

## **Part 5 – Instructions to Pricing Form**

**RFT No. Ariba Doc4619099831, Contract No. 23SWM-IRM-026CDU**

### **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 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.

### **3. Pricing Form**

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

### **4. Provisional Items**

The Contractor is not entitled to payment for the Provisional items listed in Part 5 Pricing Form, except the Work directed by the Owner through the Contractor Administrator (in writing) and in accordance with the Contract, and only to the extent of such work and payment approved by the Owner and the Contract Administrator. The Owner reserves the right to reduce one or more of the items identified in the Price Form as Provisional items. As they may or may not be included in final award. The unit prices tendered for these Provisional Items of Work shall be effective for the Duration of the Agreement.