Part 5 – Instructions to Pricing Form

RFT No.: Doc4873092396, Contract No.: 24-PFR-153

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.

A Contingency Allowance may be added to the total Contract value at the time of award, at the City's sole discretion.

Optional Price item is mandatory to complete in Ariba system. The City may award Optional Price item if funding allows. For the description of Optional Price please refer to drawings and specifications in Part 3 of Ariba system.