

Part 5 – Instructions to Pricing Form

RFT No. Doc4527549163

1. Instructions

- .1 All sections of the Pricing Form should be completed. Without limiting the generality of the foregoing, all blanks must be filled in and all entries for unit prices, lump sums, extensions and totals should be filled in, as appropriate.
- .2 Suppliers that do not fully complete these forms (such as leaving lines blank) or have unclear answers (such as “n/a”, “-”, “tba” or “included” etc.) will be declared non-compliant. Prices that are intended to be zero cost/no charge to the city are to be submitted in the space provided in the price schedule as “\$0.00” or “zero”.
- .3 All pricing provided must be inclusive of all applicable duties and taxes except for HST, which should be itemized separately, and of all fees, expenses and costs for the complete performance of the Contract.
- .4 It is agreed and understood that the following price will apply to the entire scope of work as specified in the Tender, technical specifications, drawings, and all other contract documents. Include in each of these prices all costs associated with carrying out the entire scope of work, including all overheads, profits, and statutory charges as applicable (HST excluded)
- .5 **CASH ALLOWANCE**

This is an allowance for work known to be required (e.g. Whole Building Airtightness testing, envelope work that requires related mechanical and/or electrical modifications ..etc) and for which the value cannot be estimated at the time of the bid. Such costs will be reimbursed from the Cash Allowance, based on the invoices from sub-contractors or vendors.
- .6 Suppliers are not to include as part of their Pricing Form assumptions or contingencies upon which the Pricing Form is based and which, if not true, would render the Supplier’s pricing inapplicable or subject to change.

2. Evaluation of Pricing

Compliant Bids will be ranked on the basis of the lowest total submitted pricing as shown in the Pricing Form. It is the intent of the City to award the contract to the lowest-priced Supplier meeting the specifications of the RFT.

3. Pricing Form

The Pricing Form is included within the City Online Procurement System in Part 5.