

SCHEDULE 1: BIDDER'S SUBMISSION PACKAGE

The Bidder's Submission Package explains how Bids will be evaluated and ranked, and includes the forms to be completed and submitted by the Bidder. Bidders must use the forms in the Bidder's Submission Package when preparing their Bid.

Bid Evaluation and Ranking Method

Ranking will be based on the highest scoring Bid that achieves the minimum required score for each component of the evaluation:

Component	Evaluation Method
Technical Bid	Scored out of 100 points
Financial Bid	Scored out of 50 points
Total Score	Scored out of 150

Bids will be evaluated and ranked in accordance with the following steps:

Step 1: Technical Bid Evaluation

Technical Bids will be evaluated based on the criteria, weightings and rating scale described in the Technical Bid Form.

Step 2: Financial Bid Evaluation

Bidders must provide all requested pricing information in accordance with the instructions in the Financial Bid Form. The Total Bid Price will be used to calculate each Bidder's Financial Bid score.

Financial Bids will be scored based on a relative pricing formula using the Total Bid Price. Each Bidder's score out of the maximum available 50 points will be calculated in accordance with the following formula: $\text{Financial Bid Score} = \text{lowest Total Bid Price} \div \text{Bidder's Total Bid Price} \times 50$

Step 3: Ranking

Following the evaluation of Financial Bids, the Bidders will be ranked from highest Total Score to lowest Total Score.

Total scores will be calculated as follows: $\text{Total Score} = \text{Technical Bid Score} + \text{Financial Bid Score}$

In the event of a tie in highest Total Scores, the Township may request tied Bidders to provide a "best and final offer" and, whether or not a best and final offer has been requested, the top-

ranked Bidder will be the Bidder with the highest Financial Bid Score (i.e. the lowest Total Bid Price).

Bid Submission Forms

The following Bid Submission Forms must be used in the preparation of Bidder's Submission package:

FORM	REQUIRED?
Technical Bid Form	YES
Financial Bid Form	YES
Reference Form	YES
Submission Confirmation Form	YES

Technical Bid Form

Instructions to Bidders

Bidders must complete the table(s) on the following page and submit as their Technical Bid.

**** Cautionary Note for Existing and Prior Contractors ****

If the Bidder has previously contracted with the Township, the Bidder must not assume that its Bid will be evaluated based on the Township's existing knowledge of the Bidder's products, services, experience, or qualifications. Each Bid will be evaluated based on the actual Bid contents.

If a Bidder's response references an external document, that document must be clearly identified and provided. Hyperlinks or website references should not be used and will be disregarded.

Rating Scale

For Bidder's information, this is the scale that will be used by the Township to rate responses.

Rating Scale Used to Score Responses		
% of available points	Bidder Response	Description
0%	No Response	Response was not provided
20%	Very Poor Response	Response provided but information is very limited or not relevant to the evaluation criteria.
40%	Poor Response	Response does not satisfy the evaluation criteria or align with stated preferences or expectations and/or details provided are unclear.
60%	Satisfactory Response	Response generally satisfies the evaluation criteria but lacks detail and does not provide clear justifications for deviations from stated preferences or expectations.
80%	Good Response	Response satisfies the evaluation criteria, provides sufficient detail and provides clear and compelling justifications for deviations from any stated preferences or expectations
100%	Excellent Response	Response is detailed and comprehensive, clearly and completely satisfies the evaluation criteria, and meets or exceeds any stated preferences and expectations.

TECHNICAL BID TABLE

Please complete the table below describing how you/your company meets each of the evaluation criteria.

Evaluation Criteria	Description
Company Experience and Qualifications	
Staff Training and Competency	
Work Plan and Methodology	
Equipment and Resources	
Occupational Health and Safety Compliance	
Environmental and Cultural Sensitivity	
References and Past Performance	
Social Procurement Contribution (Optional)	
Emergency and After-Hours Response Plan (Optional)	

Financial Bid Form

Instructions to Bidders

Bidders must complete appendices 1-A and 1-B and submit as their Financial Bid.

Price ranges are not permitted. If price ranges are proposed, the Financial Bid evaluation will be based on the highest price in the price range.

Insurance

1. All prices include the provision of insurance as specified in the Scope of Work.

Payment Terms and Conditions

1. All monetary values in the pricing tables are to be stated in Canadian dollars and are exclusive of HST and other applicable taxes.
2. The prices remain fixed for the duration of the initial term of the Contract and except as expressly stated in the RFP document, the prices are all-inclusive rates including all labour, materials, photocopies, telephone charges, overhead, profit, taxes and all other costs associated with providing all the Work, materials, and carrying out the activities outlined in the Scope of Work and the Contract, unless otherwise noted in the RFP.
3. Unless otherwise expressly stated in the RFP #2025-CB01 document, prices are inclusive of travel and living expenses.

Invoicing

1. Lump Sum Pricing. Invoices for Work priced based on the achievement of milestones, phases or deliverables (each a “deliverable”) may only be issued upon the Township’s acceptance of the deliverable.
2. Time and Materials Pricing. Invoices for Goods and Services based on unit pricing shall be based on the unit prices specified in the Contract based on (a) Goods accepted and (b) actual time providing Services, as applicable. Unless otherwise expressly set out in writing in the Contract, the total amounts invoiced may not exceed the Total Bid Price specified in the tables.

ANNUAL COST FOR CEMETERY MAINTENANCE AND INTERMENT SERVICES

(all figures exclude HST)

Please indicate which of the services you will be bidding on:

- 1. Ground Maintenance Services and/or**
- 2. Interment Services (see next page)**

☐ *I wish to bid on Ground Maintenance Services*

- 1. Ground Maintenance Services as described in Part 2 – Scope of Work
Clauses 11.1 - 11.12 for all 4 cemeteries (as identified in Introduction, Section 1.1):**

For the period April 20 to and including November 30 \$ _____

**Cost per Foundation if Contractor occasionally requested to provide
this service:**

- Installing a monument foundation as described in
Clause 11.10 (cost per foundation)

☐ **No extra fee OR ☐ \$ _____**

Appendix 1-A (continued on next page)

APPENDIX 1-A (continued)

ANNUAL COST FOR CEMETERY MAINTENANCE AND INTERMENT SERVICES

(all figures exclude HST)

☐ I wish to bid on Interment Services

2. Interment Services: Opening/Closing Interment Fees for services as described in Part 2 – Scope of Work Clauses 11.13 – 11.14

Casket Interment Including natural burial	Cremation Interment in ground	Cremation Niche
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For the period April 20 – November 30

Cost per interment as follows:

Monday to Friday	\$_____	\$_____	\$_____
Saturday, Sunday or Holiday	\$_____	\$_____	\$_____

Pre-April 20 Spring interments and post-November 30 to winter close up

Cost per Interment as follows:

Monday to Friday	\$_____	\$_____	\$_____
Saturday, Sunday or Holiday	\$_____	\$_____	\$_____

Natural Burial Interment

December 1 to April 20 (12noon to 2:00pm)

Cost per interment as follows:	\$_____	N/A	N/A
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*If not interested in doing winter natural burial, insert “Pass”

APPENDIX 1-B

Hourly rate:

Hourly rate for approved work that is over and above the scope of the contract: \$ _____
(excludes HST)

- any additional hourly work would require Cemetery Board approval;
- supply of any necessary equipment would be in addition to the hourly rate and added to any invoice

Reference Form

Please provide three (3) relevant references including contact names and phone numbers to provide reference to your services. References may be contacted in the evaluation of the Proposal to verify the information.

Reference Organization name:	
Reference Contact person:	
Address:	
Email:	
Phone number:	
Engagement title:	
Description of Project (project size, completion date, role of Bidder):	
Location:	

Reference Organization name:	
Reference Contact person:	
Address:	
Email:	
Phone number:	
Engagement title:	
Description of Project (project size, completion date, role of Bidder):	
Location:	

Reference Organization name:	
Reference Contact person:	
Address:	
Email:	
Phone number:	
Engagement title:	
Description of Project (project size, completion date, role of Bidder):	
Location:	

Submission Confirmation Form

1. Bidder Information

The full legal name of the Bidder:	
The jurisdiction under which the Bidder was incorporated or otherwise established:	
Bidder Address:	
Bidder Contact Person (name, title):	
Telephone:	
Email:	

2. Confirmation of Forms

FORM	CONFIRM & INITIAL THAT FORM IS INCLUDED
Technical Bid Form	<input type="checkbox"/> _____ INITIAL HERE
Financial Bid Form	<input type="checkbox"/> _____ INITIAL HERE
References Form	<input type="checkbox"/> _____ INITIAL HERE

Important Notes

- Bids must use the Bidder's Submission Package forms and submit in paper format.
- If an external document is referenced in any Bidder responses, it is preferred that the document be submitted as a separate paper document.

3. No Public Statements or Lobbying

The Bidder must not publish, issue or make any statements or news release, electronic or otherwise, concerning its Bid, or any other Bid, the RFP process, or the award of the Contract, without the express prior written consent of the Township.

The Bidder must not engage in any form of political or other lobbying whatsoever with respect to this RFP, or otherwise attempt to influence the outcome of the RFP process directly or indirectly by any manner whatsoever other than by submitting a Bid.

A failure to respect the above restrictions may lead to disqualification of the Bidder.

4. Certification: No Collusion or Bid Rigging

The Bidder certifies that:

- (a) the prices in their Bid have been arrived at independently from those of any other bidders;
- (b) the prices in their Bid have not been knowingly disclosed by the Bidder, and will not knowingly be disclosed by the Bidder prior to award, directly or indirectly to any other bidder or competitor; and
- (c) no attempt has been made, nor will be made, to induce any other person to submit, or not to submit a Bid, for the purpose of restricting competition.

5. Certification: No Conflict of Interest or Unfair Advantage

The Township will reject a Bid if there is a conflict of interest or an unfair advantage that, in the Township's opinion, compromises the fairness of the competitive process. The Bidder is required to certify that it does not have a conflict of interest or unfair advantage by answering yes or no to the following statements:

The Bidder has access to confidential information of the Township that is relevant to this RFP process and is not available to other Bidders.	<input type="checkbox"/> yes <input type="checkbox"/> no
The Bidder (including any employee or proposed team member) (a) was involved in the development of any of the RFP documents or (b) received advice from someone involved in the development of any aspect of the RFP #2025-CB01 document.	<input type="checkbox"/> yes <input type="checkbox"/> no
The Bidder (including any employee or proposed team member) has business or personal relationships with any of the Township's elected officials, employees or representatives that could create an appearance of bias or advantage.	<input type="checkbox"/> yes <input type="checkbox"/> no

The Bidder (including any proposed personnel) has commitments, relationships or financial interests that could be, or might appear to be, incompatible with the impartial and unbiased performance of the Work.	<input type="checkbox"/> yes <input type="checkbox"/> no
If the answer to any of the above questions is “yes”, please set out the details below:	

6. Acknowledgement: Confidential Information

The Township will use reasonable efforts to protect pricing, commercial terms and other sensitive and confidential information provided by the Bidders and identified as being confidential information, but the Township accepts no liability if such information is disclosed.

The Bidder acknowledges that its name and total contract value will be publicly disclosed and that the Bid and any related information may be disclosed to the Township’s staff, advisors and consultants for the purposes of conducting the RFP process or disclosed to the Township’s Cemetery Board for the purposes of oversight and decision-making.

7. Acknowledgement: Non-Binding RFP Process

The Bidder acknowledges and agrees that:

- The RFP process is non-binding and does not create contractual obligations between the Township and the Bidder. There is no intention to enter into what is commonly referred to as “Contract A”, and no contractual relationship will be formed until the Township enters into contract with a Contractor for performance of the Work.
- The Township is not obligated to award a contract to the highest ranked Bidder or any Bidder. The Township may accept or reject any Bid and may award a contract to any Bidder for all or part of the Work.

- The Township may cancel the RFP at any time prior to execution of a contract for the Work for any reason deemed appropriate and in Township's or the public interest. Following cancellation, the Township may re-advertise for new bids or negotiate a contract for the same or similar Work.
- The Bidder does not have any right to compensation in connection with the RFP process or its outcome, including claims for Bid preparation costs, loss of profit or loss of opportunity, and the Township will not be liable for any claim arising out of this RFP process.

ON BEHALF OF BIDDER, I UNDERSTAND AND ACCEPT THE TERMS OF THE RFP PROCESS:

Signature:	
Name:	
Title:	
Date:	

This form may be executed by hand-written or electronic signature.