

## **Part 5 – Instructions to Pricing Form**

**RFT No. Doc3764559128, Contract No. N/A**

### **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 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.
- .5 New Elevators: The City of Toronto prepared and issued a pre-tender package for various types of elevators for this contract. As a result, an elevator supplier (Modern Elevator) has been selected to supply install and deliver the new elevators for the entire program as detailed in Appendix C and the drawings. This Contractor shall purchase the specified elevator in the contract documents as per Appendix C1, directly from (Modern Elevator), coordinate product lead time, shop drawings, and provisions for all support structures and systems required for a complete installation. Prices have been predetermined. For further details, refer to the Specifications.
- .6 Automatic Door Openers (ADO): The City of Toronto prepared and issued a pre-tender package for various types of ADO’s for this contract. As a result, an ADO supplier (Assa Abloy) has been selected to supply, install and deliver the ADO’s for the entire program as detailed in Appendix C and the drawings. This Contractor shall purchase the specified ADO’s in the contract documents as per Appendix D1, directly from (Assa Abloy), coordinate product lead time, shop drawings, and provisions for all support structures, power and systems required for a complete installation. Prices have been predetermined. For further details, refer to the Specifications.
- .7 Commercial Plumbing Fixtures, Washroom Accessories and Drinking Fountains: The City of Toronto has an existing contract with the supplier, NEXT Plumbing Supply (NEXT) and has negotiated bulk pricing for some commercial plumbing fixtures, washroom accessories and drinking fountains. Individual line prices will not be provided. In order to price the selected equipment, during the tender phase, the Contractor is required to fill out the ‘Plumbing and Accessories Order Form’ and submit it to

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NEXT. NEXT will provide a lump sum to the Contractor that can then be uploaded into ARIBA. The Contractor is responsible for the purchase, delivery and installation of these fixtures and accessories. Refer to Specification sections for a list of the selected plumbing fixtures and accessories and additional details. Refer to the Appendices for the Plumbing and Accessories Order Form.

- .8 Once the contract has been awarded
- (1) Successful Contractor to submit a divisional breakdown of costs for each project/building in this group. The divisional break down of cost also to include separate line-item cost for each preapproved City of Toronto Vendor such as: Assa Abloy; NEXT and Modern Elevator. This divisional break down of costs for each project/building, to be part of the Schedule of Values submission as per Master Service Agreement Schedule D – General Conditions, Item 5. Contract Price and Payment; 5.3 Proper Invoices; 5.3.6 Schedule of Values and 5.4 Progress Payment.

### 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 There are multiple buildings included as part of this contract. It is the intent of the City to award one (1) Contractor the Work included in this contract for all the buildings.
- .2 Contractor to review each building drawing package and the Combined Specifications package to ensure a full understanding of the scope of work.
- .3 As shown in the ARIBA Pricing Form, Contractor to provide Lump Sum Values for each building.
- .4 The total for each building will be added and evaluated as a grand total. Compliant Bids will be ranked based on the lowest total submitted pricing as shown in the Pricing Form. Refer to the Formula

Evaluation Formula =  $A + B + C + D + E + F + G + H + I$

Building Address	Building Total
116 Dorset Rd – Fire Hall No. 223	A
1313 Woodbine Ave – Fire Hall No. 224	B
1859 Kingston Rd – Scarborough Arts Council	C

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1904 Queen St E – Fire Hall No. 227	D
313 Pharmacy Ave – West Scarborough Community Centre	E
351 Birchmount Rd – Fire Museum – Fire Prevention Office	F
3600 Danforth Ave – Fire Hall No. 225	G
23 Bluffers Park (7 Brimley Rd S) – Police Marine Sub-Station No. 1 – Bluffers Park	H
87 Main St – Fire Hall No. 226	I

### **3. Pricing Form**

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