



# Response Form

In response to Request for Proposal

By: Township of Severn

For: Cunningham Crescent Road Reconstruction Design

Ref: PW RFP 2018-023

Date of this Response:

# 1. About the Respondent

## Our profile

Item	Detail
Trading name:	
Full legal name (if different):	
Physical address:	
Postal code:	
Business website:	
Type of entity (legal status):	
Country of residence:	
HST registration number:	

## Our Point of Contact

Item	Detail
Contact person:	
Position:	
Phone number:	
Fax number:	
Email address:	

## 2. Financial Proposal

I/we agree to perform all Work in accordance with the proposal documents for the Total Upset Cost Limit of \$ \_\_\_\_\_ (Excluding HST). A detailed breakdown of this fee is provided with the Response Form.

## 3. Our Declaration

Topic	Declaration	Respondent's Declaration
<b>RFT Process, Terms and Conditions:</b>	I/we have read and fully understand the RFP, including the RFP Process, Terms and Conditions (as amended by Section 1, if applicable). I/we confirm that the Respondent/s agree to be bound by them.	<b>agree</b>
<b>Collection of further information:</b>	The Respondent/s authorizes the Township to: <ul style="list-style-type: none"> <li>a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a Reference, or previous or existing client</li> <li>b. use such information in the evaluation of this Proposal.</li> </ul>	<b>agree</b>
<b>Requirements:</b>	I/we have read and fully understand the nature and extent of the Township's Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.	<b>agree</b>
<b>Ethics:</b>	In submitting this Proposal, the Respondent/s warrants that it: <ul style="list-style-type: none"> <li>a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor</li> <li>b. has not directly or indirectly approached any representative of the Township (other than the Point of Contact) to lobby or solicit information in relation to the RFP</li> <li>c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Township.</li> </ul>	<b>agree</b>

**Conflict of Interest declaration:** The Respondent/s warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Township’s Point of Contact. **agree**

**Addenda** I/we have read and accept all addenda issued by the Township prior to the Deadline for Proposals. **agree**

**Details of Conflict of Interest**

**DECLARATION**

- I/we declare that in submitting the Proposal and this declaration:
- a. the information provided is true, accurate and complete and not misleading in any material respect
  - b. the Proposal does not contain Intellectual Property that will breach a third party’s rights
  - c. I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP process.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorized by the Respondent/s to make this declaration on its/their behalf.

**Signature:** \_\_\_\_\_

**Full name:** \_\_\_\_\_

**Title / position:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Attach this label sheet to the front of your Technical Submission envelope

TOWNSHIP OF SEVERN

# Request for Proposal



Date / Time Stamp

To be returned to: Township of Severn

Mail: P.O. Box 159, Orillia, Ontario, L3V 6J3

Courier: 1024 Hurlwood Lane, Severn, Ontario, L3V 0Y6

Contract PW RFP 2018-023

## Cunningham Crescent Road Reconstruction Design

Respondent's Name:

Address:

**NOTE: This address label/sheet must be affixed to the front of your sealed technical submission envelope. The Township of Severn will not be held responsible for envelopes or packages that are not labelled**

Attach this label sheet to the front of your Financial Submission envelope

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