

## **Appendix C: Pricing**

### **1. Instructions on How to Provide Pricing**

- (a) Proponents shall provide the information requested by completing separate Schedule of Prices.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Township, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- (d) Subtotal Contract amounts in a Summary Table will be used for the purposes of evaluation.
- (e) Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Township.
- (f) Incomplete submissions may be disqualified.

### **2. Required Pricing Information**

A Schedule of Prices must be submitted with your proposal in a separate sealed envelope clearly marked "Pricing Form - [Your Company Name]".

Note: Ensure that all calculations are correct as mathematical errors may result in disqualification.