

**CENTRE FOR ADDICTION AND MENTAL HEALTH (CAMH)**

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|  **Request for Proposals****For****General Interior Renovations of 250 College St.****Ground, 8, 9, 10, & 11th Floors** |

Request for Proposals No.: RFP 1175.23

Issued: August 10, 2023

Submission Date**: September 11, 3:00 pm ET**

**Submission Form – Appendix B**

Upload the completed Appendix B in this section on Biddingo.com. (Multiple documents can be uploaded if required.)

# APPENDIX B – SUBMISSION FORM

1. Proponent Information

| Please fill out the following form, and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary. |
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| Full Legal Name of Proponent: | *[enter your response here]* |
| Any Other Relevant Name under Which the Proponent Carries on Business: | *[enter your response here]* |
| Street Address: | *[enter your response here]* |
| City, Province/State: | *[enter your response here]* |
| Postal Code: | *[enter your response here]* |
| Phone Number: | *[enter your response here]* |
| Fax Number:  | *[enter your response here]* |
| Company Website (If Any):  | *[enter your response here]* |
| RFP Contact Person and Title:  | *[enter your response here]* |
| RFP Contact Phone: | *[enter your response here]* |
| RFP Contact Facsimile: | *[enter your response here]* |
| RFP Contact E-mail: | *[enter your response here]* |

2. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until CAMH and the selected proponent have executed a written contract.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP for the Rates set out in the Rate Bid Form and has provided a list of any sub to be used to complete the proposed contract. The proponent encloses herewith as part of the proposal the following:

|  |  |
| --- | --- |
| **Description** | **Initial to Acknowledge Uploaded to Biddingo.com** |
| Submission Form – Appendix B |  |
| Rate Bid Form – Appendix C |  |
| Reference Form – Appendix D |  |
| Response to RP– Appendix E |  |

Notice to proponents: There may be forms required in the RFP other than those set out above. See the Mandatory Requirements section of the RFP for a complete listing of mandatory forms.

4. Non-binding Price Estimates

The proponent has submitted its Rates in accordance with the instructions in the RFP and in the Rate Bid Form set out in Appendix C. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The proponent is deemed to have read and accepted all addenda issued by CAMH prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

(a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of CAMH in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

(b) in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent’s other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

* The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

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The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; **AND** (b) were employees of CAMH and have ceased that employment within twelve (12) months prior to the Submission Date:

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| --- |
| **Name of Individual:** |
| **Job Classification:** |
| **Department:** |
| **Last Date of Employment with CAMH:** |
| **Name of Last Supervisor:** |
| **Brief Description of Individual’s Job Functions:** |
| **Brief Description of Nature of Individual’s Participation in the Preparation of the Proposal:** |

(Repeat above for each identified individual)

The proponent agrees that, upon request, the proponent shall provide CAMH with additional information from each individual identified above in the form prescribed by CAMH.

7. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consentsto the disclosure, on a confidential basis, of this proposal by CAMH to CAMH’s advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

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Proponent Company Name

|  |  |
| --- | --- |
| Signature of Witness | Signature of Proponent Representative |
| Name of Witness | Name and Title |
|  |  |
|  | Date: |
|  | I have authority to bind the proponent |