

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

Appendix C – Part 2 – Paper Pricing on Bonfire includes a product list with description and estimated quantities based on historic purchase. **Appendix C – Part 3 – Battery Pricing** on Bonfire includes battery estimated quantities. Note that quantities listed are estimates only and there are no guarantees of purchases during the contract term.

- 3.1. Download Appendix C – Part 2 – Paper Pricing and Appendix C – Part 3 – Battery Pricing (Optional) from <https://interuniversity.bonfirehub.ca/opportunities/26188>. and follow the instructions outlined in the first tab to provide required pricing information.
- 3.2. Completed Appendix C – Part 2 – Paper Pricing must be uploaded with other requested documents to Bonfire.
- 3.3. The Proponent may submit pricing for batteries if they choose to bid. Appendix C – Part 3 – Battery Pricing is optional for submission.

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.

4.1.2.3. **Any price increase proposed by the Supplier must not exceed 2% per contract year.** If the Proponents are not in agreement with this term, please propose an alternative 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 named as "Additional Comments on Pricing" at the end of your RFP Appendix D response.

4.1.2.4. ISI will not consider any fixed costs, Foreign Exchange Rate fluctuations or overhead adjustments in the price review.

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

4.1.2.6. If a proposed price review was 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.

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