

**Request for Quotations – Doc4655238802**  
**Part 5 – Instructions to Pricing Form**

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**1. Instructions**

- .1 All sections of the Pricing Form must 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 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.
- .5 Upon request, the Successful Supplier will update the City Product catalogue with price reductions and new quotes for Products so the City contract could be updated with new products not in the RFQ or update existing products for price or version changes. Prices shall be at the same or better percentage discount offered in Part 5 - Price Form.
- 6 During the Term, the City may request the Successful Supplier to provide Quotes on related software/hardware which are not included in this RFQ and on new technology not available at the time of Contract award. The Successful Supplier’s prices, including warranties, discounts, incentives and benefits for any Products and Services provided to the City will continue to be equivalent to or better to those offered in Part 5 - Price Form.
- 7 All prices, rates, and/or costs submitted by Suppliers with respect to unit prices, labour hours and estimated labour hours prior to the start of the work in relation to this Request for Quotation, must include any and all expenses that may be anticipated and incurred by the Successful Supplier while providing the Services as specified in this RFQ. With no additional costs.
- 8 Suppliers must provide a quote for Deliverables that meet or exceed the minimum specifications and requirements detailed in Part 5 Price Form.

**2. Evaluation of Pricing**

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

1. Bids that do not include pricing on **all** Deliverables listed in Part 5 – Pricing Form will be declared non-Compliant.

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### **Part 3 – Technical Specifications and Requirements for Deliverables**

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2. The City reserves the right of accepting or rejecting any and/or all parts of this RFQ based on approving equivalent/substitute products approximate size and volume.
3. Upon award the City will confirm with the Supplier, the Deliverables, date(s), and any other instructions related to the Deliverables being provided.
4. The provision of Deliverables shall not commence until a signed Contract for the Deliverables is issued and a Contract Release Order (CRO) has been issued.

### **3. Pricing Form**

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

### **4. Quantities**

- .1 Quantities provided are estimates only for a one -year period and should not be interpreted as indicating a minimum or maximum order quantity. The quantities shall be used as a basis for comparison upon which the award will be made. These quantities are not guaranteed to be accurate and are furnished without any liability to the City whether decreased or increased.
- .2 Quantities for the optional contract years are based on operational need. The quantities stated in the Part 5 – Pricing Form reflect the initial term of the contract and do not reflect the potential quantities required in optional contract years.
- .3 An additional amount of up to 20% of the remainder of the contract value will be added to the award amount for additional related goods and services. This is to address the potential purchase of additional related goods and services not listed in Part 5 – Price Form.
- .4 The Supplier must state the discount (percentage) off the list price from the most current published catalogue for all additional related goods and services not listed on the Part 5 - Price Form which will be applied for the duration of the contract, including option years. This is for reference purposes only and will not be evaluated as part of the Base Bid.

### **5. Option Year Renewals:**

- .1 Included in the decision to accept any option year(s) of the Contract, is a price adjustment annually effective applied after the Contract's end date in accordance with the annual Consumer Price Index (CPI), (CPI Index-All Items-Toronto) for a 12 month period, using the most current CPI released month at the time the first option year renewal is being reviewed for processing, conducted by the City for the Deliverables included herein.

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- .2 All subsequent option year renewals will be evaluated using the same CPI release month exercised during option year one (1) of the new year being exercised. All terms and conditions of the Contract shall remain the same and continue during the extended Term.
  
- .3 . The initial Contract shall be for a term of one year. The City, at its sole discretion, may renew the Contract for up to four (4) additional one-year periods. The decision to renew the Contract for any option years will be at the sole discretion of the City and will be decided at least three (3) months in advance of the Contract expiry date. All terms and conditions of the Contract shall remain in effect and continue during the optional years(s), with the exception of any price adjustment (award calculations for optional years). The City may take into consideration the following into its decision to exercise any option year:
  - Available budget.
  - The annual price adjustment.
  - Operational needs; and
  - Supplier performance during the contract including, but not limited to, meeting timelines and deliverables.
  
- .4 For the purposes of the evaluation and award, there will be a 3% CPI increase applied annually to the total annual cost. However, at the time of the price adjustment the City will apply the actual CPI rate for the corresponding term.