

Part 5 – Instructions to Pricing Form

Request for Tender – Doc5646005967, Contract No. 26TW-CPI-08PCU (Service Area 1), 26TW-CPI-09PCU (Service Area 2), and 26TW-CPI-10PCU (Service Area 3)

1. Instructions

- .1 Suppliers may submit a bid for one or more Service Area 1 and/or Service Area 2 and/or Service Area 3.
- .2 Each of the contracts (Service Area 1, Service Area 2, and Service Area 3) will be evaluated and awarded separately. Refer to Item 2 – Evaluation of Prices (below).
- .3 All line items of the Pricing Form (Service Area 1 and/or Service Area 2 and/or Service Area 3) that the Supplier is bidding for 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.
- .4 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”.
- .5 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.
- .6 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 3.13.
- .7 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.
- .8 Optional Renewal Terms
 - (1) The City shall have the sole right to exercise an option to extend the term of the Contract for up to one (1) additional period of one (1) year.
 - (2) In the event the City exercises its option to extend the term of the Contract, the unit rates for the option year will remain firm and there will be no changes and adjustments to the unit rates identified in the Pricing Form during the renewal period.
 - (3) Contract value increase for the option term will be based on the fixed unit prices provided in Part 5 – Pricing Form. All terms and conditions of the Contract shall remain the same and continue during the option term(s).
 - (4) In addition, the City will also review the Supplier's contract performance during the Term with regards to meeting timelines and Deliverables.

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2. Evaluation of Pricing

Compliant Bids will be evaluated and ranked separately for each Service Area based on the lowest total submitted pricing as stated in the Pricing Form for respective Service Area. A Supplier may be awarded one or more Service Areas where it has submitted the lowest compliant Bid for the applicable Service Area.

3. Pricing Form

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