

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 must state the County of Origin of goods being offered in the Pricing Form. This information will be used to help the City understand how Tariffs from the United States of America are being applied during the bidding process. County of Origin is defined in Part 1 Section 3.14.
- .5 Suppliers are not to base their Pricing Form upon unilateral or undisclosed assumptions or conditions which, if not true, would render the Supplier’s pricing inapplicable or subject to change.

2. Payment Terms

1. Please refer to Part 2 Consulting Agreement Section 6 – Payment.
2. To support prompt processing of Proper Invoice(s), the Engineering & Construction Services Division will accept electronic vendor invoices submitted via email to ECSInvoices@toronto.ca with a cc to the Owner Representative. Email addresses for the Owner Representative will be provided after award.

3. Evaluation of Pricing

Compliant Bids will be ranked on the basis of the lowest total submitted pricing as shown in the Pricing Form.

4. Supplementary Pricing

Where supplementary pricing is requested, the Supplier is required to provide pricing on all items as specified in the supplementary pricing section in Part 5 – Pricing Form. Pricing on these items is a mandatory requirement. Supplementary pricing is not calculated into the Total Base Bid Price, unless notified otherwise. Supplementary pricing is required for informational purposes and will be used for administering the Contract

5. Pricing Form

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