

Part 5 – Instructions to Pricing Form

RFT No. Doc5005151030, Contract No. 25-PR-054

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.
- .5 The Supplier agrees to supply all labour, materials, products, equipment, tools, machinery and freight to perform the services described on the Pricing Form – Table 1 - Base Bid Price.
- .6 Suppliers are responsible to obtain own site measurements and quantities.
- .7 Separate Price - Suppliers must submit mandatory separate prices as shown in the Pricing Form – Table 2 – Separate Price. The separate prices are for additional work that may be added to the Contract. Costs for these items are not to be included under the Base Bid Price. The following changes will apply to the Base Bid Price should the City elect to add the work item(s) to the Contract.

The costs shall be for the supply of all labour and materials, overhead and profit and net of HST.

2. Evaluation of Pricing

Compliant Bids will be ranked on the basis of the lowest total submitted pricing as shown in the Pricing Form – Table 1 – Base Bid Price.

3. Pricing Form

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