

Appendix C - Part One – Pricing Instructions

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 for each requirement.
- 1.2. Rates must be provided in Canadian dollars, including all applicable duties and taxes, except for Harmonized Sales Tax (HST), which should be itemized separately.
- 1.3. Rates quoted by the Proponent must include all labor and materials necessary to provide Full Maintenance Services as described in the Scope of Work (See Appendix D – RFP Particulars Section 1.2).
- 1.4. Pricing is to be FOB destination for all sites.
- 1.5. No fuel surcharges will be allowed.

2. Evaluation of Pricing

- 2.1. Pricing provided in Appendix C – Part Two is worth **30** 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 option(s) it has submitted 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

Note that it is ISI’s intention to enter into an agreement with one legal entity; however, regional award(s) may be considered at ISI’s discretion. The following table defines the four regions and Member institutions who initially indicated their interests to participate in this RFP.

Region	Member Institution
Halifax Regional Municipality	AST, NSCAD, Mount Saint Vincent University, Saint Mary’s University
NS	St. FX
NB	U de Moncton, UNB, St. Thomas
PEI	UPEI

Appendix C – Part 2 – Volume Report and Rate Bid Table includes the above Members' elevator volume information and two columns (Column M and Column N) on each Member labelled tab in the pricing spreadsheet for you to provide your price.

The Proponent has the following two options to propose pricing.

- 3.1. Option 1:** Propose your price for all regions as awarded under one contract. Provide your price on Column M.
- 3.2. Option 2:** Propose your price based on the assumption that ISI may choose to split the awards based on the regions. Provide your price on Column N.
- 3.3.** The Proponent can choose to bid on both options or either option at your discretion.
- 3.4.** If the Proponent only provided price for Column M, and there is no price provided for Column N, it is deemed that the Proponent will offer the same bidding price for Option 2.
- 3.5.** If the Proponent only provided price for Column N, and there is no price provided for Column M, it is deemed that the Proponent is only participating in the competition for the regional awards.