

## **Addendum 2 - Appendix C - Part 1 – Price Instructions and General Pricing**

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

- 1.1.** Proponents should provide all information requested under section 3 below (“Required Pricing Information”) in the manner prescribed below for each requirement.
- 1.2.** Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.
- 1.3.** 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, 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.
- 1.4.** The Proponent should deliver all products to destinations DDP (Delivered Duty Paid).
- 1.5.** No fuel surcharges will be allowed.
- 1.6.** All rates will be evaluated based on the smallest common unit. For example, rate for a case of 6 rolls will be evaluated by the rate for per square foot.

### **2. Evaluation of Pricing**

- 2.1.** Pricing is worth **60** points of the total score.
- 2.2.** Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has submitted a proposal for, which will be calculated in accordance with the following formula:

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

### **3. Required Pricing Information**

**Addendum 2 - Appendix C – Part 2 – Paper Pricing** on Bonfire includes a product list with description and estimated quantities based on historic purchase.

- 3.1.** Download Addendum 2 - Appendix C – Part 2 – Paper Pricing from <https://interuniversity.bonfirehub.ca/opportunities/26188>. and follow the instructions outlined in the first tab to provide required pricing information.
- 3.2.** Completed Addendum 2 - Appendix C – Part 2 – Paper Pricing must be uploaded with other requested documents to Bonfire.

#### 4. General pricing information

##### 4.1. Initial Term

4.1.1. Price shall be held firm for the first contract year of the ensuing agreement.

4.1.2. For the second and third contract years (which includes the remaining five months), ISI or the Supplier may request a price review.

4.1.2.1. Review will be initiated by providing written notice a minimum of sixty (60) calendar days in advance. If a price review is not requested, the price from the previous period shall remain in effect until the end of the initial term, or applicable for the extended term.

4.1.2.2. Any price review proposed by the Supplier must include rationale and must be accompanied by supporting documentation. (i.e., manufacture's letter, detailed calculations and individual member impact analysis, third party industry reports) to support any price adjustment. ISI reserves the right to reject the price increase and terminate the agreement during the contract term.

4.1.2.3. Proponents are encouraged to propose a price review mechanism and alternative solutions to help ISI members mitigate the risks from any significant unforeseeable market changes. Note that the Proponent can include this response under **Value Add section** in your RFP Appendix D response.

4.1.2.4. Volumes and Contract management performance (i.e., key performance indicators, product quality, response time, reporting) will be considered when contemplating a price review.

4.1.2.5. If a proposed price review is agreed upon between ISI and the Supplier, the new price would only be applicable to members' orders after the effective date of the new rates. The effective date of the rate change must allow members a minimum of thirty calendar days prior notice.

4.1.2.6. Decreases to the net rate shall be accepted at any time during the term of the agreement.