

1. Instructions to Pricing

- .1 Part 5 includes two separate Pricing Forms:
 - Pricing Form A – 4610 Finch Ave
 - Pricing Form B – George St Revitalization
- .2 Suppliers shall submit a Pricing form for each project (Form A – 4610 Finch SSLTC or Form B – George St Revitalization) they would like to be considered for.
- .3 All sections of the Pricing Form(s) 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 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.
- .7 The total price quoted must include all labour, profit, other overhead, materials, equipment, licences, analysis, travel, accommodations, communication, transportation and delivery costs (courier, long distance charges, and so on), staff time, City/Supplier meetings (as and where deemed required by the City), disbursements and any/all other operational costs and fees associated with the Services, excluding all applicable taxes. The City shall not be responsible for any additional costs.
- .7 Please review additional pricing instructions in the Pricing Form(s).
- .8 **TWO ENVELOPE SYSTEM. No pricing is to be incorporated in the Technical Submission.** Any pricing in the Technical Submission will render your proposal non-compliant.

2. Payment Terms

- .1 Propose payment terms for Core Pricing. The City’s standard payment terms are 60 days from the receipt of the invoice. The final payment terms may be subject to further negotiation.

3. Evaluation of Pricing

Pricing is worth **100** points and will account for 40% of the final evaluation score.

The lowest priced Supplier who submitted their proposal / bid as per the scope of work and deliverables will receive the maximum points allocated for Stage 3 Financials. All other Suppliers will be prorated against the lowest priced and receive a prorated score accordingly.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each Supplier will receive a percentage of the total possible points allocated to price which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{Supplier's price} \times \text{weighting} = \text{Supplier's pricing points}$$

4. Pricing Form

The Pricing Forms are as provided in Part 5 – Pricing Form in the City Online Procurement System, and MUST be downloaded, appropriately filled in, and uploaded to the City Online Procurement System, or your proposal will otherwise be deemed non-compliant.