**BGIS Global Integrated Solutions Canada LP**

**RFQ Contractor**

**Schedule 2**

**Price Submission Form**

**Project Name:** Office Optimization Project MLTC

 **Project Number:** 240256

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**SCHEDULE “A” - PRICE SUBMISSION FORM**

|  |  |
| --- | --- |
| **Project #** | **Project Name** |
| **240256** | **Office Optimization Project MLTC** |
| **Company Name** |
|  |
| **Full Address** *(Street Address, Suite #, City, Province, Postal Code)* |
|  |
| **Main Contact Name** | **Telephone** | **Mobile** | **Email** |
|  |  |  |  |

**Note: Bidders are cautioned to review the provisions of the VOR Master Agreement (VOR MA), all RFQ Documents with respect to pricing and shall take all provisions therein, including but not limited to insurance requirements, into account when completing their pricing.**

Issued by BGIS Global Integrated Solutions Canada LP. (hereinafter referred to as “BGIS”).

Bidder:

By signing Schedule 2, the Proposal Submission Form, I/we hereby offer to provide to BGIS, all necessary materials, labour, required insurance, disbursements, and anything else required to provide the Scope of Services in accordance with the RFQ Documents for the **Total Fixed Fee** asset out below:

**Total Fixed Fee $ \_\_\_\_\_\_ Canadian Dollars (excluding HST)**

|  |
| --- |
|  |

**for provision of the Services for the Project noted above.**

For clarity, the above “**Total Fixed Fee**” will take precedence over any other pricing information presented in this Price Submission Form.

I/We have received the following Addenda(s) (i.e.: 1, 2, 3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and have included them in preparing my/our Total Fixed Fee.

I/We understand that the Total Fixed Fee submitted in this Price Submission Form is irrevocable and open for acceptance by BGIS, for a period of **sixty (60) calendar days** from the date of RFQ Closing. In cases where the expiry date of the acceptance period falls on a day that is not a working day, the time for acceptance shall be extended to the first following working day.

I / We hereby confirm that there is not, nor was there any actual or perceived conflict of interest in submitting this Price Submission Form or performing the Services required.

I / We acknowledge that the Bidder CANNOT execute a Contract with the Owner (BGIS) for this project until the Bidder has successfully completed the security screening and has obtained full clearance along with their corresponding clearance number (c-number), and this process shall be actioned expeditiously upon receipt of Letter of Notification.

I / We acknowledge if awarded a Form of Agreement that all provincially, federally legislated, and contractual occupational health and safety requirements shall be stringently adhered to at all times on site by all contractor and subcontractor personnel.

Initials: \_\_\_\_\_\_\_

I/We also submit below the names and prices of our proposed Subcontractors from whom prices were received, and upon which my/our Bid is based, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Role** | **Company** | **Price** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |

I/We hereby confirm and declare that if BGIS accepts this Bid and issues to us the Letter of Notification for the Project and I/we should fail to deliver the WSIB, or equivalent certificate, Certificates of Insurance, and other documents identified in Section 12.1 ofBGIS's Instructions to Bidders, our Bid Bond shall be forfeited to BGIS and/we shall also indemnify and save harmless BGIS from all loss, damage, cost, charge and expense which BGIS may suffer or be put to by reason of our default herein.

Tax Compliance Declaration

 We hereby certify that at the time of submitting our Proposal/Bid Form, we are in full compliance with all federal tax statures as well as all tax statutes administered by the Ministry of Finance for Ontario and that, in particular, all returns required to be filed under all federal and provincial tax statutes have been filed and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained.

 We consent to the Ministry of Finance releasing the taxpayer information described in this Section 19 to Infrastructure Ontario as necessary for the purpose of verifying that we are in full compliance with all statutes administered by the Ministry of Finance.

In witness whereof, the Bidder has executed this Proposal Submission Form/Bid Form as of the date indicated below.

Conflict of Interest Declaration I / We hereby confirm that there is not nor was there any actual or perceived conflict of interest in submitting this Bid or performing the Work required by the Contract for Contractors.

[or if applicable, strike out the above and include the following:]

Initials: \_\_\_\_\_\_\_

The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in my/our company submitting this Bid or the contractual obligations of the Contractor, under the Contract for Contractors:

|  |
| --- |
|  |
|  |
|  |

I/We hereby certify that this Bid is made in good faith, and that we have not fixed or adjusted the amount of the pricing set out in this Bid by, under or pursuant to any agreement or other arrangement with any other person (including other actual or potential bidders) and that the Bid has been prepared and submitted independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect, with any other person. I/We also certify that we have not and we undertake that we will not enter into any agreement or arrangement with any person requiring that such person refrain from tendering, withdrawing or otherwise varying the amount submitted under any Bid to be submitted in respect of the Project.

Security Declaration

Select Only One of the Following Three (3) Options:

I confirm that the Bidder has NOT completed the security screening and has NOT at this time applied to obtained full clearance along with their corresponding clearance number (c-number).

I confirm that the Bidder has NOT completed the security screening and has applied to obtained full clearance along with their corresponding clearance number (c-number). The application was submitted.

I confirm that the Bidder has completed the security screening and has obtained full clearance along with their corresponding clearance number (c-number):

I acknowledge that the Bidder CANNOT execute a Contract with the Owner (BGIS) for this project until the Bidder has successfully completed the security screening and has obtained full clearance along with their corresponding clearance number (c-number).

CSO Name: 

CSO c-number: 

Declaration of Professional Licenses and Permits

With respect to the above-mentioned business, I, the undersigned, hereby warrant that as of this date, the Company/Business holds all valid trade, professional or other licenses required to perform services and that all trade, professional or other licenses shall be renewed when necessary in order to maintain the Company/Business in good standing and in compliance with all applicable laws, regulations and codes, as long as the Company/Business is registered as a supplier for BGIS Global Integrated Solutions Canada LP

BGIS Global Integrated Solutions Canada LP. shall have the right to request copies of any such licenses or permits at any time while the Company/Business is a registered Supplier and prior to payment of any invoices.

Initials: \_\_\_\_\_\_\_

Code of Ethics and Business Conduct

The Contractor acknowledges having received a copy of the Owner’s Code of Ethics and Business Conduct (the “BGIS Code”) which is available upon request or from the Owner’s website, at www.bgis.com, and which shall form an integral part of this Contract as if recited herein at length. The Contractor undertakes to conduct itself, and will cause its employees, representatives and agents to conduct themselves, in all matters concerning this Contract or that may reasonably be perceived as concerning this Contract, in a manner consistent with the BGIS Code and not to do (or fail to do) anything that, if done (or failed to be done) by an employee of the Bidder, would

constitute a breach of the BGIS Code. Any breach of this Section shall, in addition to any other rights or remedies, entitle the Owner to terminate this Contract and/or any other agreement or relationship it may have with the Contractor without regard to any provision allowing the Contractor the benefit of a notice and cure period. This Section shall not apply in respect of those Work Orders wherein the Owner is listed as agent.

In accordance with the requirements set out in the Instruction to Bidders, I/We hereby certify that I/we have at all times in connection with the Bid complied with, and caused our employees, subcontractors and other representatives involved in the Bid to comply with, BGIS’s Code of Ethics and Business Conduct.

|  |
| --- |
| **Name of Contractor** |
|  |
| **Name of Company Official (1)** | **Title** |
|  |  |
| **Signature** | **Date** |
|  |  |
| **Name of Company Official (2)** *– if applicable*  | **Title** |
|  |  |
| **Signature** | **Date** |
|  |  |

Initials: \_\_\_\_\_\_\_

**SCHEDULE “B” - FEE BREAKDOWN**

By signing Schedule 2, the Proposal Submission Form, I/we acknowledge that BGIS reserves the right to remove any portion of the Services from this RFQat any time. If BGIS removes any portion of the Services from the Scope of Services, then the fee breakdown of the **Total Fixed Fee** below shall only apply to the remaining Services.

|  |  |  |
| --- | --- | --- |
| **No.** | **Description of Work** | **Amount Included in Stipulated Sum Bid Price** |
| 1 - General | * Project Managing and coordination mandatory for project delivery. GC to work with client PM, FM and prime consultants.
* Refer to RFQ Schedule 1 for scope of services for summary of work, work restriction, hours of work, other work at this facility, security requirement, site access, client requirement.
 |   |
| 2 - Existing Conditions | * Out of scope area to remain must be protected at all times, including but not limited to floor, wall, ceiling, and furniture.
 |   |
| 5 - Metals | * New partitions with metal studs as per client standard.
 |   |
| 6 - Wood, Plastics, and Composites | * New millwork
 |   |
| 7 - Thermal & Moisture Protection | * Mechanical work relocation of heat pump to open plenum. Provide moisture protection as required.
 |   |
| 8 - Openings | * New glass door with sidelite (60 mins room and large meeting room)
* New wood door (storage room)
* Partial demo work at refuel station
 |   |
| 9 - Finishes | * Paint, carpet, linoleum, wall base and ceiling tiles if required.
 |   |
| 12 - Furnishings | * All new furniture - GC to coordinate and oversee with furniture vendor & Relocation team.
* Relocate one existing task chair and printer, shredder and recycle bin, fridge, coffee machine, microwave as noted.
 |   |

Initials:\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **No.** | **Description of Work** | **Amount Included in Stipulated Sum Bid Price** |
| **Facility Services Subgroup:** |
| 22 - Plumbing | * Provide new supply pipe and return to reconnect with existing services at refuel lounge
* New drain pump
* Plumbing fixture as noted
 |   |
| 23 - Heating Ventilating & Air Conditioning | * Test all existing vav units and verify all responding to controls. Provide report showing results.
* New transfer duct and relocation of thermostat
* Relocated supply air diffuser, re-balance air
* New diffuser to match site
* New eggcrate return air grille
* Remove existing sprinkler and install new semi-recessed sprinkler to match building standard.
 |   |
| 26 - Electrical | * New power provided workstation area and seating area
* Replace new exit sign as per city standard
* Relocation of existing lights as required.
* Rework with new lighting controls as required
* Relocation & making safe of power outlets.
* Provide new GFI outlets for Refuel station area
 |   |
| 27 - Communications | * New workstations area, reception desk
* Meeting room with new connectrac system to TV
* Providing new data at new office and workstation area
* New Data at printer area
 |   |
| 28 - Electronic Safety & Security | * Recircuit emergency power using existing circuit
 |   |

Initials:\_\_\_\_\_\_\_

**SCHEDULE “C” - BLENDED HOURLY RATE**

**Rates for Additional Services**

By signing Schedule 2, the Proposal Submission Form, I/we hereby offer to provide to BGIS, all materials, labour, required insurance, disbursements, and anything else required to provide the **Additional Services** at the Blended Hourly Rate set out below:

**Blended Hourly Rate:**

|  |
| --- |
| **$** |

**/ Per Hour Canadian Dollars (excluding HST)**

**Additional Site Meeting\***

|  |
| --- |
| **$** |

 **/ Per Hour Canadian Dollars (excluding HST)**

**\*For clarity the Bidders are to include for all meetings to deliver the scope of services per the RFQ Documents, if there is a requirement for additional on-site meetings due to change in required services, this rate will apply. Virtual meeting requirements, if required are included in the Blended Hourly Rate.**

Initials: \_\_\_\_\_\_\_

**SCHEDULE “D” - SEPARATE PRICES**

By signing the Proposal Submission Form, I/we acknowledge that BGIS reserves the right to ADD or DEDUCT priced items to or from the Total Fixed Fee. The separate priced items detailed in the table below shall include all associated costs, and if ADDED or DEDUCTED from the base bid would not affect the ability to perform the balance of work remaining within the base bid. Separate Prices are only to be included upon request through the RFQ Documents. Any Separate Price(s) is not to be included in the Total Fixed Fee.

|  |  |
| --- | --- |
| **ITEM** | **PRICE** |
| **Add** | **Deduct** |
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* *A separate price is a price for a particular article or item or work, set out in a Bid Form. The separate price is to be added to, or deducted from, the Bid price as directed by BGIS. Any separate price is* ***NOT*** *included in the Bid price.*
* *Separate prices must include the cost of all labour, material, equipment, mark-ups, overheads, direct and indirect supervision, profit, all applicable taxes, duties, and levies (excluding Harmonized Sales Tax, as the case may be) in force in the jurisdiction where the Work is predominantly executed or provided at the time of Bid Closing and shall represent the net cost to BGIS or the Client.*

Initials: \_\_\_\_\_\_\_

**SCHEDULE “E” - UNIT PRICES**

The unit priced items detailed in the table below shall include all associated costs, and if ADDED or DEDUCTED from the base bid would not affect the ability to perform the balance of work remaining within the base bid.

|  |  |
| --- | --- |
| **ITEM** | **PRICE** |
| **Add** | **Deduct** |
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* *Unit prices are prices for specific measurable units of material and labour set out in the Bid Form.*
* *Unit prices must include the cost of all labour, material, equipment, mark-ups, overheads, direct and indirect supervision profit, all applicable taxes, duties, and levies (excluding Harmonized Sales Tax, as the case may be) in force in the jurisdiction where the Work is predominantly executed or provided at the time of Bid Closing and shall represent the net cost to BGIS or the Client. The Unit Prices will form part of the contract.*

Initials: \_\_\_\_\_\_\_

**SCHEDULE “F” - BIDDERS PROPOSED ALTERNATIVE PRICES**

BGIS reserves the right, in its sole discretion, to ADD or DEDUCT priced items to or from the base bid prior to contract award. The alternate priced items detailed in the table below shall include all associated costs, and if ADDED or DEDUCTED from the base bid would not affect the ability to perform the balance of work remaining within the base bid.

|  |  |
| --- | --- |
| **ITEM** | **PRICE** |
| **Add** | **Deduct** |
|  |  |  |
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* *Bidders are encouraged to provide further description to allow full understanding of their alternative prices.*
* *The Bidders are invited to submit alternatives, if applicable. Such alternatives must include the cost of all labour, material, equipment, mark-ups, overheads, direct and indirect supervision profit, all applicable taxes, duties, and levies (excluding Harmonized Sales Tax) in force in the jurisdiction where the Work is predominantly executed or provided at the time of Bid Closing and shall represent the net cost to BGIS or the Client.*
* *Alternatives must be stated where provided for on the Bid form, giving a brief description and stating the net difference (extra/credit) in the Bid amount for each substitution and the impact on schedule.*
* *Proposed alternatives must include material or product names and complete specifications. The Bid price must include all specified equipment and materials.*

Initials: \_\_\_\_\_\_\_

By signing this Price Submission Form, I/We hereby confirm and declare that if BGIS accepts this submission and issues to us a Letter of Notification for the Project and if I/we should fail to deliver the WSIB, or equivalent certificate, Certificates of Insurance, and other documents identified in the RFQ Documents, we shall also indemnify and save harmless BGIS from all loss, damage, cost, charge and expense which BGIS may suffer or be put to by reason of our default herein.

|  |
| --- |
| **Name of Contractor** |
|  |
| **Name of Company Official (1)** | **Title** |
|  |  |
| **Signature** | **Date** |
|  |  |
| **Name of Company Official (2)** *– if applicable*  | **Title** |
|  |  |
| **Signature** | **Date** |
|  |  |

Initials: \_\_\_\_\_\_\_