



361A Old Finch Ave.  
Toronto, ON M1B 5K7  
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**Chair**  
Councillor Paul Ainslie

**Chief Executive Officer**  
Dolf DeJong

**Chief Operating Officer**  
Robin D. Hale

2019-02-08

**REQUEST FOR QUOTATION  
NETWORK CABLING INSTALLATION SERVICES  
RFQ 03 (2019-02)**

Toronto Zoo requests quotations from professional, experienced and qualified, telecommunications service providers to supply labour, materials and equipment necessary to install network cabling at various locations throughout the Toronto Zoo by July 31, 2019.

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

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

Site Meeting: A site meeting will be held on **at Wednesday 2019-02-13 1100 hours (11:00 a.m.)** meeting at the Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Scarborough, Ontario.

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

**Wednesday, 2019-02-27, 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.

Yours truly,

Paul K. Whittam  
Manager, Financial Services

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## INSTRUCTIONS

- 1.1 A site meeting/inspection will be held on at **Wednesday 2019-02-13 1100 hours (11:00 a.m.)** meeting at the Toronto Zoo, Administrative-Support Centre, 361A Old Finch Ave., Scarborough, Ontario.
- 1.2 Complete ALL FORMS in section 4.0 and return by due date and time received on or before, **Wednesday, 2019-02-27, 1200 hours (noon, local time)** or your Quotation will not be considered. Include signed copies of any addenda with your proposal package.
- 1.3 Quotations must not be submitted by facsimile, email or any other electronic format.
- 1.4 Use the attached submission label, when you submit your response in a sealed envelope or package and deliver to the Toronto Zoo.
- 1.5 All Prices submitted shall be quoted in Canadian currency, excluding 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 Quotation prices shall remain in effect for a period of ninety (90) days from the Quotation due date.
- 1.9 Include product information, samples, and pictures, as necessary.
- 1.10 Provide references of at least three (3) clients for whom your company has performed similar work. Including client company name, contact name, address and e-mail address.
- 1.11 If applicable, suggested alternative products are acceptable, however all such products must be quoted separately and should not replace the Toronto Zoo requested product, work or service.
- 1.12 It is the responsibility of the Bidder to understand all aspects of the RFQ and to obtain clarification if necessary before submitting their quotation.
- 1.13 By submitting a bid, the Bidder will be held to have personally examined the site and as-built documentation, carefully read the specifications and bid documents, and to have satisfied themselves as to their ability to meet all the difficulties attending the execution of the proposed work before the delivery of their bid, and agrees that the successful bidder will make no claims against the Toronto Zoo based on ignorance or misunderstanding of the bid documents.
- 1.14 The successful Bidder will not be given extra payments for conditions which should have been determined by the above inspection.
- 1.15 If the Toronto Zoo determines that an amendment is required to this RFQ, the Toronto Zoo representative will issue by email or post a written addendum on the Toronto Zoo website that will form part of this RFQ. No amendment of any kind to the RFQ is effective unless it is provided by email or posted in a formal written addendum on the Toronto Zoo website. It is the sole responsibility of the bidder to ensure to monitor the Toronto Zoo website for any addendum to the RFQ document issued up to and including the closing date.

- 1.16** 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](mailto:pvasilopoulos@torontozoo.ca)

For any technical queries concerning the specifications of this RFQ, please contact:  
Michael Squires, Computer Services & Telecom Manager at (416) 919-0874.

## 2.0 PROJECT REQUIREMENTS

Toronto Zoo requests quotations from professional, experienced and qualified, telecommunications service providers to supply labour, materials and equipment necessary to install network cabling at various locations throughout the Toronto Zoo and all work to be completed by July 31, 2019. The Toronto Zoo will require a total of 350 Cables throughout the Zoo and Admin locations as noted on the building location drawings provided.

Bidders should provide a detailed project work plan that clearly demonstrates the sequence of each phase and activities proposed to ensure network cabling installations is completed in an efficient manner. The plan should identify all resources and specify level of effort and major services.

Vendors will all need to walk the site with Facilities and Computer & Telecom Services (CTS) to familiarize themselves with the various building locations

Vendors who attended the site will be noted and will be provided a copy of the drawings with telephone line locations for all areas. Bidder who did not attend the site and download the document from the Toronto Zoo website will be provided a copy of the site plan by contacting [pvasilopoulos@torontozoo.ca](mailto:pvasilopoulos@torontozoo.ca)

### 2.1 Specifications

Toronto Zoo VoIP/Wi-Fi Network Expansion Specifications

- All cable runs must be Cat6, Commscope SYSTIMAX or equivalent
- All cables are to be placed, terminated and tested
- Existing conduits and pathways assumed to be free and clear
- Existing buried conduit to be fished/roped by customer
- All equipment (patch panels, etc.) to be mounted in 19" rack
- All work to be done during regular hours (8am to 5pm), hours beyond this scope can be arranged with CTS.
- Vendor to provide the addition of conduit where no conduit exists (and deemed required).
- All cables must be labeled to Zoo standards.
- Detailed map of all cable drops to be developed by vendor.
- The Contractor shall ensure the cabling system installed and the Contractor's employees working on this project are Certified by the Cable Manufacturer.
- The Contractor shall have proven multiple installations, nclude references in quotation.

### 2.2 CONTRACTOR RESPONSIBILITIES

1. Regular meetings/communication with the Toronto Zoo CTS Team to review project status and to discuss issues that may arise during the project.
2. The Contractor shall ensure that all equipment and materials shall be new, not damaged or defective, and of the best quality (compatible with specifications) for purposes intended. The Contractor shall not substitute an article or a method of construction, manufacture or installation from that specified unless Toronto Zoo staff has first accepted it in writing. The Contractor shall store and maintain the equipment and materials in a manner that will preserve their quality and fitness.

3. The Contractor shall cooperate fully to enable Toronto Zoo staff to conduct proper inspections or testing of the Work performed. The Contractor will remove and replace defective products at its own expense and be responsible for delays and expenses caused by rejection.
4. Provide samples, mock ups, etc. as required.
5. Provide product information, MSDS sheets and colour samples to the Project Team prior to start of the work where applicable.
6. 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.
7. Protect adjacent exhibits and holdings.
8. Clean-up the work area daily and making good any damage caused as a result of the work.
9. Secure the work site and provide construction signs and barriers to prevent injury to Zoo personnel and the public.
10. Upon award of contract, Contractor is to finish all work, including clean up and demobilization by the completion date specified.
11. Submit close out documents as requested. Include warranties and “As built” drawings.

### 2.3 SAFETY SPECIFICATIONS

1. It is the responsibility of the Contractor to protect the site as required during construction.
  2. Ensure that awareness of public safety is considered and protect visitors in the vicinity during the construction period.
  3. All necessary personal protective equipment must be worn at all times and MSDS sheets must be available on site as required.
  4. The contractor is to abide by applicable Toronto Zoo Health & Safety Policies,
    - a. SAFE-002 Health & Safety Hazard Reporting
    - b. SAFE-017 Contractors Safety
    - c. SAFE-018 Vehicles on Site
    - d. SAFE-007 Working in Confined Space
    - e. SAFE-025 Hot Work
    - f. SAFE-013 Equipment Lockout/Tagout
- the Ontario Health and Safety Acts, the Ontario Building Code and all other applicable codes including the Fire Codes.
5. The contractor is to abide by the Toronto Zoo’s Commitment to the City of Toronto’s Corporate Smog Alert Response Plan
  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.

## 2.4 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.

## 3.0 TERMS AND CONDITIONS

- 3.1 **Definitions:** Wherever used in the Request for Quotation the word “**Board**” means the Board of Management of the Toronto Zoo  
“**Vendor**” or “**Contractor**” means the person or persons or Corporation to whom the purchase order is issued.
- 3.2 **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.
- 3.3 **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.
- 3.4 **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.
- 3.5 **Invoicing:** Unless otherwise indicated herein, the prices stated are payable in Canadian Funds at the head office of the Board. Any Goods and Services Tax applicable shall be shown as a separate item. The Vendor’s GST 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).

- 3.6 **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.
- 3.7 **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.

- 3.8 **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.
- 3.9 **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, 18<sup>th</sup> Floor, West Tower, City Hall, Toronto, Ontario, M5H 2N2 or by phone at 416-392-7300.
- 3.10 **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.
- 3.10.1 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:
- 3.10.2 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.
- 3.10.3 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 Five (5) Million Dollars (\$5,000,000.00) 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.
- 3.10.4 Standard automobile liability insurance for all owned vehicles with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.
- 3.10.4.1 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.
- 3.10.4.2 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.



- 3.10.4.3 The provisions of this section 2.11 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.
- 3.10.4.4 The parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the Contractor.
- 3.10.4.5 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.
- 3.11 **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.
- 3.12 **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.
- 3.13 **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.
- 3.14 **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.
- 3.15 **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.
- 3.16 **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.
- 3.17 **Education Institute Status:** The Toronto Zoo is a registered educational institute and accordingly may be eligible for preferred pricing which should be reflected in the Tender as submitted.
- 3.18 **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.

**3.19 Governing Law**

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

**4.0 SUBMISSION FORMS:**

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.

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

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.

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.

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.

<b>COMPANY INFORMATION</b>	
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 QUOTATION PRICING**

DESCRIPTION	Price complete , HST extra
To provide all labour, material, and equipment necessary to complete and execute all install network cabling work at all locations.as per specifications and drawings within the RFQ document	\$

COMMITMENT TO COMPLETE AND COMMENCE WORK	Confirm (Yes/No)
I/We confirm ability to install wiring cabling for all locations as per specifications and drawings provided within the RFQ will be completed by July 31, 2019 following issuance of PO	
I/ We agree to <u>commence</u> the Work in the stated number of Working Days after receiving notice of the issuance of Purchase Order or Contract award.	/business days

WARRANTY	Specify
Please confirm one (1) year warranty upon completion of the project.	

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

Bidders are invited to be creative and address any other approaches and other deliverables that may achieve the goals. Toronto Zoo requests that you include the following minimum information in your response.

<b>Company Profile, Qualifications, Capabilities and Experience</b>
Please provide a short overview of your company, its history, and profile (maximum of three (3) pages)
<b>Proposed Resources:</b> Describe the number/title of technicians that would be used onsite for each office to ensure the installation for all buildings is completed by July 31, 2019.
Would you be able to work concurrently at multiple Toronto Zoo locations?
Do you employ both electricians and network cabling technicians?
<b>Delivery Timeframes:</b> Provide information regarding your availability to complete the services/deliverables by July 31, 2019.
Include a brief description of your company's role in other projects that are similar to the one proposed for Toronto Zoo. Provide information and resumes showing the qualifications and experience of proposed resources.

Please provide contact information for the individual who can respond to any questions that we may have.

**Certification:** Please provide evidence of Commscope SYSTIMAX or equivalent certification. Include the quantity of personnel and which Systimax disciplines are certified.

**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.

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Vendor Name \_\_\_\_\_

**RFQ 05 (2019-02) – NETWORK CABLING INSTALLATION SERVICES**

**Closing: Wednesday, 2019-02-27, 1200 hours (noon, local time)**

**TO BE RETURNED TO**

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

**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 TO 416 392-6711 or by mail [purchasing@torontozoo.ca](mailto:purchasing@torontozoo.ca) prior to the official closing date.

<b>A Proposal/Quotation/Tender is not submitted for the following reason(s):</b>	
<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.	

Other reasons or additional comments (please explain):

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



**APPENDIX A – LIST OF SUB-CONTRACTOR**

The Bidder proposes to sublet the following portions of the Work to the persons firms or corporations indicated. The Bidder (contractor) is responsible for all pricing with all 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.

Work or services to be provided	Name and address of sub-contractor or person	Telephone

<b>Name of Bidder:</b>	
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