents Committee (CCDC), its equivalent or better subject to such modifications therein to cover unusual aspects of the work, working conditions or other circumstances as may be specified elsewhere in the Contract.
- 2.11.1. The Contractor shall effect, maintain and keep in force, at its sole cost and expense and satisfactory to the Chief Executive Officer as to form and substance the insurance described below:
- 2.11.2. All risks property insurance on property of every description and kind owned by the contractor or for which the Contractor is responsible while on the premises of the Board in an amount not less than full replacement value. The policy shall be endorsed to provide a waiver of subrogation against the Board for any loss or damage to insured property, however caused.
- 2.11.3. Commercial general liability insurance, including owners' and contractors' protective, products, completed operations, personal injury, employer's liability, contractual liability, occurrence basis property damage, liability arising from the sale of serving of alcoholic beverages and provisions for cross liability and severability of interests with a limit of not less than Two Million Dollars (\$2,000,000.00) per

occurrence. The policy shall be endorsed to name the Board as an additional insured with respect to the operations of the Contractor under this agreement.

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

2.11.4.1. All policies of insurance required to be taken out by the Contractor shall be placed with insurers licensed to conduct business in the Province of Ontario and shall be subject to the approval of the Chief Executive Officer, acting reasonably.

2.11.4.2. The Contractor shall deliver to the Board evidence of the insurance required prior to the commencement of the agreement, in form and detail satisfactory to the Chief Executive Officer acting reasonably.

2.11.4.3. The provisions of this section 2.2 shall no way limit the requirements and obligations imposed on the Contractor elsewhere in the Contract, nor relieve the Contractor from compliance therewith and fulfillment thereof.

2.11.4.4. The parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the Contractor.

2.11.4.5. The provisions of this article shall in no way limit the requirements and obligations imposed on the Contractor elsewhere in the Contract, nor relieve the Contractor from compliance therewith and fulfillment thereof.

2.12. 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.

2.13. 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.

2.14. 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.

2.15. Formal Contract: The Vendor may be required and shall, if requested by the solicitor for the Board so to do, to execute and enter into a formal contract that is satisfactory to the solicitor for the Board, in order to document the contract resulting from

this Quotation and to embody indemnity and related provisions that in the opinion of such solicitor are required to protect the Board.

- 2.16. 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.
- 2.17. 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.
- 2.18. Governing Law and Enforceability
- 2.18.1. The terms and conditions of the RFQ process are to be governed by and construed in accordance with the Toronto Zoo's Policies, the laws of the province of Ontario and the federal laws of Canada applicable therein.
- 2.18.2. If any provision of the RFQ or its application to any party or circumstance is unenforceable, the provision shall be ineffective only to the extent of the unenforceability without: (i) invalidating the remaining provisions of the RFQ; (ii) changing the fundamental nature of the obligations assumed by the parties; and (iii) affecting its application to other parties or circumstances.

3. PROJECT REQUIREMENTS AND SPECIFICATIONS

The scope of work includes the non-exclusive provision of mechanical thermal insulation repairs, installation and related services and performance of hazardous insulation materials abatement of designated substances insulating materials where and when required across the Toronto Zoo site. The Vendor shall be required to supply labour, materials and equipment as called for to carry out on-demand repairs, scheduled insulation work and other related works, as and when called upon by the Toronto Zoo representative.

Such requirements may include

- a. mechanical infrastructure such as, but not limited too, hot, cold & tempered water pipes, steam lines, air ducts and
- b. hazardous materials abatement of designated substance insulating materials.

All work is to be completed in accordance with associated codes and specifications in addition to the requirements listed within the Request for Quotation (RFQ). The contractor is responsible for all pricing and all other arrangements with all subcontractors as required. Contractor is to ensure all personnel have relevant and necessary qualifications, experience and work with all Health & Safety Regulations.

The work shall commence as soon as possible, upon notification of requirement and issue of a Purchase Order.

For both insulation and hazardous, the Toronto Zoo requires that the service level for delivery and installation of regular product direct to Toronto Zoo sites be within twenty-four (24) hours from the time the call and/or order is placed. It is also expected that the successful Bidder possess the capability of providing special same day supply, delivery and installation service under emergency conditions.

Detail the customer service process and capabilities and should state its lead times for regular installations and those for special order products.

Please be sure to include the following details:

- The length of time it will take for a staff member to acknowledge the call. Please provide a length of time for both regular office hours and after hours
- The length of time it will take for a staff member to be on site to work on the service call. Please provide office hours and after hours
- What are your company's normal business hours?
- Please detail your firm's ability to supply, deliver and install regular items during the Toronto Zoo's Regular Business Hours at Toronto Zoo Sites within 24 hours from the time the order is placed.
- Please provide the location of your warehouse and service centre where services calls to the Toronto Zoo would be dispatched from.

3.1. DELIVERABLES

- 3.1.1. All work to be completed in accordance with applicable codes and specifications.
- 3.1.2. Work to be completed during normal operating hours, unless arranged otherwise.
- 3.1.3. Review requested location(s).
- 3.1.4. If deemed necessary, perform abatement/remediation services as required to ensure all health & safety concerns are addressed.
- 3.1.5. Remove existing/damaged insulation as required.
- 3.1.6. Report any findings that may require further addressing by others.
- 3.1.7. Install new thermal insulation, elbows, fittings etc., as required.
- 3.1.8. Install protective vinyl wrapping, as required.
- 3.1.9. Ensure all connections and endings are adequately sealed.
- 3.1.10. Supply/adhere directional flow indication on vinyl wrapping, as deemed necessary.

3.2. CONTRACTOR 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 demobilization 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

| | |
|----------|----------------------------------|
| SAFE-002 | Health & Safety Hazard Reporting |
| SAFE-007 | Working in Confined Space |
| SAFE-013 | Equipment Lockout/Tagout |
| SAFE-017 | Contractors Safety |
| SAFE-018 | Vehicles on Site |
| SAFE-023 | Asbestos Management |
| SAFE-025 | Hot Work |

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 cordoned off adequately with construction signs posted to secure and isolate the work site from the public or other personnel that have access to the area.

3.4. 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. 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: |
| Contact Name: | Title: |
| Address: | |
| Telephone #: | Fax #: |
| Email: | Web Site: |
| HST #: | |

4.1 LABOUR RATE & MATERIAL PRICING

The total hours indicated on the price schedule are for evaluation purposes only, and may not reflect the actual number of hours required. Rate charged per hour for thermal insulation mechanic and, when required, helper including service vehicle mileage charge, supervision, wall wage burdens and all other chargers, excluding HST and materials. Labour rates shall apply for a 12-month period, beginning from the date of PO issue.

All Prices submitted shall be quoted in Canadian currency.

4.1.1 Part 1 - Hourly Labour Unit Prices

| Description | Projected Hours/Year | \$/Hour | Extended Price |
|---|----------------------|------------|----------------|
| Thermal Insulation Mechanic Regular Hours – Monday to Friday 7am-5pm | 150 | \$_____/hr | \$ |
| Thermal Insulation Mechanic Premium Hours – Monday to Friday 5pm-7am, Weekends & Holidays | 20 | \$_____/hr | \$ |
| Abatement Technician Regular Hours – Monday to Friday 7am-5pm | 50 | \$_____/hr | \$ |
| Abatement Technician Premium Hours – Monday to Friday 5pm – 7am,Weekends & Holidays | 20 | \$_____/hr | \$ |
| Labourer/Helper Regular Hours – Monday to Friday 7am-5pm | 100 | \$_____/hr | \$ |
| Labourer/Helper Premium Hours – Monday to Friday 5pm-7am, Weekends & Holidays | 10 | \$_____/hr | \$ |
| | | | \$ |
| State how Labour Increments are billed (i.e. Per 10 min, 1/4 hour, 1/2 hour, full hour. | | | |
| | | | |

4.1.2 Part 2 - Materials

4.1.2.1 State your percentage markup on materials over invoice cost for a 12-month period, effective on date of PO issue. Should the Agreement be renewed, as per the terms within this RFQ, this markup shall remain firm and unchanged. Markup shall not exceed 15% above the invoice price from the invoice price of the supplier purchased

Specify: ____%

4.1.2.2 Material costs indicated on the price schedule are for evaluation purposes only, and may not reflect the actual amount of materials required. Material invoicing shall be provided at each project completion.

4.1.3 Price Schedule Summary

| | Description | Total Value | % Markup (Maximum 15%) | Total |
|---|--------------|-------------|------------------------|-------|
| Part 1 | Hourly Rates | \$ | n/a | \$ |
| Part 2 | Materials | \$ 20,000 | \$20,000 X ____% | \$ |
| Total Base Bid Price Before Discount, excluding HST | | | | \$ |

4.1.4 Optional Additional 12 Month Period

4.1.4.1 State your hourly pricing percentage increase, limited to CPI increase in 2022, should the Agreement be renewed for a further 12-month period.
Specify: ____%

| COMMITMENT TO DELIVER | YES / NO |
|--|----------|
| Please confirm that you are able to complete the work described on an as needed basis. | |

| WARRANTY | Specify |
|---|---------|
| Please indicate warranty period upon completion of work and acceptance of the Toronto Zoo Representative. | |

| 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. | | |

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| | |
|--|--|
| Name of Firm: | |
| Signature of Signing Officer(s) | |

SUBMISSION LABEL**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: | |



APPENDIX A - CONTRACTOR’S QUESTIONNAIRE FORM

1. Registered Name

Provide the registered name of the respondent

2. Parent Company

Provide the following information for the respondent’s parent company

| | |
|------------------|--|
| Name: | |
| Address: | |
| Phone Number: | |
| Fax Number: | |
| Website Address: | |
| Subsidiaries: | |

3. Core Businesses

If applicable, list the other core businesses that the respondent is involved in, in descending priority. Attach additional sheets as required

| <u>Other Core Business</u> | <u>No. of Years in the Business</u> |
|----------------------------|-------------------------------------|
| | |
| | |
| | |

4. Years of Experience

State the number of years' experience providing similar services to the project.

Years of Experience

5. Relevant Experience and References

List relevant experience and client references that demonstrate the respondent's experience in the last five (5) years. Attach additional sheets as required.

| Project Reference One: | | | |
|--------------------------------|--|----------------|--|
| Client / Company Name: | | | |
| Representative for the Client: | | Phone No. | |
| | | Email Address: | |
| Location of Work: | | | |
| Nature / Scope of Work: | | | |
| Contract Dollar Value: | | | |

| | | | |
|--------------------------------------|--|--|--|
| Date and Length of Contract: | | | |
| Provide the names of Assigned Staff: | | | |

| Project Reference Two: | | | |
|--------------------------------|--|----------------|--|
| Client / Company Name: | | | |
| Representative for the Client: | | Phone No. | |
| | | Email Address: | |
| Location of Work: | | | |
| Nature / Scope of Work: | | | |

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| | |
|--------------------------------------|--|
| Contract Dollar Value: | |
| Date and Length of Contract: | |
| Provide the names of Assigned Staff: | |

| Project Reference Three: | | | |
|--------------------------------------|--|----------------|--|
| Client / Company Name: | | | |
| Representative for the Client: | | Phone No. | |
| | | Email Address: | |
| Location of Work: | | | |
| Nature / Scope of Work: | | | |
| Contract Dollar Value: | | | |
| Date and Length of Contract: | | | |
| Provide the names of Assigned Staff: | | | |

6. Key Personnel

Identify all key personnel, their alternates, and their proposed position (Project Manager, Site Superintendent, Safety Coordinator, Foreman, etc.) for providing the services under this RFQ. Additionally, the representative who will be assigned to the Toronto Zoo as a single point of contact for operational matters shall be identified.

| Personnel | Position Description | Years' Experience |
|-----------|----------------------|-------------------|
| | | |
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7. Staff Training / Certification

Attach brief staff profile for all key personnel, and their alternates, that are listed in the organizational chart requested above.

8. Subcontractors

The Bidder submits that in proposing the under mentioned subcontractors, the Bidder has consulted each and have ascertained to our completed satisfaction that those names are fully acquainted with the extent and nature of the work and that they will execute their work with the requirements of the contract documents. The Bidder (Contractor) is responsible for all pricing with all subcontractors.

If the respondent is utilizing subcontractors, provide a breakdown of roles and responsibilities to be assigned to subcontractors. Include past experience with identified subcontractors.

| | |
|---|--|
| Subcontractor Name: | |
| Roles and Responsibilities to be Assigned: | |
| Past Project Experience with Subcontractor: | |

| | |
|---|--|
| Subcontractor Name: | |
| Roles and Responsibilities to be Assigned: | |
| Past Project Experience with Subcontractor: | |

(Repeat above for each identified subcontractor)

9. Work Plan

Each respondent should provide their methodology (maximum 2 pages) for how they plan to undertake the scope of work. The following tasks shall be included, at minimum, and the Contractor shall identify any other tasks necessary to complete the work described in this RFQ:

- (a) Minimizing disruption to Toronto Zoo guests and staff;
- (b) Providing safe movement for workers, vehicles and guests;

10. Equipment

Please identify the type of equipment and a brief description of the equipment to be used to complete the work within this RFQ.

| Type of Equipment | Description of Usage |
|-------------------|----------------------|
| | |
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APPENDIX B - COVID-19 Proof of Vaccination Requirements

All business visitors, contractors, sub-contractors, service providers, consultants, deliverers and vendors, any of whom may require access to our Zoo property, must be fully vaccinated with a COVID-19 vaccine. This requirement shall be in addition to any other division-specific policies regarding COVID-19 vaccination or under regulations, legislation or guidelines applicable to them.

I acknowledge and confirm that I shall comply with the above direction, including providing proof of vaccine status as required by the Toronto Zoo.

Name:

I have authority to bind the Business Partner

Title: