

## **1.0 Instructions to Pricing Form**

- .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 Respondents 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 Respondents are not to base their Pricing Form upon unilateral or undisclosed assumptions or conditions which, if not true, would render the Respondent's pricing inapplicable or subject to change.

### **.5 Ariba Part 7 Pricing – Section 7.2.1 (Sample Rotational Work Assignment)**

- a. Respondents are required to provide pricing for a sample Project entitled “895 Eastern Ave - AODA Project”. There will be no site visit. Project Description, Scope of Services, Report and Drawings can be downloaded within Part 7. This sample Project does not necessarily reflect an actual work or City's future requirements. The total cost of services quoted for said sample Project will be used for Stage 3 Evaluation only and will not be used as basis for any contract award value for any subsequent work assignment issued under this RFSQ.
- b. Respondent must provide their detailed cost breakdown by filling out the file named “**Detailed Cost Breakdown**”. In case of discrepancy between the values in Ariba Line Item No. 7.2.1.1 (Total Cost of Services) and in the Detailed Cost Breakdown file, the latter will prevail.

### **.6 Ariba Part 7 Pricing – Section 7.2.2 (Hourly Rates)**

- a. Although hourly rates will not be used for Stage 3 Evaluation, they are required for informational purposes and will be used for administering work assignments issued under Rotational Roster Method.
- b. **Respondents must provide pricing on all line items under Section 7.2.2.1 of the Pricing Form (Staff/Personnel as listed under Part 8, Section 1.4.1.a.1).**

**Incomplete pricing will be declared non-complaint in accordance with Section 1.2 above.**

- c. Respondent may propose additional team members by submitting hourly rates under **Section 7.2.2.2 (Other Staff/Personnel/Consultants)** of the Pricing Form.
  - i. If Respondent does not have a staff/personnel/consultant listed in Pricing Form Section 7.2.2.2, Respondent should select “Not Available” and submit a price of “\$0.00”.
- d. It is agreed and understood that the hourly rates submitted will apply and remain firm for the duration of the contract term of three (3) years. Included in these rates are all overheads, insurance, profits, statutory changes, as applicable, excluding taxes, no additional cost will be considered.

## **2.0 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.
- 2. If all the correct billing information has been indicated on the invoice, the City will endeavour to pay within the Respondent’s terms from the receipt date of the invoice in Corporate Accounts Payable Unit - Metro Hall, 55 John Street, 14th floor.
- 3. Payment terms should be clearly indicated on the invoice.

## **3.0 Evaluation of Pricing**

- 1. Pricing is worth **[20]** points of the total score.
- 2. Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form, Section 7.2.1 (Sample Rotational Work Assignment). Each Respondent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

**lowest price ÷ Respondent's price × weighting = Respondent's pricing points**

## **4.0 Pricing Form**

The Pricing Form is included within the City Online Procurement System in Part 7.