**SUBMISSION FORM A - BID ACKNOWLEDGEMENT FORM**

***[Note to Proponent(s): Please complete the following information as applicable and return to the College with your Bid.]***

**A. Proponent Information**

|  |  |
| --- | --- |
| **Full Legal Name of Proponent:** |  |
| **Business Structure of Proponent (sole proprietor, corporation, partnership, etc.)** |  |
| **Parent Company Name (if different):** |  |
| **List any other Proponent owned Companies:** |  |
| **Street Address:** |  |
| **City, Province/State:** |  |
| **Postal Code:** |  |
| **Phone Number:**  |  |
| **Fax Number:**  |  |
| **Company Website:**  |  |
| **HST Tax identification number:** |  |
| **Contact Person and Title:**  |  |
| **Contact Phone:** |  |
| **Contact Facsimile:** |  |
| **Contact E-mail:** |  |
| **Name of officer Signing on Behalf of Proponent and Position** |  |

**B. Bid Confirmations**

With respect to the above noted RFP, we confirm as follows:

1. capitalized terms used in this Bid Submission Form have the meanings given thereto in the RFP Documents;
2. we have examined the RFP Documents and confirm that we have received all pages of the RFP Documents;
3. we acknowledge RFP Section 3.2 and confirm that we have made necessary inquiries with respect to Addenda issued by the College and have ensured that we have received and examined all Addenda to the RFP Documents;
4. our Bid is based on the terms and conditions of the RFP Documents;
5. we have carefully examined the RFP Documents and have a clear and comprehensive knowledge of the Deliverables required under the RFP;
6. we have reviewed the Mandatory Requirements and have enclosed, as part of our Bid, responses to all Mandatory Requirements;
7. we represent and warrant that,
	1. we have the ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP and the Draft Agreement and for the rates set out in the Price Form included in our Bid; and
	2. the pricing information provided in the Price Form is accurate and any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the evaluation of the Bid;
8. we acknowledge and accept the obligations set out in RFP Section 3.6
9. we acknowledge that we will comply with the minimum insurance and WSIB requirements set out in RFP Section 7.2(3) and the Draft Agreement;
10. we acknowledge the limitation of liability set out in RFP Section 8.4;
11. we acknowledge that, except as explicitly provided in RFP Section 3.6, 3.7 and 8.4, the submission of a Bid creates no legal or contractual obligations or rights on the College or the Proponent, all as set out in RFP Section 8.3;
12. we acknowledge and agree that if we are the Successful Proponent, we will be invited to enter into a Final Agreement with the College and that the Final Agreement will be, subject to negotiations, generally in the form and substance of the Draft Agreement.

**C. Conflict of Interest**

1. We represent and warrant that neither we nor our Proponent team members (including and Proposed Subcontractors) have any Conflict of Interest in submitting our Bid, except for the following Conflicts of Interest: (**Proponent to add more rows as necessary)**

|  |  |
| --- | --- |
| **Name of Party/Person** | **Description of Conflict of Interest** |
|  |  |
|  |  |
|  |  |

1. Is the Proponent or any Proposed Subcontractor is a partner, director, officer, shareholder of, or a contributor of capital to another individual, sole proprietorship, corporation, partnership, joint venture, or a consortium that has as its principal business the provision of deliverables similar to the Deliverables required pursuant to this RFP. If yes, provide full details by way of attachment.

|  |  |
| --- | --- |
| [ ] Yes | [ ] No |

**D. Financial Soundness**

We represent hereby declare on behalf of the Proponent, the proposed Proponent team members and any Proposed Subcontractors that:

1. Neither the Proponent, the proposed Proponent team members nor any Proposed Subcontractor (if applicable) is the subject of any adverse ruling or conviction determined in the last five years involving fraud, fraudulent misrepresentation or professional misconduct, or involved in any litigation that is currently ongoing and may materially adversely affect the Proponent’s, a team member’s or any Proposed Subcontractor’s ability to participate in the Project. If false, provide details by attachment.

|  |  |
| --- | --- |
| [ ] True | [ ] False |

1. Neither the Proponent nor any Proposed Subcontractor (if applicable) has been declared bankrupt or made a voluntary assignment in bankruptcy, made a Bid under legislation relating to bankruptcy or insolvency, or been subject to or instituted any proceedings, arrangements, or compromise with creditors including having had a receiver and/or manager appointed to hold its assets. If false, provide a copy of discharge, release, or document with similar effect by attachment.

|  |  |
| --- | --- |
| [ ] True | [ ] False |

1. The Proponent and any Proposed Subcontractor (if applicable) has duly and timely paid all corporate taxes owing to the Government of Ontario, including all instalments on account of taxes for the current year that are due and payable by the Proponent whether or not assessed.If false, provide details by attachment.

|  |  |
| --- | --- |
| [ ] True | [ ] False |

**E. Submission Checklist**

We confirm that each of the following has been submitted with our Bid and/or reviewed (as indicated):

|  |  |
| --- | --- |
| **ITEM TO REVIEW/SUBMIT** | **INITIALS TO ACKNOWLEDGE**  |
| # of Addenda received and reviewed – [Proponent to Insert Number] |  |
| Submission Form A – Bid Acknowledgement Form (Attached) |  |
| Submission Form B – Experience and Reference Form (Attached) |  |
| Submission Form C – Pricing Form (Attached) |  |
| Submission Form D – Agreement to Bond (Attached) |  |
| Submission Form E – List of Subconsultants/Subcontractors (Attached) |  |
| Submission Form F – Rated Criteria (Attached) |  |
| Schedule C – Deliverables (Reviewed) |  |
| Schedule D – Draft Agreement (Reviewed) |  |
| Appendix A – Specifications (Reviewed) |  |
| Appendix B – Drawings (Reviewed) |  |

IN WITNESS WHEREOF, the Proponent has executed this Bid Submission Form as of the date indicated below.

**[PROPONENT LEGAL NAME]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

I/we have the authority to bind the Proponent.